

**Staff Personnel Committee
Gustavus Adolphus College
Minutes of October 14, 2015**

Present	Area	Representative	Present	Area	Representative
x	Custodial	Anna Mae Barklow		Marketplace	Howard Anderson
x	Custodial	Kari Hinden	x	Marketplace	Debra Johnson
x	Office Support	Jenny Tollefson	x	Bookmark/Library/Print & Mail	Jeannie Peterson
x	Office Support	Jean Noren	x	Campus Safety	Lisa Octigan
x	Physical Plant	Nancy Petrich	x	Human Resources	Barb Lundgren

Chair Jeannie Peterson called the meeting to order at 8:32 am.

Approval of September meeting minutes – everyone received a copy.

Last month’s minutes approved.

Human Resources report:

- Computers in Custodial Closets:
 - Barb talked to Bruce Aarsvold and computers will not be an option for inside custodial closets.
 - He feels there are a lot of lab computers not being used, and they would like to see more visible use of computers.
 - Almost every building has a lab/computer access, Residence Halls and Academic buildings.
 - GTS can also help set up your email on your personal smartphone, it can be set up to use the campus WiFi/data plan.
 - The next step would be reviewing the policies regarding computer use while on duty in departments that don’t have regular work-access.
 - Want to make sure the campus is aware of the need for computer access and that access is work-appropriate.
 - Barb will work with Bruce to connect with Supervisors about any needed policy adjustments.
 - They would have to follow up on any issues with abuse (over-use or inappropriate use), but everyone should have equal access to computers to be able to access online resources and check work email.
 - Barb will work on this with a goal of the first of the year, we can check back in then.
- Human Resources will be reviewing all positions on campus - title, position, description, and how it lines up. This will be ongoing in the coming year.
 - Human Resources worked with Custodial to do a review of all job descriptions/grades and pay.
 - If you have a question or issue about your salary please go directly to Barb don’t discuss with coworkers.
 - Human Resources takes walk-ins, Barb will sit down and go through

things with you. Everyone's situation is different so comparing with each other isn't going to be accurate.

- There are a lot of variations within each grade.
 - The flex dollar phase-out had an effect on salaries within grades.
- Any reclassification requests will be coming directly to Barb for right now.
- The goal is for every area to have a career path - for employees to know where the next level is if they want to advance. Custodians have 3 tier - Custodian, Coordinator, Director. They want to get something for performance as well - merit system.
- Human Resources is looking at changing the review procedure and forms.
- Human Resources wants you to bring your questions and issues to them.
- TIAACref will be coming in November again. Retirement fund statements were sent out.
- Benefit enrollment - October 30th (until Nov 9th); people need to see HR if they don't have computer access. Please get enrollment in on time, there will be no meetings this year because there are not any plan changes, just a minimal increase to the dental premiums.
 - For the small group not on email/WebAdvisor, they'll receive a direct mailing.
 - HR is not able to answer questions about why claims are not being paid. They'll send out phone numbers and who to contact if there is a question/issue about a claim.

Department Reports:

- Bookmark/Library/Post Office
 - The new student space on the first floor is almost completely finished. There will be a blog post soon with the announcement, however students are already using it.
 - Gustavus Library Associates (GLA) will host A Royal Affair on November 14th at the Radisson Blu Mall of America.
 - <https://gustavus.edu/events/royalaffair/>
- Custodial
 - Can *Inside Gustavus* be released Thursday evening instead of Friday morning? When it is released on Fridays they do not get it until the following week.
 - Barb will check with Lorie.
 - **Update after meeting:** *Inside Gustavus* is intended to be released on Thursdays but had some delayed releases because of new employees and the Nobel Conference. The subsequent issue was released on Thursday.
- Marketplace
 - They are still short people.
 - Nobel was record-setting attendance, there were lines but they got everyone through.
- Physical Plant

- Anderson Hall is under construction, they've been working on the basement/ground. Abatement will be taking place inside the building.
 - Question about who is doing the work? Outside contractors.
- Financial Aid has not yet completed move to the Jackson Campus Center from the Admin building, they are still waiting on the furniture.
- The large tree outside the Campus Center suffered a serious crack. It had been cabled to hold it together previously and some cables have broken. Physical Plant is working to see if the tree can be saved.
- Campus Safety
 - Annual testing of the emergency alert system will occur this fall. Update your emergency contact information (gustavus.edu/emergency).
 - Campus Safety and Physical Plant have received some questions about adding card access to different departments/doors. For a building that already has card access, the cost would be \$3,500 per door. For a building that does not have any existing card access, the cost would be \$10,000 plus then the per-door cost. That cost would have to be covered by the department requesting the modification.
 - Anderson Hall will have card access on the outside doors.
 - Card access on outside doors is generally part of the planning process for any renovations moving forward (like Anderson, Nobel Hall). However, beyond that any additional card access takes funds away from other building needs. So it will generally only for areas that need extra security (research labs), not on individual offices.
- Academic/Administrative
 - The group held a tour of the Drenttel Golf facility, and it was amazing. You can rent time in this facility \$10/hr per person.
 - For more information:
<https://gustavus.edu/athletics/facilities/golfpractice>

Old Business:

- Covered above.

New Business:

- SPC Box: Nothing was in the box.
- Annual Holiday party.
 - Assigned planning tasks to committee members.
 - Confirmed date will be Tuesday, December 22nd (annually it is the day immediately following the end of Finals).
 - Preliminary discussion of gift distribution method, will confirm at next meeting.

Announcements and Reminders:

- There will no longer be a published HR newsletter.

- Barb is assisting to help find support staff members for the Diversity Committee (2 needed). This is a bi-monthly meeting, steered by faculty. Contact Barb if you are interested.

Call for Agenda Items for Next meeting:

- Finalize holiday party planning.

Motion to adjourn & seconded 9:30 am.

Next meeting Wednesday, November 11, 2015 in the 49'er room.



Address all suggestions, questions, and concerns to:

**Staff Personnel Committee (SPC)
PO Box B-36**
