

**Staff Personnel Committee  
Gustavus Adolphus College  
Minutes of January 13, 2016**

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		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 8:34 am.

Approval of December meeting minutes – everyone received a copy.

Last month’s minutes approved.

Human Resources report:

- Sad news this week - passing of Stacie Miller. Arrangements likely to be in Wisconsin where her mother is.
- 1095Cs are going out to everyone benefit-eligible (part-time employees will not receive it), who will need this tax form to file their tax returns. If you have a question, please talk to your tax accountant about this (Human Resource is not able to assist with completing tax returns).
  - Will be mailed to home addresses, and will come up through WebAdvisor (both W2 and 1095C).
  - Update after meeting, posting from Inside Gustavus:

2015 Tax Forms...W2 tax forms were mailed on Jan. 8 to all employees’ home addresses. Employees who are medical benefit eligible will be receiving one more required tax form 1095-C, to be mailed by Jan. 15, 2016. Please note the envelope for both the W2 and 1095-C look similar and read IMPORTANT TAX RETURN DOCUMENT ENCLOSED, on the outside of the envelope. Gustavus is an Applicable Large Employer subject to the employer shared responsibility provision in the Affordable Care Act. This form 1095-C includes information about the health insurance coverage offered to you by Gustavus which you will need to prepare your 2015 individual income tax return. If you should need an additional copy of either the W2 or 1095-C, you may print them from Web Advisor – Employee HR – W2 Statement or 1095-C statement. If you have any questions about your W2 or 1095-C forms, please consult with your tax accountant.

**IMPORTANT: THE 1095-C FORM IS ONLY ISSUED TO EMPLOYEES THAT ARE MEDICAL BENEFIT ELIGIBLE.**

- Human Resources is not hosting Enhancement Days this year, during this time of transition the programming is being evaluated.

- Update after meeting: the Provost's office hosted 'Professional Development Days' during Touring Week.
- Question - what about the CPR/AED refreshers? People like those on an annual rotation?
  - Update after meeting: Lisa spoke with Dale Plemmons who sometimes coordinates scheduling with the South Central College trainers who generally do the trainings. This was not able to be coordinated for the Professional Development Day sessions as the instructor was not available.
- Question - Why do seasonal/temp employees not get the turkey/ham certificates?
  - Temporary employees do not get any benefits, likely they just were not on the generated list that was created for those certificate requests/mailings. They can look at that for next year.
  - Human Resources will be reviewing 'temp' positions as part of their requirements for the ACA.

#### Department Reports:

- Bookmark/Library/Post Office
  - Nothing to report.
- Custodial
  - 2 full and 1 part-time position(s) were posted still available.
  - Several people reported they liked how we did the prizes this year at the Christmas party.
- Marketplace
  - No representative present.
- Physical Plant
  - Anderson Hall - abatement has finished.
  - Finishing up the offices in Carlson Admin (finishing up office changes from Summer).
  - Other projects.
    - Lund - pool filters
    - Campus Center - Dining Service SoMat pumps (trash grinders)
    - Working on preliminary work before the expansion on 3rd floor Library archives.
    - Waiting to hear what the projects will be for summer.
- Campus Safety
  - Parking enforcement is still the same in January term and Touring Week.
- Academic/Administrative
  - Jean is a support staff representative for the Presidential Advisory Council for Diversity Equity and Inclusion (with Sonia Ramirez from Dining Service). They've had 3 meetings and created objectives, and will be having a retreat in February. There are 2 support staff, 2 administrators, 4 students, 2 faculty and President Bergman on the Committee, and Glen Lloyd is now Chairperson.
    - Discussion of this committee and any feedback/suggestions we'd like Jean

- to bring forward as a representative.
    - Please contact Jean or Sonia if you have questions or suggestions.
  - They are having an Administrative Assistant meeting Jan 19th to discuss Informer (with Mary Milbradt).
  - Doug Minter plans to provide training regarding changes in WebAdvisor (for student employment supervisors).
- Moment of silence for Stacie Miller.

#### Old Business:

- Holiday luncheon/party:
  - Food shelf thank you note - \$706 was raised (between the two parties); 208.9 pounds of food were donated (including certificates)
    - Jenny has submitted for the Gustavus matches.
  - Jeannie will pass on her notes from the party planning to Jean since Jeannie will not be on the committee next year.
  - Question about the Service Awards - can the prizes/gifts be changed?
    - Jeannie will gather more information about the items and ordering process for the next meeting.
    - Some people might find a mug more practical than a candy dish or paper weight, but there is a lot of individual variation in preferences (some will never wear a watch, some really look forward to that gift that's a traditional service recognition).
  - Discussion of the Service Award picture process and what adjustments might be needed. We will find out if those in photos can get a digital copy.
  - Follow up with G3 before next year to find out if they want to continue (do they still enjoy performing) and discuss any alternate options if they do not. They have been a wonderful group donating their time to this event annually and we want to respect their time and efforts if they want to discontinue performing.

#### New Business:

- Note from the SPC box: "In the November 11th minutes it says TIAA Cref will be here before Thanksgiving (in the Human Resources report). I received the minutes today - Dec. 18th. A lot of good it does me now!"
  - The SPC group is a monthly meeting whose notes are approved the following month, so they will most often be posted/released a month 'late' every time. The purpose of the monthly notes and the departmental reporting section is for information to be shared and discussed as a committee, if need be, and recorded for the sake of future reference. The meetings are not intended to be a *current communication of upcoming events*.
  - Inside Gustavus is a much better option for keeping up-to-date on announcements and scheduled meetings or events. Inside Gustavus is the College's weekly newsletter that is posted every Thursday, with an email announcement of its release sent to the campus community each week. Please check with your Supervisor about distribution if you aren't receiving this newsletter.

- <https://gustavus.edu/news/insidegustavus/>
- You can always check with your representative who will know what was discussed before any notes are completed/released, they would love to hear from you!
- As always, if you want to serve as a representative on the Committee for your department/area (with the option of being responsible for note-taking), we love to hear from those interested in serving the next academic year!

Announcements and Reminders:

- Happy Birthday Jenny!

**Call for Agenda Items for Next meeting:**

- We'll discuss previous ideas about the Service Awards and any potential move to May and combining those with the Faculty/Administrator awards. While the time of year would be nice (to include students), the time of day would need to be reviewed. We'll revisit this issue at the next meeting.

Motion to adjourn & seconded 9:36 am.

**Next meeting Wednesday, February 10, 2016 in the 49'er room.**

