

**Staff Personnel Committee
Gustavus Adolphus College
Minutes of September 9th, 2015**

Present	Area	Representative	Present	Area	Representative
x	Custodial	Anna Mae Barklow	x	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 8:31 am.

Approval of June meeting minutes – everyone received a copy.

Welcomed new members Barb Lundgren (Human Resources), Jean Noren (Academic Support), and Kari Hinden (Custodial) to the committee.

Last month's minutes approved.

Human Resources report:

- Human Resources is short 2 people, Barb is serving as the Interim Director of Human Resources.
- They have a lot of compliance requirements.
 - W2s have to be updated in January.
 - With the Affordable Care Act, they have to be able to monitor everyone's hours to determine if they are benefit eligible. They'll need to provide an additional form that tells you that you've been insured and for how many months because if there is a break you'll be fined.
 - The institutional penalty is about \$3000 per person (if they aren't in compliance).
- Benefit enrollment will be coming the first week of November for Jan 2016. They don't anticipate any changes or increases (for the first time in a long time).
 - We're in a Co-op for our medical plans, which gives us a cheaper option, with premium changes occurring in July, if any.
 - Life insurance is 3-year term.
 - Dental insurance will be about the same. They've researched and compared other plans. Our coverage is the best coverage they are able to offer.
- HR is working with 45 new employees, as well as all the July 31st retirees' benefits.
- Barb also has a big part in the payroll side. Having WebAdvisor submissions done on time greatly assists them in doing their job (and saves time).
- There will be some changes - look for some forms to be more computerized (the office typewriter is gone!)
- Please let Barb know if you hear of any issues - their door is always open.
- ValleyFair tickets are not available this season but they'll have them back next year. There will be a new online process.

Department Reports:

- Bookmark/Library/Post Office
 - New student space is about to be opened in the Library, they consolidated offices on the first floor to create a group study room.
 - Two librarians have returned from Sabbatical. Lynn Berg retired, with Melissa Perron taking over Cataloging.
- Custodial
 - Computers in custodial closets - hasn't heard anything.
 - Barb has a vested interest in making things online and is interested in following up on this - wants computer availability for all employees (specifically for things like benefit enrollment).
 - She would like to do a walk-through with Anna Mae and Larry to see where they could be placed.
 - She would make a proposal to get it in the budget, and to assess whose budget responsibility it would be.
 - Training would have to be a part of this process.
 - Human Resources is happy to help those who need assistance with computer-based paperwork.
 - There are Custodial positions posted.
 - Job postings are online and physically posted in Admin building around corner from Finance office and on the lower level Campus Center (near the back door on the Lund Center side).
 - Confer-Vickner Faculty and Staff are appreciative of the work Custodial and Physical Plant have done there. Classrooms and offices are cleaned great, actually a phenomenal job. The landscape improvements are very nice. They are doing an amazing job while short staffed.
- Marketplace
 - Just about fully staffed - 2 more.
 - Takes 3 seconds longer per transaction on new system which can really back things up over a lot of uses. Nobel Conference will be a big test of this slow-down.
- Physical Plant
 - Finish remodeling.
 - Appreciation to Physical Plant for their work on all the office moves/adjustments this summer (most on short notice).
 - All that's left is Financial Aid moving to the former Dean of Student's office in the Campus Center - targeted for mid-October.
- Campus Safety
 - Some parking spaces adjusted over the summer.
 - One row of green in the Norelius lot was changed to red, and some Handicap spaces were moved to the Visitor section, some service spaces were removed, so the row closest to the Campus Center now has more green permit spaces. In the Lund lot, the Gustavus-vehicle spots were moved to the back in addition to 30-minute spaces, making

more green permit spaces in that lot as well.

- Academic/Administrative
 - The academic support group has a mentor program for 3 new people (Music, Education, and Biology/Geology). Thanks to HR for supporting the mentor program.
 - Nancy Beran, Jennifer Harbo, and Jean Noren have been chairs for Administrative support; Jennifer is going to be Chair is currently seeking a co-Chair (replacing Jean).
 - Teri Bauman has moved to an Administrative position and can no longer serve on the SPC; Jean Noren is her replacement.

Old Business:

- Gus the mascot - we'd discussed having photos done at new employee orientation.
 - Scott Broady is the person to contact (Campus Activities) for questions about Gus.
 - On the CAB web page, you can request Gus to be at one of your events (no cost): <https://gustavus.edu/cao/request.php>
 - There is not a scheduled formal employee orientation.
 - Committee decided that it wasn't worth pursuing the Gus photo with new employees.
- Children's Museum - prior question was if there could be a discount offered for Gustavus employees. Barb will look into it and update the committee.
 - **Update after meeting:**
"I contacted the Children's Museum and the cost is \$8.00 per person, 1 year and older. They only offer 1/2 price discounts \$4.00 per person for medium to large groups only, not individuals or families."
 - Based on this update regarding cost and limitation to bulk-discounts, the committee will not pursue a discount.
- Enhancement days - Staff Personnel Committee had been asked to assist in planing Enhancement Days this year.
 - Barb didn't have anything to do with that in prior years, but they might take that in a different direction. They are very costly and there isn't always good turnout. They might redesign it, or use it for training times. Stay tuned...

New Business:

- SPC Box: Nothing was in the box.

Announcements and Reminders:

- September 25th - All-Campus Strategic Action Conference. Lund Arena. 2:30pm

Call for Agenda Items for Next meeting:

- Will discuss the Christmas party at the next meeting, following up on ideas to address the large number of retirees and service recognition awards.

