

**Staff Personnel Committee
Gustavus Adolphus College
Minutes of June 10, 2015**

Present	Area	Representative	Present	Area	Representative
x	Custodial	Anna Mae Barklow	x	Marketplace	Howard Anderson
x	Custodial	Tim Traxler	x	Marketplace	Debra Johnson
	Office Support	Jenny Tollefson	x	Bookmark/Library/Print & Mail	Jeannie Peterson
x	Office Support	Teri Bauman	x	Campus Safety	Lisa Octigan
x	Physical Plant	Nancy Petrich	x	Human Resources	Kirk Beyer

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

Kari Hinden attended as a new representative, replacing Tim Traxler for next year.
Welcome and thanks Kari!

Approval of May minutes – some members did not receive printed copy. Lisa will send them a copy with the June minutes.

Last month's minutes approved.

Special guest/meeting topic: To assist us with planning our annual Christmas party in a year with a larger number of retirements, Glen Lloyd, Director of Alumni and Parent Engagement, attended to talk about the recent Faculty and Administrator retirement dinner.

- They split the service recognition apart from the retirements. With concerns about 19 people speaking, they compiled information about all the retirees (including a photo) and assembled it into a Powerpoint, with each person allotted a 3-minute window.
 - For the 3-minute window, the retiree could choose to speak or have someone speak on their behalf. Even if someone didn't attend, they still asked for photos and information about them and acknowledged those who weren't present.
 - For those that chose to have someone speak for them, it was not an introduction, rather speaking for them. Four people chose to do it this way.
 - Representing the Alumni Association, Tom Young was the speaker/emcee. He was given a script with 5 sentences per person which took about 30 seconds. (They really liked that.)
 - Last year the dinner ran 2 hours and 20 minutes, this year it was 2 hours and 15 minutes with 13 retirees speaking.
- For the service recognition, they had a Chapel service (for service award recipients for 10 years of service and higher). It is in the constitution that Alumni give the service recognition, and they included support staff with administrators. They coordinated this Chapel service with Chaplain's Brian and Siri. They used a template for the service, and the service lasted 25 minutes. They'd like more representation in future years (many recipients weren't there), they were in a time crunch this year with less than a month to coordinate and publicize it, SPC was not

involved.

- In the history of the College this was the role of the Alumni Association, before HR took over for Support Staff recognition. The Alumni Association would consider it more respectful and inclusive to include support staff as well, honoring *everyone* at the Chapel service.

A few thoughts/considerations with combining the two groups:

- Alumni Association doesn't recognize 5 years of service for Faculty/Administrators as Support Staff do.. Suggestion made to recognize everyone at 5-year anniversary.
- Some of the service awards are also different at the 5, 10, and 15-year levels. Suggestion made to coordinate with Philly about the awards (candy dish vs. padfolio for 10-year recognition).
- Next May, we will make an attempt to transition to sharing service award ceremony with everyone. We cannot do that for our Christmas party this year, but can announce a change for next year.
 - With these proposed changes in the ceremony/recognition, it will feel more like a community event (this time-frame would also make it possible for students to attend, which does not happen at the Christmas party).
 - Chapel service was held at 4pm, with a reception following in Beck Hall for giving out the awards. It could also be outside in Sesquicentennial Plaza, if weather permits.
- Human Resources and Alumni Relations can work with the Cabinet on the possibility of this transition, combining the service recognition events.
 - We will reconnect at our February SPC meeting to see how we can assist with planning for May.

Kirk Beyer's report:

- There had been a question at previous meetings about filling Custodial positions. They are posting custodial positions today - 1 heavy duty/custodian Thursday through Monday) for more weekend coverage; one position 5am-1pm Monday through Friday, and 2 weekend part-time custodians. A total of 2 part time and 2 full time positions.
- Kirk learned of a contact person for the Children's Museum - he will contact them and see if there are any discount options for Gustavus employees and let the committee know.
- Human Resources will be having a reception on July 14 for their retirees, Kirk and Nadine. They will be having it at 9am so Custodial can attend, further information about location will be coming.
- Kirk did a retirement presentation for Dining Service employees yesterday with 8-9 attendees.

Department Reports:

- Bookmark/Library/Post Office - nothing to report.
- Custodial

- Tim will be leaving after this meeting. Kari Hinden will be his replacement.
- Marketplace
 - Welcoming Howard back as representative again for next year.
- Physical Plant - nothing to report.
- Campus Safety - nothing to report.
- Academic/Administrative - nothing to report.

Old Business:

- Kirk will email us if he gets an update on the Children's museum.

New Business:

- SPC Box: Forgot to check the box before the meeting, will bring anything to September meeting.

Announcements and Reminders:

- Question about replacement for the ex-officio HR position on the SPC.
 - If someone is not hired as Kirk's replacement, there will not be anyone able to attend the meetings.
 - There are a number of time-intensive changes in HR requirements that the employees in that office will be dealing with in addition to the retirements.
 - The Affordable Care Act (ACA) has huge reporting requirements (they must report the number of months with insurance for each person and who would qualify based on the government definition).
 - The mandated minimum salary requirement for employees might be changing; it may change from \$455/week minimum salary to \$51,000/yr (\$980/week).
 - They will have to review positions that may no longer be able to be salaried and might need to change to hourly. It can be difficult to track the hours of positions like adjuncts, coaches, Residential Life, etc.
 - Kirk recommends sending a request to the administration to ask who the SPC representative is going to be.
- End of academic year, thanks and goodbyes.
 - Goodbye to Kirk!
 - Kirk expressed gratitude to committee for handling issues that arise stating that small issues can have a big impact.
 - Committee Chair thanked everyone on the committee for this year's work, welcomed new and returning members, and wished everyone
 - a wonderful summer!

Call for Agenda Items for Next meeting:

- Suggestion made to switch monthly meetings to Linner Lounge from the 49er room

for all meetings next year.

- *Follow-up after meeting:* Linner Lounge will no longer be available for reservations so we will have to stay with 49'er room.

Motion to adjourn & seconded 9:25 am.

Next meeting Wednesday, September 9, 2015 in the 49'er room.

Address all suggestions, questions, and concerns to:

Staff Personnel Committee (SPC)
PO Box B-36

