Representatives Present:
Anna Lokensgard (Academic/Admin Support); Tracey Peymann (Academic/Admin Support); Andy Biedermann (Bookmark/Library/PO); Rick Dahn (Custodial); Victor Cerritos (Marketplace); Jeri Miller (Marketplace); Nancy Petrich (Physical Plant); Lisa Octigan (Campus Safety)

Anna Lokensgard called the meeting to order at 8:30 am.

Approval of September meeting minutes – everyone received a copy.

Last month’s minutes approved, with correction to committee member name and date of next meeting errors/typos.

Kirk Beyer’s report:
- Nominations for Norelius and Shultz awards. Reminder if you have anyone in mind to get your nominations in soon.
- As part of sesquicentennial and Gustavus 150 there were a number of recommendations made and several are falling in Kirk’s area.
  - One is to develop task force for employee orientation. If anyone interested in serving on Task Force for that purpose let Kirk know because putting together shortly. Also to create an ad hoc committee to review service and retirement awards process. Some don’t want watches. Some would want to do a donation in name to charitable organization – but poses problem on financial end. Only way we can accommodate is if cash given to individual, but do we want to just start giving cash awards; for example.
    - Alumni office has handled service awards for administrative employees; Human Resources handles for support staff employees. Not one in the same. Want to get together on that.
    - Used to be Granlund statues were given – but no new statues to give so what happens in place of that?
    - Want to put together ad hoc committee to review. Let Kirk know if interested.
  - Explore implementation of informal or lower level recognition program focused on celebrating Gustavus community.
- Q: When is new employee orientation coming up?
  - November 1st. Retiree health program set for the 2nd. Reviewing new employee orientation. Anyone starting after certain date get a letter inviting them (staff and administration).
- Board of Trustees approved change to retiree health plan. Information was in Inside Gustavus and President’s Board Report. Once individuals reach Medicare eligibility, they can go off retiree plan regardless of years of service. More and more employees
coming later in careers, eligible for Medicare but don't have 20 years of service but still want to participate in retiree health plan. Plan we have at Gustavus, once Medicare eligible don't stay on group plan. Separate fully insured plan f or Medicare-eligible retirees– won't impact claims or group plan for current employees. Not meant to encourage or force retirement – just to remove obstacles so those that want to retire feel that they can. Another obstacle removed for those Medicare eligible.

- Looking forward – think about employee enhancement days. What kinds of speakers might like for that. Does make a difference with what funding we have available - what level of speakers we can draw in. Usually during touring week – starting to put together now. Give Kirk any ideas of speakers.

**Department Reports:**
- Bookmark/Library/Post Office – Nothing to report.
- Custodial – nothing to report.
- Marketplace –
  - GustieWare: Steve and Charlie haven’t met yet but ordered a couple thousand more of the items. Seems to be going well, could always improve but things overall good. Jeri will check back in a month.
  - Today is pink day.
  - Family weekend coming up.
  - Month’s events - Dining service appreciates everyone’s help. Couldn’t do it without Custodial, Safety, Marketing and everyone. Dining Service gets a lot of the credit but Steve wants to be sure everyone else gets credit for that too.
  - Comment: Decorations were just amazing for dinner.
  - Announcement/Update: Dining service now takes credit/debit cards – Buffet, Marketplace, and Jeri’s office for orders. [Dining service then pays a charge per payment.]
  - Jeri can now scan student IDs (or credit cards) at her desk, so she doesn’t have to send anyone out to the line anymore. Works also for employee IDs.
- Physical Plant –
  - Physical Plant Staff picnic question follow up – talk to Chris/Marie.
    - Hard for custodial to attend but picnic every year. The picnic is to say thank you for the summer work, we include summer students and sub-contractors.
    - Need to work custodial issue with custodial supervisor.
- Campus Safety –
  Campus Safety and the campus Threat Assessment Team invite members of the campus community to a presentation on Wednesday, October 26th in Alumni Hall, 9am-11am:
Eyes Wide Open: Recognizing Stalking, Threats, & Violence in a College Community
Presented by Kristine Kienlen, Psy. D.
Alumni Hall; Wednesday, October 26, 2011 (9:00 to 11:00 a.m.)

Faculty, staff, administration, and students are responsible for maintaining an educational and working environment that is safe. Vigilance and proactive reporting of concerning situations can help prevent campus violence. This training will assist with the recognition of various types of campus stalking, threats, and violence. Participants will gain a better understanding of information that needs to be reported to the Campus Threat Assessment Team (TAT) with the goal of early intervention and violence risk management.

Dr. Kristine Kienlen has a doctoral degree in Clinical Psychology and specializes in Forensic Psychology. She has over 15 years of experience conducting forensic psychological evaluations with risk assessments of individuals involved in criminal and civil court proceedings. She has conducted a number of professional publications and presentations on the topic of stalking. Dr. Kienlen was previously employed as a forensic psychologist at the Minnesota Security Hospital in St. Peter and has been employed for 11 years by the Minnesota District Court. Dr. Kienlen has established a private practice (www.mnprotect.com) providing Threat Assessment Team training, consultations, and risk assessments to employers and colleges.

- Academic/Administrative –
  - Question: What is the best way to request any type of Physical Plant need within your office? Is it the physical plant email address? There isn’t a reply to that email so don’t know if it’s received or what the timeline for completion is. Some kind of confirmation or response might be helpful. Some asking if the alias still works and if that’s what should be doing.
  - Some people have gone back to calling because not sure if emails are going through. If it’s going to be days or months. Might not be able to be exact.
    - Nancy will follow up with Amy about responses with emails to the requests. In the work order program there is a capability to send email back that work order was put in but not currently used that way.
    - If it’s an emergency call in right away.
    - pplant@gac.edu

Old Business:
- Update - Flu shot numbers: Sept 21st and Oct 6th – gave 860 flu shots. Employees alone were 227 in the two days. Gave about 200 last year. Good turn out. They had ordered 900 so only have like 40 doses left. Counts turned out well. Homeland Health here end of October. Our vaccine was only 18 and over. Homeland Health can give a flu shot to anyone with any kind of insurance. There is an online pre-registration. GHP is doing that other clinic, it’s not through
Health Service [Health Service can’t do under 18 or retirees due to insurance]. Anyone who couldn’t do other two can come to this one.

- Question: Can employees do walk-in shots?
  - Students yes, but haven’t opened it up to employees.

New Business:
- Christmas in Christ Chapel tickets – Announcements say tickets are available online. A lot of the employees don’t have access to computers. Can there be a paper sheet to order? Now they have online ordering and people are not able to do it that way. Having to get help to do it. Can their department go back to sheet of paper with day/date/time?
  - Can call in or stop in Lundgren House.
  - Post-meeting update: Lisa asked Marie to send out notice that employees can call Marketing and Communication (x7520) to order tickets: http://news.blog.gustavus.edu/2011/10/12/christmas-in-christ-chapel-ticket-information/

- With all the other Colleges in the area developed a no-smoking policy, is Gustavus developing a policy?
  - Group of nursing students researching/working on.
  - Article in the Weekly about it: http://weekly.blog.gustavus.edu/2011/10/07/nursing-students-raise-possibility-of-a-tobacco-free-campus/
  - Was talked about last year and students have taken it on.
  - Kari Eckhart looking at working with outside organizations to promote that.
  - MSU has done it – right now setting up a limited area. Then they’ll go total ban; Mankato Clinic they have to go across the street so not on property.

- SPC Box: “Since the Administrative Assistants are receiving ‘Accreditation’ training, with the end result most likely being a pay grade change and increased pay, is that benefit going to be provided for the remainder of the support staff?”
  - Seems to be some confusion – Administrative Assistants attended a meeting that discussed the College’s Accreditation process – it had nothing to do with employees grade or pay.
  - Every 10-years, the College goes through an Accreditation process of self-study and then peer review by the Higher Learning Commission. Chairs of the Committee Carolyn Dobler and Chris Gilbert are having meetings with different groups on campus to discuss the process and make people aware of the timeline. The Higher Learning Commission group will be on campus in April 2013.
  - Post-meeting update: Lisa will attach information sheet about the College’s Accreditation process to the distributed set of notes.

- Christmas party – assign positions.
  - Entertainment: Mike
  - Gifts: Rick, Tracey, Anna
Announcements and Reminders:

Call for Agenda Items for Next meeting:
• Christmas party updates; assign specific tasks day of party

Motion to adjourn & seconded.

Next meeting Wednesday, November 9th in the 49'er room.

Address all suggestions, questions, and concerns to:

Staff Personnel Committee (SPC)
PO Box A-19