Staff Personnel Committee  
Gustavus Adolphus College  
Minutes of June 12, 2013

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<tr>
<th>Present</th>
<th>Representative</th>
<th>Area</th>
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<tr>
<td>x</td>
<td>Anna Mae Barklow</td>
<td>Custodial</td>
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<tr>
<td>x</td>
<td>Mike Kolek</td>
<td>Custodial</td>
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<tr>
<td>x</td>
<td>Victor Cerritos</td>
<td>Marketplace</td>
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<td>x</td>
<td>Jeri Miller</td>
<td>Marketplace</td>
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<td></td>
<td>Jenny Tollefson</td>
<td>Office Support</td>
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<tr>
<td>x</td>
<td>Tracey Peymann</td>
<td>Office Support</td>
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<th>Present</th>
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<tbody>
<tr>
<td>x</td>
<td>Kirk Beyer</td>
<td>Human Resources</td>
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<td>x</td>
<td>Jeannie Peterson</td>
<td>Bookmark/Library/Print &amp; Mail</td>
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<td>Lisa Octigan</td>
<td>Campus Safety</td>
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<td>x</td>
<td>Nancy Petrich</td>
<td>Physical Plant</td>
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The incoming 2013-14 committee members were also present:

- Teri Bauman replacing Tracey Peymann for Academic/Administrative Support;
- Tim Traxler replacing Mike Kolek for Custodial;
- Howard Anderson replacing Victor Cerritos for the Marketplace;
- Debra Johnson replacing Jeri Miller for the Marketplace;

Chair Mike Kolek called the meeting to order at 8:34 am.

Introduction of new members and goodbye to the outgoing members.

Approval of May meeting minutes – everyone received a copy. Last month’s minutes approved.

Kirk Beyer’s report:

- The “model notice” from the government regarding the exchanges that will be available/effective January of next year will be out this fall, both electronically and paper form. Kirk noted that, unfortunately, there’s not a lot information within this notice.
- The finance office is undergoing their annual audit, if they happen to not be readily available; they’re a bit busy at this time.
- Gustavus has recently updated the Title IX policy putting into place two separate policies:
  1) Any sexual harassment/misconduct between students
  2) Any sexual harassment/misconduct between employees
  Our Title IX team is seeking campus wide volunteers to become trained as grievance officers, harassment advisors, or student sexual misconduct investigators to effectively carry out the standards set forth within each policy. If you have any questions regarding these volunteered positions, please contact Paula O’Laughlin (poloughl@gustavus.edu) or Steve Bennett (sbennett@gustavus.edu). Pete Meagher, our Deputy Title IX coordinator, will soon be leaving us.

- Valleyfair tickets are available for the 2013 season. Employees may purchase tickets for regular admission (ages 3-61 and 48” or taller) at $28.00 (savings of $15.99) and Junior/Senior for $28.00 (includes admission to Dinosaurs Alive), to be used any day of the Valleyfair 2013 operating season. Tickets are available for purchase in the Office of Human Resources located in the Carlson Administration Building.
Department Reports:

- **Bookmark/Library/Post Office** –
  - Report from staff of appreciation in regards to getting the information out on what to expect with health insurance changes within the next year.

- **Custodial** –
  - Very busy with camps coming in for the summer

- **Marketplace** –
  - Also very busy with summer camps up and running

- **Physical Plant** –
  - Busy with summer construction; Upgrades with restrooms in Norelius Hall and Carlson International Center; Stone work on Fine Arts Building. Nancy fielded a question pertaining to the new building out by physical plant explaining “The Morton building near the motor pool will house the compost for dining service waste. It is funded by a grant from the Cargill Foundation. There is also a new smaller shed near the Big Hill Farm that was built using Coca-Cola grant money. Jim Dontje was the advisor for both.”

Follow-up after meeting: This is more information pertaining to what our Gustavus students attained through the Coca-Cola Grant money this past year:

- **Kari Eckbeart**, Assistant Athletics and Alcohol and Drug Education Director - project: 2013 Wellbeing Fair

  - **Katie Barta ’13** - project: Trash to Treasure – Jim Dontje, advisor

  - **Katelyn Warburton ’13** - project: Be the Light (therapeutic light boxes) – Gustavus Health Service, Counseling Center, and Folke Bernadotte Library, advisors

  - **Sophia Ogren-Dehn ’13** - project: Big Hill Farm Shed – Jim Dontje, advisor

  - **Samantha Good ’13** - project: Biking Initiatives – Jeff Jeremiason and Jim Dontje, advisors

  - **Kari Eckbeart**, Assistant Athletics and Alcohol and Drug Education Director - project: March Mission Nutrition

  - **Greg Wiessner ’14** - project: Peer Health Coaching – Judy Douglas, advisor

  - **Courtney Farland ’13** - project: Gusties Love Group Exercise – Stephanie Otto, advisor

  - **Kirsten Larsen ’13** - project: Labyrinth in Linnaeus Arboretum – Rachel Larson and Scott Moeller, advisors

Extra Details:

- **Trash to Treasure** initiated the huge Garage Sale to be held in June.

- **Big Hill Farm Shed** is going up west of the motor pool.

- **Biking Initiatives** - This brought in a bike repair station near the entrance of Lund.

For more information, please visit: [http://gustavus.edu/provost/faculty-fac-mtg-coke-may-2013---coke.pdf](http://gustavus.edu/provost/faculty-fac-mtg-coke-may-2013---coke.pdf)
- **Campus Safety** –
  - Nothing to report in Lisa’s absence.
- **Academic/Administrative** –
  - Teri Bauman updated the committee on the status of placing computers in custodial closets. The approval has been granted with research completed regarding the viability of placing computers within closets. Physical Plant will pay for the install with GTS to provide the equipment/support needed. Discussion is now being held regarding how many installations will be needed.

**Old Business:**
(No old business brought to the table.)

**New Business:**
- SPC Box: Nothing was in the box.
- Election of officers by ballot:
  - Chair: Jeannie Peterson *(Initial vote led to tie-breaking vote between Jenny Tollefson and Jeannie Peterson)*
  - Vice-Chair: Anna Mae Barklow
  - Secretary: Lisa Octigan
    - Motion to destroy the ballots. Approved.

**Announcements and Reminders:**
- No meetings in July and August
- Next meeting to be held September 11, 2013 in 49er Room.
- Health Service will begin providing services to employees beginning Fall 2013 (please see info. scanned below)
- As of Sept. 1 – Employees with an HRA will have the option to choose having their reimbursement check paid directly to their providers OR sent to employee. Human Resources will keep us posted regarding these options, please watch for further announcements.

**Call for Agenda Items for Next meeting:**
- Paper Gribly: Special Order Options for Academic Year 2013-14?
- Options with HRA payments – to provider or employee?

Motion to adjourn & seconded 9:15 am.

**Next meeting Wednesday, Sept. 11, 2013 in 49er Room.**
Address all suggestions, questions, and concerns to:

**Staff Personnel Committee (SPC)**
**PO Box A-22**

Employee Health Service

Location: Health Service-Campus Center

Open for current Gustavus employees Monday-Friday from 7:00am-10:00am while school is in session. Call ahead for appointments, walk-ins welcome. Check website for limited hours during breaks.

Services Offered:

**Minor Illnesses**
- Strep throat evaluation
- Laryngitis
- Ear infection
- Swimmer's ear
- Cold
- Cough/bronchitis
- Sinus infection
- Allergies
- Conjunctivitis/pink eye
- Urinary tract infection
- Influenza
- Mono

**Skin Conditions**
- Swimmer's itch
- Rashes
- Athlete's foot
- Ringworm
- Impetigo
- Shingles
- Cold sores
- Minor burns
- Poison ivy
- Eczema
- Warts

**Other Services**
- Travel abroad vaccines and consultations (Hepatitis A & B, Tetanus, Pertussis, Influenza, Malaria, Typhoid)
- Lab draws with orders from outside providers
- Evaluation and treatment of minor injuries: burns (minor), abrasion (minor), sutures/stitches removal, splinter removal
- Blood pressure checks

Insurance will be billed for all appointments. Only insurance accepted (except for Medicare). Please bring insurance card to each appointment.

Referrals may need to be made for treatment of certain conditions. We are unable to treat workers' compensation injuries.

Call 507-933-7630 with questions or to schedule an appointment.