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

Approval of December meeting minutes – everyone received a copy.

Last month’s minutes approved.

Kirk Beyer’s report:
- Thanks for everyone’s work on the Christmas Party. Wonderful comments from attendees.
- Benefit Advisory Committee meeting January 22nd.
  - Faculty Senate special committee looking at Parental Leave options. Changes recommended by that sub-committee. Changes that Provost has to approve with how Faculty take their parental leave.
  - Providers of retirement funds have to be more transparent in disclosing their fees and TIAA-CREF realized in looking at other fees there could be improvements. Based on amount we have from employees invested in TIAA-CREF, we qualify for a break in fees. We need to move from “Retirement Class” to “Investment Class” of fee charges. In order to do that, everyone would have to have their investments moved (same funds). Fee break – 10 basis points (1/100th of a percent = 1 basis point). This has to be recommended by Benefit Advisory Committee and approved by Budget Committee. Will be able to pass that savings on to our employees.
    - Q: There were different things offered at last personal meeting with TIAA-CREF, is that related?
    - A: Investment options and products stay exactly the same. Just moving to a different class for their records. There is an ongoing fee – comes out of the returns. By moving what you currently have to a different class, you will get the price break on money you’ve already invested as well. That’s why we have to move everyone.
    - TIAA-CREF will be able to make the move as a group, each individual won’t have to. Our investments will then be in a different class. Doesn’t cost anything. Employees will see reduced fee.
    - Slightly different topic: There are fewer requirements on when you put your own money in. If you put it into the GRA – higher interest
return than if you put it in the GSRA. Reason it’s a higher return in GRA is the money is locked in for 10 years. Can’t just move it out of the GRA. If you put it in the GSRA, a little less return but fewer requirements, can move money back and forth whenever you want. Easier access to that money. Have asked them if there are similar investment options available on the GRA side, where people might have additional flexibility as TIAA annuity. There is another retirement fund that will meet that need, will be talking about that with Benefit Advisory committee as well.

- The phone number on the back of our SOMI dental cards has been disconnected. SOMI (3rd party administrator) changed their phone system. When they changed their phone system, didn’t know old number wouldn’t work. They are going to re-issue new dental cards to all of our employees signed up for benefit with new number on back. Will be sent to home addresses. **New number: 800-486-7664 (it is correct in the booklet and online).**

- Wed, Feb 6 and Thurs Feb 7 – Enhancement Days
  - Bob Bardwell – ‘It’s not what happens to you, it’s what you do about it’. Bob was a construction worker in his 20s and was in an accident and lost use of both his legs. He will talk about how he has come back with that. Established a ranch that serves youth and veterans to help them deal with challenges they might have in their life; has completed over 100 marathons in his wheelchair; and set up a program to send wheelchairs to people in Africa. “A race is not won with the wheels but with the heart.”
  - Catherine Byers Breet - representative from Arbez. Has worked with Wellness Task force on campus. Speaking about finding more fulfilling life; necessary elements to thrive in life.
  - Sessions in morning and repeat in the afternoon so people can have opportunity to staff offices and attend sessions.
  - Thursday, Feb 7th – CPR/First Aid Training. South Central Tech will be doing that training in the Lund Center.
  - Tues, Feb 5 – selected audiences – Title IX training; sexual misconduct investigators training; working with Provosts’ Office. 2 hour meeting for Faculty. Not open to the entire campus.

- MetLife – RetireWise workshop to be offered; how to plan for retirement. Not just for those at end of their career. Meant for everyone. Usually a 4 meeting seminar – we’ve been able to combine to three meetings. February 19th, 4:30-7:30; February 26th 5-7:30; March 5th 5-7:30pm. Employees and spouses/partners are encouraged to attend. Need to haven a minimum of 20 people for them to make the presentation. They won’t be selling MetLife products while they are here, but they will be available to answer questions about their products. Large binder of resources provided.

- Yesterday President’s Cabinet met and adopted an Institutional Complaint Policy and Procedure [see end of minutes for full policy]. Formal way for an individual to raise issue with college. If it’s sexual misconduct or harassment, should still go
through process in place. Issue with supervisor, use complaint policy in staff handbook. But this one is to allow individuals, students or parents in particular, who might have issue with college an avenue to bring forth a complaint.

- Health Screenings – information went out in the HR newsletter.
  - Lots of people have been signing up – call soon!
  - Current employees will do their screenings at Health Service.
- Question – Fiscal Cliff; 2% tax break on Social Security benefits expired. Will we see that change now?
  - A: Salaried employees saw that January 1st, our paycheck will show that this pay period. 2% decrease in pay.
  - Other changes with new laws/deals:
    - For those making less than $400,000 a year, Bush tax reductions are now permanent.
    - Change with Obamacare – supposed to send out information about Exchanges by March – but they don’t have any information about that to distribute yet.
- Definition of Exchanges – if an employee’s single health care premium is greater than 9½ % of employee’s annual earnings, then they can qualify to buy health insurance through an exchange that is cheaper, because government would charge employer $3000 which goes to exchange. Intention to provide affordable care. If employer can’t meet requirements, then these individuals can participate in exchanges for reduced cost and employer will have to pay penalty for that. If that premium for the employer’s least costly plan available for just the employee is greater than 9 ½ % then they would qualify. States can set up their own exchanges (MA has had their own for years), but if state fails to set up an exchange, then the Federal Government will have exchanges. Don’t anticipate that anyone at Gustavus would qualify because our $5000 deductible plan only costs $400 a year which is not more than 9 ½ % of a full-time employee’s earnings. But still required to inform employees about all of this even though it won’t apply to them.

Department Reports:
- Bookmark/Library/Post Office –
  - There will possibly be a reception for the Swedish war ship that’s on display in the Library. Reception for craftsmen, Clayton Johnson and his war ship, VASA. Al Behrends is coordinating this event. The ship is located by the reference desk on the main floor. Come check it out!
- Custodial – someone gave a note to Mike.
  - “Thank you for another wonderful Holiday Party. All of your hard work is appreciated. Would it be possible to list on each door prize what department it came from? Then when staff does not receive individual
gifts on their desks they will know their department/building wanted to thank the entire support staff at once.”

- Discussion of possible options, it’s difficult because so many gifts come in at the last minute, and putting a note on the gift itself only tells the person who receives it, everyone else wouldn’t see it.
  - Could add a note that says ‘donated by’ to differentiate from those that were purchased by the committee.
  - See addendum to minutes with full list of donations from this year’s party. Difficult to put out on day of party or in advance, but can send out with the January minutes in subsequent years as well.

- Marketplace – nothing to report
- Physical Plant –
  - Remodeling in Lund is finishing now. Money donated toward the Arena to update it.
  - New carpet on first floor common area of the Campus Center put in over break.
  - Q: What construction is coming up between now and summer? Social Science building? Nobel?
    - Project is still in planning phase. Will go before the Board of Trustees this month. Won’t know status of the start date until after the meeting.

- Campus Safety – nothing to report
- Academic/Administrative – nothing to report

**Old Business:**

- Christmas Party Feedback:
  - Any changes for next year?
    - Pictures worked well.
    - Check for coupon books for expiration dates. Some of the Kwik Trip booklets expired in November. Jeannie talked to them and if the person says they received the expired coupon at the Staff Christmas Party, Kwik Trip will honor it.
  - Were part-time employee names included in the drawing? Should have been (but wouldn’t be eligible for days off), will check on for next year.
  - Length – Door Prize Giveaway
    - Difficult when there are so many retirees; if we know we have so many gifts again can draw even more names throughout – got so many gifts at the last minute.
    - Could just draw a table number (support staff all go as a table to choose gifts; Administrators at the table would not be included).
    - Poinsettias – issue with those being with prizes on table? People always had an alternate option– some preferred that over many gift options.
New Business:
  • SPC Box: Nothing was in the box.

Announcements and Reminders:
  • Food Shelf donations from the Christmas party:
    The cash amount that was raised was $534.00 with the match from Gustavus $400.00, we have a total of $934.00.
    The food donation was 360.50 lbs.

Call for Agenda Items for Next meeting:
  • Elections will come up in March.

Motion to adjourn & seconded 9:29 am.

Next meeting Wednesday, February 13, 2013 in the 49'er room.

Address all suggestions, questions, and concerns to:

Staff Personnel Committee (SPC)
PO Box A-22
A Gustavus Adolphus College student, parent, employee or guest may feel the need to lodge a formal complaint with the College, which they wish to have addressed.

To be considered a formal complaint, the complaint must meet the following criteria:
   1. Be Written; (Complaints received via email would qualify as written)
   2. Be received by the College President, Provost, or one of the Vice Presidents; and
   3. Include a complainant’s name and signature.

All formal complaints will be reviewed by the senior administrator to whom it was sent for credibility. Senior administrators may respond to the complaint or forward it on to appropriate parties within the College for response. All formal complaints will be responded to by written answer to the complaining party within one week. If the response to the complaint takes longer to answer than one week, a written timeline will be sent to the complaining party outlining when they could expect a response. All answers shall be deemed final and shall have no appeal process.

When applicable, responses to formal complaints will inform the complaining party of how the institution will integrate the complainant’s concerns into plans for college process and/or improvement.

All formal complaints and documentation of responses will be maintained within the Office of the Provost for a period of ten years.

This Institutional Complaint Policy is not a substitute for the more specific grievance and appeal processes maintained by college offices (such as the Office of the Registrar, Academic Affairs, Human Resources, etc.), Faculty Personnel Files policy 2.1.3 in the Faculty Handbook or the Student Conduct Policies and Procedures.
# 2012 Support Staff Christmas Luncheon Door Prize List

<table>
<thead>
<tr>
<th>Individual/Dept.</th>
<th>Donated Item(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>GTS</td>
<td>2 stuffed penguins w/Penguin Computing T-shirt/sweatshirt</td>
</tr>
<tr>
<td>Physical Plant</td>
<td>Utility knife, 4 screwdrivers, cashews, coffee mug, cap</td>
</tr>
<tr>
<td>Cheri Brown</td>
<td>2 – 1 dozen cupcakes gift cards</td>
</tr>
<tr>
<td>Library</td>
<td>Book: <em>Tokyo Vice</em></td>
</tr>
<tr>
<td>Ginny Bakke</td>
<td>Hand-knitted baby blanket</td>
</tr>
<tr>
<td>President’s Office</td>
<td>3 Gustavus portfolios, 2 Gustavus Aprons</td>
</tr>
<tr>
<td>Book Mark</td>
<td>2 boxes-chocolates, Twins soft cooler, 2 caps, pkg. of holiday cards, 1-4’ Christmas tree, 1-7’Christmas tree (w/ deco./lights)</td>
</tr>
<tr>
<td>Telecommunications</td>
<td>Sprint canvas bag filled w/various office supplies</td>
</tr>
<tr>
<td>Nancy Beran</td>
<td>“12 Days of Christmas” handmade pillow</td>
</tr>
<tr>
<td>Finance Office</td>
<td>2 sticks of Schmidt’s summer sausage, Men’s Vest, 8# chocolate box, Game set, tin of chocolate chip cookies</td>
</tr>
<tr>
<td>Fine Arts</td>
<td>7 CDs’, matted photo</td>
</tr>
<tr>
<td>Pamela Kittelson/Biology Dept.</td>
<td>3-$20 gift cards to St. Peter Food Co-op</td>
</tr>
<tr>
<td>Athletic Dept.</td>
<td>10 t-shirts, 2 caps, 3 long sleeve shirts, 8 short sleeve shirts</td>
</tr>
<tr>
<td>Sue Myhra</td>
<td>4 handmade knit hats</td>
</tr>
<tr>
<td>Kathy Lund Dean</td>
<td>10” homemade lasagna</td>
</tr>
<tr>
<td>Dining Services</td>
<td>14 poinsettia plants, 10-$10 gift cards</td>
</tr>
<tr>
<td>Ace’s Hardware</td>
<td>2 outdoor candle lanterns, various prizes up to $20</td>
</tr>
<tr>
<td>Holiday Gas Station</td>
<td>27 beverage coupons</td>
</tr>
<tr>
<td>Kwik Trip</td>
<td>10 coupon books</td>
</tr>
<tr>
<td>St. Peter Food Co-op</td>
<td>2-$10 gift cards</td>
</tr>
<tr>
<td>Patrick’s</td>
<td>$5 gift certificate</td>
</tr>
<tr>
<td>Name</td>
<td>Item Description</td>
</tr>
<tr>
<td>-----------------------</td>
<td>----------------------------------------------</td>
</tr>
<tr>
<td>Lisa Wojcik</td>
<td>Kiwanis Lights VIP tour</td>
</tr>
<tr>
<td>Carolyn Dobler</td>
<td>2-$25 Applebees gift cards</td>
</tr>
<tr>
<td>JoAnn Vaughn</td>
<td>basket of jams and pickles</td>
</tr>
<tr>
<td>Psychology</td>
<td>2-water glasses</td>
</tr>
<tr>
<td>AnnaMae Barklow</td>
<td>3 kitchen towel sets</td>
</tr>
<tr>
<td>CAB</td>
<td>4 Homecoming t-shirts</td>
</tr>
<tr>
<td>Health Service</td>
<td>3 t-shirts, 2 water bottles &amp; chap sticks, 2 magnetic photo cables</td>
</tr>
<tr>
<td>Alumni</td>
<td>2 Gustavus portfolios, umbrella, beverage tumbler</td>
</tr>
<tr>
<td>Swanson Tennis Center</td>
<td>t-shirt, water bottle, pen &amp; keychain</td>
</tr>
</tbody>
</table>