Chair Jeannie Peterson called the meeting to order at 8:36 am (after Lisa had some technological difficulties).

Approval of September meeting minutes – everyone received a copy.

Last month’s minutes approved, correct one typo (officer/office).

Kirk Beyer’s report:

- Benefit enrollment meetings will October 28th and 29th (there will be morning and afternoon times).
  - There won’t be any increases in premiums at this point (health plan cost doesn’t change until July 1).
  - Question - will the price change in July?
    - Probably. Can we change our benefits then? No - the next change period won’t be until the next year’s open enrollment which goes into effect the following January, unless you have a qualifying event.
- The Benefit Advisory Committee met, they recommended that the College adopt a third health plan, a Health Savings Account (HSA) plan.
  - With the HSA, the money you put into it (on a pre-tax basis) is yours and stays in this account even if you leave the College (100%) – cannot be used to pay for insurance premiums.
  - Good opportunity to set aside money for the future.
  - Deductible will be $3250 that will have to be paid up front, but once you reach that amount the plan covers 100% of the cost. Everyone is encouraged to come to a meeting to learn more about HSA accounts. A Blue Cross Blue Shield Rep will be there to answer questions.
  - You aren’t required to change plans, if you like the one you’re on.
- Title IX trainings have been going well, less than 40 employees have not completed the training. Thanks very much for assistance with the completion of this annual training.
- New employee orientation will be October 22nd.
  - They are changing the format - it will be 7:45am-10am instead of all day, which hopefully will enable more people to come.
- Retiree Health Plan meeting will be November 5th. There are a few changes in the plan, they will see a slight increase in their premiums. Prescription drugs are going up, but hospitalization is going down.
- The Schultz and Norelius employee award nominations deadline is Friday.
Gustavus adopted a Hazing policy – it became an All College Policy on Sept 30th. Our responsibility as employees is similar to Title IX - if we’re aware of any such activity, we should report it.

From web page: Reporting - Campus community members are expected to report any practice or action believed to constitute hazing immediately. Reports may be made 24 hours a day to the Dean of Students (507-933-7526) or Campus Safety (507-933-8888). In addition, online reporting capabilities are available at gustavus.edu/safety/silentwitness/. The college will not tolerate harassment of or retaliation towards individuals who have reported hazing incidents and will investigate any allegations of hazing that are reported.

Long-Term Care Insurance meetings will be October 16th (49er room, 10:30, 2:30 pm) and 22nd (9am, 11:30am).

TIAA-Cref Representative will be on campus November 24, 25, 26; meetings will take place in the Library. If you would like to schedule an appointment, call 1-800-732-8353, or you can register online at the Gustavus-specific TIAA-Cref page. These meetings are for overall retirement questions and planning.

This is further information regarding the new HSA benefit option already mentioned earlier in minutes:

- HSA will be available starting January 1st.
- HRA money does not transfer to HSA.
- Can set aside up to $3350 a year in the HSA for single, or if family coverage $6650. Account holders 55 and older can also contribute an additional $1000 catch-up. As long as you use it to cover medical expenses - you never pay taxes on it. Once there is a certain level, you can invest it in different opportunities so it can grow even more. It goes through SelectAccount, you submit your bills to them. If someone passes away it goes to beneficiary, but they might have to pay tax on it.
- HSA premium - Single rate - approximately $16/mo (per a 12 mo. contract); but no contribution by the College. It can cover your health insurance and you can also set additional money aside on a pre-tax basis which you can use for medical expenses. If didn’t use it all, you keep it and it keeps growing.

Question about making health insurance policy changes mid-year:

- If a qualifying event occurs (such as having a child), that makes it possible for you to make a health plan change mid-year. You have to determine what plan to be on at the beginning of the year, but qualifying events allow for making a change throughout the year. Others are - death, adoption, marriage, divorce, job change for either spouse. You could take a child off the plan if they get a job with insurance, but can’t re-add them until the next qualifying period.

Department Reports:

- Bookmark/Library/Post Office – nothing to report
- Custodial –
  - The bulletin boards are working great in Beck, but now they’re writing on the glass with dry erase markers on doors.
  - The dashboard monitor in Beck is stuck at 50% download. Teri will follow up.
  - Interviews are happening for Custodial positions.
- Marketplace –
  - Friday, December 19th will be the date for the annual Christmas party.
○ Question about life insurance contacts - can contact HR if want to be put in touch with Whitley Mott with National Life Group of Southwest.

● Physical Plant – nothing to report
● Campus Safety –
  ○ Normal parking enforcement for Reading Days (any time the College is open; always assume parking is enforced).
  ○ Annual security report information went out - October 1st release date for the previous calendar year.

● Academic/Administrative –
  ○ Question about card access and when card access would be added, (e.g. an inside door). Adding internal doors to the card access system would end up a cost of the department requesting (approximately $3500 a door).
    ▪ Outside doors will be a part of future renovation projects for buildings.
    ▪ It would likely not ever extend to residence hall personal rooms or offices.

Old Business:
● ‘Perks’ page was brought up at the Benefits committee meeting. Their idea was to have HR give new employees a one-page list of contacts per “perk” (i.e. ask Lund for athletic benefits; contact Telecomm for cell plans, etc). This would be a generic/static form, rather than trying to keep a web page updated with specifics.
  ○ Request was made to also put this information online somewhere. There currently is a benefit summary site online at HR, could add the page to that.
  ○ Teri will share the final version with us.
  ○ This will go out to new employees when they go into HR to do paperwork; could also be placed in the HR newsletter annually to reach all employees.

New Business:
● SPC Box: Nothing was in the box.
● Christmas Party -
  ○ Job assignment selections/volunteers.
    ▪ Entertainment - Nancy
    ▪ Gifts - Jeannie, Teri, Anna Mac, Tim
    ▪ Program and Invitations - Lisa
    ▪ Menu - Deb (will check with Margi; change the box # on the invite)
    ▪ Food Shelf - Jenny and Teri (coordinate something with each office; the bins by post office weren’t used much so maybe not worth it this year). Request will be made to collect food per departments across campus with volunteers to bring food collections to Christmas Party. This will be brought up at the next Administrative Assistant meetings.
  ○ Drawing names - group agreed to keep the same setup as last year, it was nice to do it throughout the whole party.
    ▪ They will check the list of names when they print them into sets, there were a few glitches last year resolved at the last minute.
  ○ Service awards - 37 service awards, 3 retirees.
Announcements and Reminders:

- None.

Call for Agenda Items for Next meeting:

- Christmas party - we’ll assign volunteers for the “day-of” tasks and follow up on what is left to do.

Motion to adjourn & seconded 9:21 am.

Next meeting Wednesday, November 12, 2014 in the 49’er room.

Address all suggestions, questions, and concerns to:

Staff Personnel Committee (SPC)
PO Box B-36