Vice-Chair Anna Mae Barklow called the meeting to order at 8:34 am.

Approval of September meeting minutes – minutes were handed out at this meeting. Last month’s minutes approved.

Kirk Beyer’s report:
- A TIAA-CREF representative will be on campus October 29th, 30th, and 31st. If you want to sign up for interview with them, please call 866-843-5640 to sign up for a session, or you can schedule an interview on their website.
- Schulz and Norelius awards are coming up at the end of this month. We are encouraged to submit nominations for that award.
- Question – is there an update on the AAA discount?
  - A: Not yet, will be following up on that.

Department Reports:
- Bookmark/Library/Post Office – no representative present.
- Custodial –
  - New Director Larry Dvorak. Was the custodial supervisor for Belle Plaine school system.
- Marketplace –
  - Question about Christmas in Christ Chapel. There are employees who would like to go but can’t because they have work duties. Can DVDs/CDs be provided to employees who aren’t able to attend?
    - Teri can check what is online. Is it available on the Gustavus Youtube site?
    - There is a CD made but don’t know if it can be made available for free, or something available at a reduced rate.
  - Nobel seemed to go well, people happy with service they got.
- Physical Plant – no representative present.
- Campus Safety – nothing to report
- Academic/Administrative –
  - Following up on putting computers in the Custodial closets – Bruce and Warren met and decided there was enough equipment on campus; rather than putting old equipment in closets where it could be a safety hazard,
they'll change the access policy to allow people to use public machines during breaks.

**Old Business:**

- **Gribly** – Steve Waldhauser from Marketing and Communication was the person to contact. He indicated that they are planning to produce a Gribly this year.
  - The plan is to produce a PDF version of the directory and link it to the Marketing and Communication homepage, from where it can be downloaded and printed as needed (which should be suitable for many staff with access to a computer). A limited number of printed copies will be made available on a first-come, first-served basis for those who need an archive copy or are without access to a computer, but we'll be forced to charge for all of these copies ($10 each, $15?) to recoup our print and production expenses. At this point I'm waiting for a quote from our Print Services for 100 and 200 copies. Then we'll announce their availability and cost in Inside Gustavus.
  - **SPC connection with the Cabinet** - It was discussed at the last Cabinet meeting and they agreed it was important but some thought that Kirk's presence represented that connection. They will discuss it further.

**New Business:**

- **SPC Box:** Nothing was in the box.
- Handed out a copy of last year’s invitation/menu for the Support Staff Christmas Luncheon. Deb will talk to Margi about possible revisions; bring any suggested changes to the next meeting.
- **Question:** If someone retires/leaves Gustavus – how does it work to take their PTO? Do they get a payout, or do they have to take it as vacation before their official end date?
  - If they take their PTO before they retire it's paid out that way. The last day they physically are on job is their last work day. Any left over after that day it's paid out to that at last check up to 192 hours. So they receive a check for up to 192 hours of PTO.
  - Discussed the PTO cap as it’s confused some in the past. Support Staff PTO is no more than two times the annual PTO accrual. So it is separate for each individual; individually look at what your 2 year accrual is and that’s your cap. If you don’t use it, then you stop accruing.
- **Question - Does the issues with Congress affect our health insurance?**
  - Any changes made don’t take effect for a year.
- **Question - Is someone from SPC on the Benefits committee?**
  - There is always a support staff person on the Benefits committee, but not necessarily a representative from this committee.
  - Contact Renae Stierlen or Barb Lundgren if you have specific questions about the plan or if you want something brought forward to the committee. The support staff person is in an advisory position, not a representative that you contact. That committee does not make any
decisions – those are made by the Cabinet and Board of Trustees. The Benefits Committee does make recommendations. Many times those recommendations are taken but not always.

- They do announce this at the health insurance benefit enrollment meetings.

**Announcements and Reminders:**

- Handed out the Christmas duty assignment sheet.
  - Lisa will do programs and invitations.
  - Deb will work on the menu planning – will talk to Margi; and volunteered to work the punch table.
  - Teri and Jenny volunteered to work on food shelf donations.
  - Jeannie and Anna Mae did gifts last year so should probably again, Teri will join them as well.
  - Nancy was nominated to work on coordinating entertainment, Jenny will assist.
  - Tim is open to assisting wherever needed.
  - Lisa will work on the photo coordinating similar to last year, with Nancy’s help if she’s willing to assist again.

**Call for Agenda Items for Next meeting:**

- Work on the Christmas party.

Motion to adjourn & seconded 9:12am.

**Next meeting Wednesday, November 13, 2013 in the 49’er room.**

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Address all suggestions, questions, and concerns to:

**Staff Personnel Committee (SPC)**

PO Box A-22