Chair Jeannie Peterson called the meeting to order at 8:32 am.

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

Kirk Beyer’s report:

- We now have a AAA discount; information went out with the HR newsletter which outlined what the discounts are. AAA can provide some lunch and learns so they are looking at that for Enhancement Days.
- Enhancement Days - Feb 4th and 5th (CPR Training on the 6th). We will have Title IX (sexual misconduct) training. The Department of Education is requiring that all employees in higher education have this training. It will be an opportunity for those that haven’t had it to get that training. Training is supposed to happen every year and it cannot just be online. It is a 30-minute training, not all day. Also, Dale Plemmons will talk about safety training. There may be a Clery Act training connected to that as well (by new Director of Campus Safety Carol Brewer).
- Dec 1st-12th; 12 days of wellness. An email went out about it (and will be in the HR newsletter). You can get them from the information desk in Lund.
- Long Term Care meetings are happening this month – look for announcements. Normally to qualify you have to go through full underwriting, but this being offered through Gustavus is simplified underwriting. The company we are working with is a subsidiary of BCBS; you only have to answer 5 questions to qualify. Some individuals might not qualify if it were full underwriting but could qualify under the program being offered now during this window. Enrollment is now through December for employees. To get the enrollment form you should go to one of the meetings. November 19th 9am, 10am, and 11:30am in Linner; November 21st 49er room at 3:30 and 5pm. There’s a partnership with state of MN; $75,000 to $400,000 – with this partnership. If you run out of money in your long term care, whatever amount you set aside you can keep that in addition to the money that Medicaid allows you to keep – it’s a way to protect your estate. Relatives of employees can qualify but have to go through full underwriting.
  - It’s not like the medical insurance that is tied to employment; it’s not through payroll deduction.
- This coverage does not charge higher premiums for women (since women live longer, some companies charge more).
- Employee discounts are also offered with this in addition to the simplified underwriting. There is a partner discount for bringing in a spouse at the same time.
- Is it a locked in price?
  - There are lots of different options – how much of a balance you select, your age, compound interest. After they meet with you on specifics they give you a premium – that cannot be increased without going to the state of MN and justifying an increase. They don’t raise the premium based on your age. If you have a minimum policy (which these would be) you can get $100 credit on your state income tax per person. As people are living longer; and you don’t want to have to use your 403B to save up for nursing home costs, employees are encouraged to consider this.
- What if you already have a plan from the last time something was offered?
  - You can ask them. You probably don’t need to but can review it with them.
- Most have a 90 day elimination period (like a deductible)
- RetireWise seminars being offered again this year. Have done 2 of 4 modules; another meeting tonight and again next Tuesday. Wide range of ages of participants again.
- New employee orientation scheduled for November 20th.
- Retiree health enrollment – have to re-enroll in platinum blue plan every year. They are getting asked a lot how the Affordable Care Act affects Medicare. At this point it doesn’t but things are changing often.
- Kirk will be doing a presentation on the Affordable Care Act – December 18th at the Interpretive Center.
- Will there be lunch and learns during enhancement days?
  - They are looking into what there are funds for. For every employee that participates in the GHP program, they give a certain amount towards wellness and that funds the lunch and learns. $40 per participant this year. With this participation going up, the College component may have gone down. Kirk will look into this further.
- Question about the HR newsletter – can you opt out of the hard copy? Can it be online, more beneficial to some offices. And could be a cost savings?
  - It becomes hard to determine who gets it and who doesn’t and have to update that every month. You’d lose any savings on time spent maintaining that database.

**Department Reports:**
- Bookmark/Library/Post Office –
  - Royal Affair – GLA (Gustavus Library Associates) are holding their biennial fundraising event in the cities this Saturday, November 16th.
- Custodial –
• Larry working on computer issues for custodial. Not a dead issue he is looking at it.
• All the fliers that are posted in the Residence Halls – they are not being put on bulletin boards they are on the glass.
  ▪ Physical Plant would rather they be on the bulletin boards, but need someone who oversees it. Custodial doesn’t have time to police that.
  ▪ If students are maintaining it then they might take things down to post their things.
  ▪ Campus Activities only manages the Campus Center. Residential Life stamps them for the ResHalls.
  ▪ Can something be added to the Event planning guide?
  ▪ In Beck, it would be nice if there were bulletin boards they had to use.
    • Nancy will talk to Warren about bulletin boards in Beck Hall.
  ▪ There should be an expiration date on signs to know for sure when they can be pulled down.
  ▪ In most Academic buildings they can just post them. There isn’t an employee or a person in each building designated to approve them.
  ▪ Jeannie will work on drafting a request for Campus Activities and Residential Life about these concerns brought to the SPC and options for adding an expiration date to approvals and sending a message to student leaders about managing postings and using bulletin boards, etc.
• Marketplace – nothing to report
• Physical Plant –
  ▪ Had to rebuild the risers to accommodate more students in the choir for Christmas in Christ’s Chapel.
• Campus Safety – nothing to report
• Academic/Administrative –
  ▪ Microsoft has changed their at-work policy for Microsoft Office. Full time employees can purchase office for $9.95 for one computer. Information about this will go out in the HR newsletter. Meant for full-time employees that have an office on campus; GTS pays for the number of fulltime staff. Employees will go to a web page to get the code and an email will be sent with the ability to purchase online. There was not a fee in the past because they checked out a disc but was only supposed to be for one machine and they had no way to track it. New system takes liability off the college because employee purchased the $10 license. Still a significant savings (vs. $125). More of a security fix for GTS and their licensing.
  ▪ You should be able to re-install with that code if your computer crashes, but they can check if it’s used on multiple machines. You can only
purchase new versions and we are on 2010. Files should be compatible both ways.

Old Business:
- The Gribly is not available as a PDF on the web page due to privacy concerns.
- Christmas party - review of responsibilities list and progress.
  - Door prizes – discussion of how to do the prizes with various options suggested. Will table discussion for next meeting because running over on time and will have more information about the number of estimated gift options at that point.

New Business:
- SPC Box: “Why is it that the dishroom positions are posted with a Grade 3 pay and a custodial position is a Grade 2?.”
  - Dishroom is a Grade 2. Cooks are Grade 3. There are different classifications within both custodial and dining service.
  - In the library there is a list of all the positions and their grades – that is updated twice a year. It is on reserve at the Circulation Desk. All the job descriptions are there as well. The Reclassification committee meets twice a year to review these – the next one is in March.

Announcements and Reminders: none.

Call for Agenda Items for Next meeting:
- Christmas Party follow up.
- Discuss how best to do the gifts (draw whole table, have person write down numbers, other options?).

Motion to adjourn & seconded 9:38am.

Next meeting Wednesday, December 11, 2013 in the 49’er room.

Address all suggestions, questions, and concerns to:

Staff Personnel Committee (SPC)
PO Box A-22