Chair Jeannie Peterson called the meeting to order at 8:34 am.

Approval of November meeting minutes – everyone received a copy.

Last month’s minutes approved.

**Kirk Beyer’s report:**

- Health Screenings this year will be January 6th through 31st at Gustavus Health Service; 7am-9am. Retirees will still have to go through River’s Edge.

Many liberal arts and private institutions are facing enrollment decreases. The article gave pages of examples from different institutions that have had to lay off significant percentages of their faculty due to decreasing enrollment. The article speculated that 25% of private institutions with enrollment under 700 may disappear in the next 10 years. Those with enrollment of over 1500 students, may be in a safer realm. With that as context, President Ohle sent an email on December 9th to the faculty in preparation for the Faculty meeting Friday, December 13th.

Reading from this memo:

Last year we put in place a plan to reduce the College’s workforce by a total of 1% per year for five years and reduce or hold expenditures in most budget lines for 2013-2014. In fact, we accomplished and exceeded our goal. Now, however, with the reality of our drop in enrollment this year and the constraints we have for continuing to raise tuition, we are looking at accelerating the plan by doing more than 1% this year.

The Board of Trustees approved a pricing plan for next year that will hold increases to a three-year rolling average of the CPI, which for 2014-2015 is 2.3%. As a result, we will need to make even more significant changes in our forecasting and accelerate our plan further to reduce the workforce and review other budget changes based on our enrollment.

As we plan, we are not only focusing on how to best align the College’s workforce on our most mission critical areas but we are also reviewing all programs, both curricular and co-curricular. In so doing, we must be aware of the challenges we face in providing the best education possible and the strongest support for our academic programs as ever. We have had tremendous resiliency
through the most significant economic downturn since the great depression, but we must now consider and discuss how we can shape our future staying true to our mission as it relates to the projected resources we foresee. That will require us to examine every program and our staffing needs in new ways.

With that background, the Cabinet and the Internal Budget Committee are looking at capturing as much as 3-4% reduction in the workforce and restructuring or eliminating some programs in planning for the 2014-2015 operating budget. The Internal Budget Committee has been involved in the discussions and will share in the decisions as we move forward. If any academic department chairs or individual faculty members have concerns or questions, please feel free to talk to the Deans or the Provost or to me directly. We will share with you all that is appropriate as quickly as possible. Please understand that there will be personnel and confidential issues that will make the discussions more challenging. We appreciate your understanding.

- The coming year will be a challenging year in the budget and reviews are taking place within programs. The first discussion with any employees is taking place at the faculty meeting this Friday.

**Department Reports:**

- **Bookmark/Library/Post Office –**
  - A suggestion for Enhancement Days - the topic of student employment/supervision. Can Aimee Johnson and Doug Minter have a roundtable discussion about our work study program with the possibility of a mentee/mentor relationship.
  - New challenges have become evident with hours reductions and supervisors; some supervisors have less contact with the students supervised and there have been changes in the Financial Aid department over the last several years. Would be good to have a discussion at this time.

- **Custodial –**
  - Still working with Larry on computer access for custodial staff.

- **Marketplace –**
  - Please get catering requests in to the Dining Service as soon as possible, even if it's just a pizza party. The sooner the better!
  - CinCC went great.
  - **Marketplace Hours:**
    - Thursday, Dec. 19  7:00am – 7:00pm
    - Friday, Dec. 20 thru Saturday, Jan. 4  **CLOSED**
    - Sunday, Jan. 5  4:30pm – 11:00pm
  - **Courtyard Café Hours:**
    - Friday, Dec. 20  7:30am – 10:00am
    - Thursday, Jan 2 and Friday, Jan 3  7:30am – 3:00pm

- **Physical Plant –** no representative present.

- **Campus Safety –**
  - There will be a change to red permit parking after Christmas break, it shouldn't affect employees. Currently one row of red in the Stadium
(Beck) parking lot is marked No Parking 2am-7am; after Christmas it will be both red rows.

- **Academic/Administrative** –
  - Seconding the suggestion about an Enhancement Days session about student employment with Aimee and/or Doug.

**Old Business:**

- **Campus Flyers and posters** – An email was sent to Charlie Potts, Cassandra Nelson, and Andrea Junso regarding our questions related to the posting of campus flyers/posters across campus.
  - Charlie responded that in the ResHalls their student employees put up posters and take them down. Please report any issues to Charlie so he can be aware.
  - Andrea has students put up and take down flyers – they remove them 30 days after the date it’s been stamped, or after the event date.
  - In Academic buildings, we need a point of contact in each building to approve.
  - Jeannie and Jenny will take the issue to the academic support staff meeting to discuss how to do approvals in academic buildings.
  - We’ll check on the status of the suggested Beck bulletin board for the next meeting.

**New Business:**

- **SPC Box:** “While reading the minutes from the October Staff Personnel Committee meeting I saw the answer to the question about PTO for an employee that is retiring or leaving Gustavus, that they are paid a maximum of 192 hours of their accumulated PTO. I thought the 192 hours was dropped in 2011. My questions are, when and why did the 192 maximum get put back in the handbook. Thanks.”
  - Ken and the Budget Committee said they needed to put back in the 192 cap due to liability on the books so employees planning to retire know that so they can plan accordingly.
  - Every year for the audit – any vacation times on the books is payable, if there is no limit on this time it is seen as an unlimited liability - in tighter budget times we need to limit those liabilities, so it was decided to put the 192 limit back on.

**Christmas Party Planning:**

- Discussed the current head count and handed out draft of the table programs.
- Photography setup has been confirmed with Waldo.
- Deb confirmed the menu and tables and everything with Margi; Lisa will also send a head count to Margi at the end of the week.
- Gifts have been purchased and the gift committee is working out how to do the gift announcements; they are still receiving donations from departments.
• Lisa will send the list of RSVPs to Teri for the gift committee to work with for the name drawing.
• All other areas seem on track and ready to go!
• Arrive at 10am for set up (the gift committee is meeting prior to that).

Announcements and Reminders:

• Kirk won’t be at the January meeting.
• Enhancement Days:
  o Tuesday’s speaker will be Kit Welchlin (he was here 15 years ago). He’ll be giving four different sessions – people can choose the ones they want attend. The topics will be: How to deal with stress; Self-Esteem and the messages you tell yourself; Change is different than transition; and Supervision – the differences between formal and informal power/responsibilities.
  o Wednesday will look into other ideas suggested: student employment program with Aimee/Doug, active shooter training, Dale Plemmons safety training. Kirk is still working on setting up a Lunch and Learn.
  o Title IX training will be both days – first thing. There will be a sign-up sheet and a notice that anyone who hasn’t already received the training will need to attend.
  o Lunch and Learn – Kirk asked the group how they felt about a presentation from an Ameriprise representative that had approached him. The presentation would be about LowCorr investments – those aren’t correlated to move with the market the same way. They provide you with better diversification in your investment mix. No products would be sold at a Lunch and Learn. Or would it make more sense to have a TIAA-Cref representative speak?
    ▪ Members of the group voiced interest in seeing an outside speaker with a new perspective.
• Question – What is the timeline for the new president?
  o The selection committee has been meeting, checking references, and screening candidates. The process is continuing, hopefully we’ll have someone in place by July 1st. Updates are being sent out via email.

Call for Agenda Items for Next meeting:
• Campus Postings/Flyers (cont.)

Motion to adjourn & seconded 9:24am.

Next meeting Wednesday, January 8, 2014 in the 49’er room.
Address all suggestions, questions, and concerns to:

Staff Personnel Committee (SPC)
PO Box A-22