

**Staff Personnel Committee
Gustavus Adolphus College
Minutes of February 11, 2015**

Present	Area	Representative	Present	Area	Representative
x	Custodial	Anna Mae Barklow		Marketplace	Howard Anderson
x	Custodial	Tim Traxler	x	Marketplace	Debra Johnson
x	Office Support	Jenny Tollefson	x	Bookmark/Library/Print & Mail	Jeannie Peterson
x	Office Support	Teri Bauman	x	Campus Safety	Lisa Octigan
x	Physical Plant	Nancy Petrich	x	Human Resources	Kirk Beyer

Chair Jeannie Peterson called the meeting to order at 8:36 am.

Approval of January meeting minutes – everyone received a copy.

Last month’s minutes approved.

Kirk Beyer’s report:

- Received a thank you note from the St Peter Food Shelf for 222 pounds of donated food and \$557.
- Enhancement days feedback -
 - Exceptional turnout for the Lunch and Learn - 59 signed up and some walk-ins. Phil Voigt did an excellent job on Bystander Intervention Training.
 - Will continue to work with HR on that specific issue. May consider green dot/violence prevention training this summer.
 - 20 people signed up for CPR.
 - Kirk asked if this committee would like to play a part in Enhancement days in the future?
- All employee meeting Friday at 2:30pm in the Chapel.
- Title IX coordinators met with the President’s Cabinet. They try to do several times a year.
 - Fall 2014 **all** employees received the annual training. Huge accomplishment.
 - Sexual Violence Prevention Committee worked on sexual misconduct prevention/education programming. There were two well-attended evening student fairs in Norelius and Pittman. They had a sign in and a series of booths. The first booth you could get a bowl of ice cream, the next a spoon, another had toppings, etc. Each booth had information about sexual violence prevention and bystander intervention. Attendees could make pledge to try to do what they could as a bystander.
 - If students have experienced harassment or sexual violence, there is information at:
 - <https://gustavus.edu/titleix/titleix.php>
 - The faculty manual was brought into compliance.
 - Our handbook said ‘clear and convincing’ standard (70%) had to be met before action taken against faculty member, but DoE requires (50%) ‘more likely than not’. We had to get our faculty manual in compliance with Department of Education, and any changes have to

be to be voted on by the faculty.

- TIAA Cref consultations February 17th, 18th, 19th by appointment.
 - Question about benefits meeting and R1/2/3 ratings, are these discussed at these appointments?
 - These are individual consultations.
 - TIAA Cref is trying to get our fee schedule down as low as possible - they charge fees according to costs associated with those groups. Institutions fall into one of those groups - R1, R2, and R3. R1 are small institutions, R2 are mid-level, R3 are large intuitions. R3 will have less in fees because they have more people. We fit into the R2 classification. The fees are changing just a couple of basis points. Last year they adjusted the fee schedule with rebates administered to individuals' accounts, if applicable.

Department Reports:

- Bookmark/Library/Post Office –
 - Question about the staff job classifications that are available in the reserved section of the library - are those digitized anywhere? Can they be put online to be accessible?
 - Some are digitized, but not all. Not in one place accessible online.
 - If there is a specific job description you're interested in, call Nadine and she can send it to anyone who would request it.
 - Every time there is a change, Nadine takes it over to the library.
 - Having that online would be one more thing to keep up-to-date.
 - What about the list of what falls under the pay grades, can that be posted? Wages are posted, but not what the positions are under the grades.
 - Kirk will make a note and look into that, that might be do-able.
- Custodial –
 - Where are things at with getting computers into Custodial closets for their use?
 - This has been put on hold. There was concern about the expense of power/Internet being added and the safety of being located in closets near water/chemicals.
 - They are instead looking at a policy change because there are computers in public areas in each building where Custodians work. The policy that currently says they can't use them is being reviewed. Bruce and Larry are working on it.
 - Anna Mae/Tim will follow up with Larry to ask about the policy.
 - There are many things that now require electronic access and this use might be employee's only computer access, it's important to provide access and educate those who view and might comment on computer usage.
- Marketplace –
 - Could there be a meeting to talk about social security? Could someone be brought in to go over the options for interested employees?
 - Could that be a part of enhancement week?

- What % of employees are over 50?
- Kirk reported that last year they held a seminar - it was in 3 parts and they provided dinner and covered all of that information and more. They only had 10 people sign up.
- There is a slide on the HR web site that talks about social security (doesn't talk about Medicare).
 - "Getting the Most From Your Social Security" link on the HR page (login required): <https://gustavus.edu/humanresources/benefits/>
 - This PowerPoint tries to explain the different options. There are 85 different ways to draw your social security, the majority of people start drawing at 62. Some people feel if they don't sign up right away they won't get all the money, but that is really not true.
 - Medicare is what you have to sign up for - when you turn 65 you're automatically signed up for Medicare part A (hospitals). You have to sign up for Medicare part B (professional services, anything you go to clinic to see doctor for). Part D is prescription drug coverage.
 - This year Gustavus started offering an HSA account. If you have the HSA, you have a health plan and an account that you can contribute money to. But you can only contribute money if you're not on Medicare. So if we have an employee that turns 65 and has the HSA, before they turn 65 they have to let Medicare know they don't want to sign up for part A, because if they are auto-signed up they can't have an HSA salary reduction. This past year, anyone that signed up for an HSA, HR checked their age and notified them about that Medicare issue.
 - If you're paying premiums through Gustavus, you don't have to pay part B premium. You only pay part B premium when leave employment with the College.
- Question about the Lunch and Learns - can you request time off to go?
 - Someone's lunch break at work is 2:30-3pm, so that 'lunch' time for the session is during work time.
 - For Enhancement Days supervisors are supposed to try to honor time off.
 - But maybe staggering a morning/afternoon session would be more beneficial. Would have to be afternoon to accommodate dining service employees. 2-4 is a quieter time.
- How many people in Dining Service would be interested in a presentation (regarding Social Security)? Kirk could meet individually, or if it's a number he's willing to do a presentation specifically for Dining Service to make sure they'd be able to attend outside of a traditional 'lunch and learn' time.
 - There would be some faculty interest in that too - Reading Days might

be a good time. Mid-term.

- Physical Plant –
 - Pay increases – how can these reflect an incentive rather than a cost-of-living increase?
 - The supervisor can deny it or approve it. For a general increase, a letter is sent to all supervisors. If there is someone who shouldn't get it because their performance is substandard, Supervisors are asked to please let us know. With step increases, a letter is sent every time someone is eligible and it says they need to be performing satisfactorily. Supervisors are also able to deny those increases based on performance.
 - Pay increases recently have not been pay for performance increases. Minnesota has a salary survey that is specific to Blue Earth and Nicollet County - Kirk reviews that and can go in and see listing of jobs, and some jobs we call 'benchmarks'. Cook, Custodian, Electrician, Plumber, Nurse, and Security Officer - those are common categories across the board. So they can compare our salary structure with those (we can't compare every job with those, there are too many), but it gives us an idea if our pay scale is competitive or not.
 - Is this what the Reclassification Committee can review?
 - That committee wouldn't have anything to do with it. The Reclassification Committee reviews just the grade associated with your position.
- Campus Safety – nothing to report
- Academic/Administrative –
 - Can there be a questionnaire about Enhancement days - to give people chance to give suggestions.
 - Heard some saying the speaker quality might have been better in the past.
 - Please tell your representative or Kirk Beyer if you have speaker suggestions, and/or topics you would like covered, or you can submit the half sheet from the SPC notes to PO Box B-36.
 - When are the speakers selected?
 - There is no set date.
 - Cost is a consideration.
 - Attendance in the afternoon has really dropped off. An option might be to just offer sessions in the morning, to reduce costs.
- Technology update - if you need help registering a device for wi-fi, please contact GTS.

Old Business:

- Online resources page - a draft web page was completed and shown to the group. Discussed what it should be called ('Employee Extras') and where it should be linked on the HR web page (in the 'Benefits' section of the sidebar in alphabetical order). Thanks to Jerry Nowell in GTS who put the page up from the draft that Jeannie and Teri worked on.

- Lisa can complete edits on an ongoing basis (Teri also has edit privileges on the page).
- Jeannie will send more edits and send out a notice for approval for the contacts linked on the page.

New Business:

● SPC Box:

- *“Are employees required to use their cell phones for work calls, when they do not receive any reimbursement on their phone plans from GAC? Shouldn't the office phone be used and messages left, rather than calling personal cell phones.”*
 - In theory for Custodial they have the closet to leave messages, but to reach them in transit their cell phones are used.
 - If you don't want to use a cell phone for work, don't give out the number or carry your cell phone. You cannot be mandated to carry the phone to take a call from a supervisor if you are not being compensated.
 - This is an issue that would need to be discussed with immediate supervisor.
- *“What is the purpose of having labor grades in certain departments, and who monitors they are being followed?”*
 - This is a difficult question to answer - there is not a specific labor grade for a given department - it's based on the position you hold.
 - If you feel that the grade is inappropriate, you can request a review. That is something the Reclassification Committee can review.

Announcements and Reminders:

- Dining service is still collecting mugs!

Meeting ran long and ended at 9:50 am.

Next meeting Wednesday, March 11, 2015 in the 49'er room.



Address all suggestions, questions, and concerns to:

**Staff Personnel Committee (SPC)
PO Box B-36**
