

**Staff Personnel Committee  
Gustavus Adolphus College  
Minutes of February 12, 2014**

| <b>Present</b> | <b>Representative</b> | <b>Area</b>    |
|----------------|-----------------------|----------------|
| x              | Anna Mae Barklow      | Custodial      |
| x              | Tim Traxler           | Custodial      |
|                | Howard Anderson       | Marketplace    |
| x              | Debra Johnson         | Marketplace    |
| x              | Jenny Tollefson       | Office Support |
| x              | Teri Bauman           | Office Support |

| <b>Present</b> | <b>Representative</b> | <b>Area</b>                   |
|----------------|-----------------------|-------------------------------|
| x              | Kirk Beyer            | Human Resources               |
| x              | Jeannie Peterson      | Bookmark/Library/Print & Mail |
| x              | Lisa Octigan          | Campus Safety                 |
| x              | Nancy Petrich         | Physical Plant                |

Chair Jeannie Peterson called the meeting to order at 8:33 am.

Approval of January meeting minutes – everyone received a copy.

Last month’s minutes approved.

Kirk Beyer’s report:

- Enhancement Days went very well. Thank you for your participation. Got some feedback that they enjoyed it and got a lot out of it.
- Title IX training was very well attended. They are keeping track of who has not attended – there is a list of people who still need to attend. Paula O’Loughlin is setting up meetings.
- A representative from TIAA-Cref will be on campus February 18, 19, and 20. Individuals can sign up online or call 866-843-5640 to set up a time to meet.
- On February 27<sup>th</sup> at 12:30pm a representative from Blue Cross Blue Shield will be speaking here on campus. Employees who are eligible for the retiree health program are invited to attend, those 60 or older or Medicare eligible (currently 70 people invited). They are inviting those for whom it is most immediate at this time. They don’t have to come but we want to be able to explain the benefit to them.
- Reclassification committee will be scheduled sometime in March.
- We received a thank you note from the St. Peter Food Shelf for the \$330 in matching funds from the College (matching what was raised at the Support Staff Christmas Luncheon).
- Affordable Care Act –
  - They are relaxing some requirements on employers. Initially there would be fines assessed in January (keeps getting pushed back). Employers with plan years that start after January 1<sup>st</sup>, won’t get a penalty until the start of their plan year in 2015. For Gustavus, that is July 2015.
  - Teachers and Educational employees will not be treated as part-time simply because they are on a limited year.
  - Seasonal employees who customarily work 6 months or less will not be considered fulltime employees.
  - Student workers will not count toward any requirements for employers.

- They are using the “bright-line” approach as the way to calculate time for adjunct professors. They don’t keep time cards, so if a professor is teaching so many courses – how do you figure how many hours? They now have a way to calculate that - for every hour spent in the classroom, there would be 2 ¼ hours of service.
- Employers will be required to report to the government monthly how many hours each employee is working. HR is setting up with the coop they work with to have a way to upload that information from what we already have. Assessing how to process that data, the government will be issuing final regulations to simplify and streamline the employer reporting requirements.
- They are getting updates all the time on the Affordable Care Act.
- Discussed the gap in coverage exposed for those with low incomes (below 100% of the poverty level) when states did not opt to expand Medicaid with Government funds.
  - They said to qualify for a subsidy you had to have income of 100-400% of the poverty level. They didn’t talk about people who have less than 100% of the poverty level. States would be required to cover those, they’d fund 90% of additional cost to the states. But 26 states said they would not expand Medicaid program, even though government would fund 90% for first three years. The Supreme Court said federal government can’t require them to spend their money that way. Some states like Mississippi – to qualify for Medicaid you can only make \$5000. So if you make between \$5000-\$12000 they don’t qualify for state and can’t qualify for the ACA subsidies. 3 million people fall into that category. And then you can get a penalty for not having health insurance.
  - We will be seeing more changes in the regulations as we go along. MNsure has 20 plans available, they are by age. Premiums under the exchange are more than outside the exchange; insurers are milking this to make additional money. Even if you qualify, you might not have a local provider. Some are finding it’s not everything they had hoped for.
- For those asking if they should go for the exchange - if you qualify for insurance under your employer you likely won’t qualify for the exchange.
- Question – “*What about students turning 26?*”
  - They would have to buy a private policy, go through the exchange, or go through their employer.
- Minnesota did decide to expand Medicaid – so in that bracket they are okay here.

#### Department Reports:

- Bookmark/Library/Post Office –
  - Question: “*Can a Director change someone’s job description without employees approving or agreeing to it?*”
    - Yes, in general an employee’s supervisor does have the ability to change the job description.



involved working on that, they coordinated a survey through Health Service. They had to send it twice – second time with a password so people couldn't try to influence it by submitting more than once. (Fewer people may have responded when a login is required.)

- Physical Plant –
  - Spring projects:
    - Sculpture will be put up by Memorial Garden on Hello Walk.
    - There is sidewalk replacement that needs to be done in that area, weather permitting during Spring Break or Easter.
  - Possibilities for summer projects are being reviewed, some options are:
    - Showers in Uhler.
    - Completion of electronic access on the Residence Halls.
  - There will be a golf building placed out by the windmill beyond the soccer fields. They are working on the funds.
  - Insulating soffit in the Hockey arena.
- Campus Safety –
  - Card Access – first-year students residing in Norelius, Sohre, and Pittman now have ID cards that allow electronic access to the outside doors of their building.
- Academic/Administrative –
  - GTS is announcing that they can now offer Lynda.com Online Training Library. Lynda.com contains online training with thousands of programs from productivity to specific software like Excel. Currently they have five licenses to see what the interest is. Talk to Nick or Tami if you want to check out a license – one week check-outs. You can log in from wherever you want and do as many of the online trainings that you want to do. They can extend your week if someone isn't in line for it. We have a one-year trial, they can track how much it's used.
    - Question – *“Can you share it with your students?”*
      - Yes, you could do it during a meeting, it's not your Gustavus password (just your email) so you could share that with them.
    - The hope is to catch everyone at their own level so people can learn it at their own pace.
  - GTS will also have more announcements about Microsoft 365. Students can get a full version of Microsoft Office for free (they don't know how long it will be offered free). The program is almost all online, but they can download a version onto their computer. Employees will have the option to do online only. They can't download the version onto their machine or work offline unless they have a \$10 license.
  - The group discussed the wireless system on campus. Wired cords are still faster and more secure.

Old Business:

