Staff Personnel Committee
Gustavus Adolphus College
Minutes of February 13, 2013

Chair Mike Kolek 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:

• Benefit advisory committee met and recommend the Budget Committee move forward with TIAA-Cref contract change that will result in lesser expenses. It is not a savings to the College; it's a savings to the employees. Recommending College add the Stable Value Fund to the group annuity plan.

• Next Tuesday will be first session of Retire Wise meetings. Should have all received flyer through campus mail. www.metlifeplansmart.com Not just for people who are ready to retire; good for those early in career as well.

Department Reports:

• Bookmark/Library/Post Office – nothing to report
• Custodial – nothing to report
• Marketplace – nothing to report
• Physical Plant –
  o What was the Food Shelf donation amount? Nancy/Jenny will process paperwork for the College to match.
  • Received two thank you notes that didn't have the same totals so Lisa will send them to Nancy and Jenny to follow up on matching.
  • Update (after meeting): The following was posted in the Inside Gustavus on 2/14/13.

The Staff Personnel Committee would like to thank everyone for their generous donations to the St. Peter Food Shelf. We collected 360.5 pounds of food and $534 in cash, with the match from Gustavus of $400, that's a total of $934! Thanks again to everyone in helping us achieve the highest cash donation we have yet to gift to our local food shelf. This could not have been done without the giving spirit of the entire campus.
Follow up on question from last month about construction projects.
   - Still waiting for confirmation on the Nobel Remodel.

- Campus Safety – nothing to report
- Academic/Administrative –
  - We’re back, we survived the first day! 😊
  - Concern about how the latest software updates are supposed to happen in smart classrooms. An administrative password is needed. Does someone (such as an administrative assistant) remind GTS, or do they have a schedule they follow per building?
    - Possible reasons for delays to updates: fewer student employees not working over J-term/touring week to be able to come in and do that; GTS also had a webmail update during J-term.
    - The faculty technology committee (ATC – Academic Technology Committee) might be a good group to bring this question up to. Lisa will pass it on to put on their agenda.
  - Health Screening – Let Health Service know if you have feedback on the health screening.
    - Comments: Love it! Convenient, fast.

Old Business:
- Enhancement Days feedback?
  - Good comments; happy with it. More people attended in the morning.
  - Is it worth offering twice anymore? Is it cost effective to offer two sessions?
    - Some people do like option.
    - Biggest cost is getting them here doing first one; second one doesn’t increase cost that much.
  - Is Enhancement Days a time to do campus update things? Safety/compliance?
    - Campus Safety (Ray Thrower) would like to do a presentation about Active Shooter situations next year.
    - Safety procedures and things like that? Bloodborne pathogen once a year?
    - Title IX?
      - Have to get policies in line. If a student informs any support staff employee about sexual misconduct (sexual assault), the support staff employee should notify the Dean of Students office with the information. Peter Meagher, is the deputy Title IX coordinator in the Dean’s office. His direct line is x7582.
      - Sexual Assault policy is an all-college policy; Title IX deals only with students. Have to afford things to students that don’t afford employees because covered under different Title. Students have SART response team service, not offered to employees.
CPR training was excellent – instructor had realistic scenarios; fun and real. 11 were there.

Was there another event going on for faculty at the same time?
- Nobody was aware of anything during the meeting.
- **Follow-up information (after meeting):** ‘Academy for Community-Based Learning’ hosted by Center for Servant Leadership, and there was some portion going on the 6th.
- Conflicts with faculty/administrator focused events could reduce turnout.

**New Business:**
- Note for SPC: “Is there a preferred method for submitting requests to Physical Plant? Call, online, email, or other? After request is submitted what is process? Only asking because lately we’ve had to explain the same thing to multiple people and we’ve had to follow up on our requests weeks after they’ve been submitted due to no response.”
- There is a web site to issue to physical plant, it is Gustavus page. Click staff then at the bottom of the page click Physical Plant and on the left is request repairs. At this time the work order can only inform the requester that the job is completed. That would be only definite paper trail so everyone knows it’s been done. Other than that, people call back in and it gets looked up and tells the shop guys that there is a second request being added.
  - https://gustavus.edu/physicalplant/maintenance/
  - Nancy will follow up to emphasize more on program need to email back that it’s been received and when it’s been completed.
- Consistency issue – talking to people other than who submitted the order; or someone checks and then someone else comes back second time. Can the follow up be done with the original requester?
  - When Amy takes it down she puts into instructions who to contact otherwise there is a requester named on the work order.
  - On flip side – faculty for example aren’t around as much so better to go through Administrative Assistant for an issue. Or if they submit themselves note to follow up with (Jenny).
- Would be nice too if someone checks back in with what the status is – are they coming back later, did they fix it?
  - If they send an email when it’s been done, then would resolve some of that issue.
- Called in or emailed it will be entered the same way – so method doesn’t matter for making the request.
  - Every work order that comes in, it is generated on a card as a work order. She highlights the email and pastes it into the instructions.
- Ordering of furniture is Bob Petrich – can go through Amy but better going directly to him because he can tell you if he has one or if he’s going to have to order one.
o Group informed Nancy that Physical Plant does an excellent job – these questions/requests are just to refine the process in place (is web site preferred over calls, etc?).
  ▪ All entered the same whether it’s from an email or notes taken from a call.

Announcements and Reminders:

  • Kirk will not be able to attend the April 10th meeting.

Call for Agenda Items for Next meeting:

  • Start talking about elections.

Motion to adjourn & seconded 9:14am.

Next meeting Wednesday, March 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