

**Staff Personnel Committee
Gustavus Adolphus College
Minutes of February 9, 2011**

Representatives Present:

Kirk Beyer (Human Resources); Anna Lokensgard (Academic/Admin Support); Tracey Peymann (Academic/Admin Support); Andy Biedermann (Bookmark/Library/PO); Rick Dahn (Custodial); Mike Kolek (Custodial); Sheila Volk (Marketplace); Victor Cerritos (Marketplace); Nancy Petrich (Physical Plant); Lisa Octigan (Campus Safety)

Chair Mike Kolek called the meeting to order at 8:34 am.

New member to replace Colleen; Andy Biedermann will be representing the Book Mark, Library, and Post Office.

Approval of January 12 meeting minutes – everyone received a copy.

Last month's minutes approved.

Kirk Beyer's report:

- Times for TIAA-CREF to be on campus May 3rd 8:30-2:30; May 4 8:30-2:30; May 5 8:30-11:30. You can call 800-732-8353 to set up an appointment, or can go on the TIAA-CREF web site to make an appointment.
- Staff handbook being updated - updates will be online shortly. New copies will be printed for those that request them or for new employees. Last time we printed more than what we needed to, if people prefer to access it online, that's preferred.
 - When was it last updated?
 - November, 2006.
- Health Screenings are going well. Still have a few days left.
- Benefits committee will begin meeting shortly. Waiting to start having those meetings until we could look at some of the information that came from the employee survey. David Menk did give Kirk the data for the benefits part and Kirk has put that together. The Board reviewed it this past weekend when they met. Makes sense to have that survey information.
 - How many on committee?
 - 3 faculty, 3 support staff, 3 administrators. If there is anyone who has an interest in doing that, please let Kirk know.
- Rachelle Dosch approached Kirk with idea of CSA (Community Supported Agriculture). More people wanting locally grown produce; a number of farms in the area are being certified to be organic. One is on the way up to the cities - Brewery Creek. They have approached us and would like to know if there is employee interest.
 - You buy a membership or half membership. If you buy full membership (approximately \$550), box of produce every week. June through October.

Different produce. Leafy lettuce, herbs/spices, squash, tomatoes, peppers.
Half membership is half a box.

- Q: What would Gustavus's role would be? If so we could publicize that.
A: If there enough employees interested, then they would try to set up a drop off here.
- Brewery Creek doesn't have a co-op drop-off; Living Land Farm and East Henderson Farm have drop-offs at the St. Peter Co-op.
- Q: Would they give a discount?
A: No, just the drop off.
- Q: Do you pay the Co-op?
A: No, it goes straight to the grower.
- Brewery Creek changed hands. New owners are starting this.
- Can go on their web sites, some have recipes. More information about share prices and farms on their web pages.
- Farms discussed/web pages:
 - livinglandfarm.com
 - easthendersonfarm.com
 - Brewery Creek Farm (Belle Plain)
- Bringing it up to get some feedback.
 - Some people who would be interested may have already paid their deposits.
- Garden on campus - Big Hill Farm; would be welcome on campus. Maybe even dining service would have an interest in taking some of the produce too.
- Big Hill Farm has taken it to the Farmer's market.
- What about during the summer and employee isn't around to pick it up?
 - Anything not picked up goes back to the farmer.
 - Could split share with someone who will be here or alternate weekly pick-ups.
- Would people choose Bell Plaine or someplace closer to Saint Peter?
 - If they are dropping it off here, not an issue where it came from.
- How would this impact the local businesses?
 - Co-op allowing them to drop off/pick up right from there, not a concern for them with lowering business.
 - Farmer's market – you can pick your own produce that way with what you want, versus CSA where you get what is produced that week, different style for those interested.
- GHP program flier went out through the campus mail.
- Comment: Thought the speakers at the Enhancement Days were very good.
 - Speakers are like a box of chocolates - never know what you're gonna get.
 - Amy Dee-Kristensen will be speaking at women's expo in Mankato (contact Sara Sletten).
 - Chris Heeter - sled dog; Awesome. So easy to listen to and had great stories.
 - Have a few extra books from Paul Batz. What Matters – Discovering the Seven Fs.

- Good feedback on the campus resources. Eyes Wide Open - those that did get there got resources. Other people weren't aware; scheduling, wasn't on the first brochure. Some people didn't see it in inside Gustavus, didn't realize there was a change. Maybe email to draw attention that there were two different schedules out there.
- Marie contacted and notified of the change, and brought a copy so everyone had a copy of the correct schedule.
- If you hear of any good speakers in the future, let Kirk know (Amy Dee was suggested by Kathy Chalhoub).

Department Reports:

- Bookmark/Library/Post Office –
 - New Mailroom employee, Kyle.
- Custodial –
 - Nothing to report.
- Marketplace –
 - Q: When the new building is finished, what parking do we get back?
 - A: Outlined as part of the West mall project presentation. Lisa doesn't have direct information of any changes.
- Physical Plant –
 - Feb 21st - moving furniture in for the Student Union for people to start moving in to their areas. Linner lounge will be done first so it can be reserved/used.
 - Uhler - old human resources will be changed into the computer room, will take out wall to make it one long room. Custodial office will stay in the same place.
 - Electronic locks coming on campus - in Nobel put in 9 of them. New academic building - 17 doors there will be set up on electronic locks.
 - Q: What is the cost?
A: \$2500 to \$3000 per door.
 - Q: Will they be like a hotel?
A: It's a fob, you take it to the door, it unlocks it.
 - Q: How will that work after-hours if someone needs one re-issued? Will there be extra fobs somewhere so they can assign to a person that needs to get in?
A: Academic -can treat it just like what a key would be. If didn't have a key, Officer could let them into their area and get set up with replacement the next day. Easier, quicker turnaround. Can lock down that fob and issue a new one.
 - As you enter the building, will recognize you entered in with key. Those locks track who goes in. Know each time. Can set the time, and locks them out at holidays and summer break - more controlled.
 - Plan for future, how many more going to try?
 - Initially they were being looked at for the outside doors of the dorms.

- New buildings as they come up, electronic locks will be put in with construction.
 - Would like to see them on the outside doors of the ResHalls. But don't know when that will happen. Cost issue.
 - Now that they're doing it, knowing more how much it will cost. Will be nice.
 - When a student loses a key, we re-key their rooms but outside doors are accessible.
 - Not the card swipe, it's a (proximity) fob. It would be harder to break the codes on it. More secure. Can have it with the ID cards, put a chip in that card. Could serve as their student key, looking at that as possibility. Do have little stickers that can go on existing cards. Can have everybody cards work at the same time w/o replacing all these ID cards.
 - Could lead to better compliance with having their cards on them (for dining service, cashing check). So students just walk through the lines
- Campus Safety –
 - New Assistant Director/Environmental Health and Safety manager, Dale Plemmons, will begin March 1st.
 - Moving around some of the offices.
- Academic/Administrative –
 - Employee enhancement comments already reported.
 - Question about the committees for the search - Why were there no support staff people on those committees?
 - President's Office noted it was an oversight and they would bear that in mind in the future.

Old Business:

- Christmas party length – will work on ideas for next year.
 - Doing performance while eating
 - Splitting up the gifts
 - As the program is going on, call names to come and get prizes. Noon people were leaving.

New Business:

- SPC Box: "Let's talk about the Recycling pickup. This has been a problem since we started recycling up here. So having a student doing the recycling doesn't always work out. Take care of the problem, just like the custodians had to. If our students didn't show up, we did it. Now we don't have any students doing it. If

you don't have enough manpower, hire another person. Wasn't there something in the Weekly about recycling saving GAC money because GAC pays for the garbage that can't be recycled, if so then use that money to pay for a full time grounds person. When the student shows up have that person help out elsewhere. There is plenty of areas that can use it. It is very hard to have a good attitude when you have to keep calling it in to be picked up."

- When they don't have students, grounds crew does pick it up.
- The number of buildings and recycling picking up - everyone wants it picked up once it's full. There's the rotation, go so long that you wait for the students, if nobody calls they have to get out there. Guys have their own jobs they have to complete in the day. It's a lot to try to hire another person. Simple hiring of the person, compensation and everything, not just the paycheck.
- Over J-term, it was a problem in at least one building. Called 3 times and it wasn't consecutive days, 2 in one week and still wasn't done the whole week so then called the next week. Might be cardboard one week, co-mingling next week.
 - Does that spike? Like cardboard comes certain times?
 - In the dorms it's pretty steady.
- The snow that we've had; Grounds has been doing a good job.
- Issue example - Students doing art project using cardboard - so had massive heap of cardboard when they were done. Called 3 times, can you just come get it so we can get through the door.
- Suggestion when you have things like that and you know it's going to be of recycling, for instance in the summer when GTS has computers coming in, they say we have this coming in, we need to have a pickup. Grounds determine whether to send over a 2 yard dumpster to pick it up, or they make sure they pick up at that building more often due to the fact that there is a lot anticipated.
- If we know, last summer Nobel when they cleaned out the map room, we requested extra paper curbies. Usually if the professors tell Custodial and they let the Grounds know.
- There's been more snow than usual this year; they've been diverted in that regard. Unfortunately we've had a number of people that have been out on leaves. Just hiring another person doesn't mean you'll have someone available.
- Q: Is there a set rotation? A: Ground shop has list of all the buildings, so when the student comes in they take the clipboard and they go through the list, complete as many buildings as they can until they go to class. Next student who comes in takes that clipboard and goes through. First cardboard, then co-mingling. Can't do both at the same time. Then if you have a student that doesn't show up, (it's been better with students notifying Bruce they won't be in). Can't think of another way to make it better.
- Now that regular semester has started, it slowed down during J term. Monday and Friday heavy days.

- Q: Is there enough business, that one person could be delegated to do that full time all week long? A: No. Can't justify hiring someone just to do that. If we could have an extra person to do extra jobs that would be nice, but staffing is about as tight now as it can get. Rely on students out there on grounds a lot. Don't know a way of getting around it. Nancy will talk to Bruce Volek. First time let the custodians know how it was done, understanding helps. Now Nancy will go back and ask what can be done in this situation.
- Do they prioritize dorms/academics on the list they have? The dorm generates 10 times the recycling that the academic building does. Art building could pick up co-mingling once every 3 weeks. Maybe if something says prioritizing other places. Nobel, a lot of cardboard, but not a lot of co-mingling. If they just did the dorms routes, and do academic buildings once a week or every 2 weeks.
- Maybe we should put notation to all the buildings to say how often. And see how that works. Then make the change on the route paper, on when you need to stop at this building.
- Leads would know.
- Nancy will put out memos to each building, or go to the dorms and have them call for academic buildings.
 - Update from Nancy: Back in 1990, the recycling was set up for the students workers to be responsible for the picking it up.

Announcements and Reminders:

- March 9, David Menk tentatively schedule to attend to report on the employee survey.

No agenda items for next meeting.

Motion to adjourn & seconded 9:24am.

Next meeting Wednesday, March 9th in the 49'er room.

