

**Staff Personnel Committee  
Gustavus Adolphus College  
Minutes of March 14, 2012**

**Representatives Present:**

Kirk Beyer (Human Resources); Anna Lokensgard (Academic/Admin Support); Tracey Peymann (Academic/Admin Support); Rick Dahn (Custodial); Mike Kolek (Custodial); Victor Cerritos (Marketplace); Jeri Miller (Marketplace); Nancy Petrich (Physical Plant); Lisa Octigan (Campus Safety)

Chair Mike Kolek called the meeting to order at 8:35 am.

Approval of February meeting minutes – everyone received a copy. Last month’s minutes approved.

Kirk Beyer’s report:

- Sent out notice about Staff Personnel Committee with a submission form attached; to all Support Staff to target them directly.
- 2<sup>nd</sup> half of Enhancement Days – April 4<sup>th</sup>. Kathi Tunheim will offer session on Life Gifts and a repeat session on the Strengths Training.
  - Coordinated with Chris Sutton – in middle of Spring break so people can attend.
- In contact with Valley Fair - \$28.50 for tickets this year (\$13 discount). Should be getting them sometime in the middle of April. Tickets good all the way through Valley Scare (end of October).

Department Reports:

- Bookmark/Library/Post Office – no representative present.
- Custodial – nothing to report.
- Marketplace – nothing to report.
- Physical Plant –
  - Anderson Social Science – now Anderson Hall. Remodeling will start in the late summer.
  - Columbarium east of the Chapel (between chapel and hello walk).
  - Chapel Circle is being called Sesquicentennial Plaza – completion of the west mall area this summer.
  - Waiting on approval for Norelius bathroom project. Last of bathroom projects in that dorm. If not approved, then other small projects that will be looked at.
  - Jefferson Ave – Coneflower Prairie Project – building a small parking lot and interpretive garden. Dedication will be in the Fall (September 15).
  - Then normal sidewalks repair and carpet replacement.
- Campus Safety –
  - Look for Spring Break parking and building access announcements coming soon. Lots close overnight for cleaning. Buildings close earlier.

- Academic/Administrative –
  - Tracey and Anna gave a presentation to assistants groups since we last met. Questions and concerns raised. Lisa followed up with a lot of them. Solicited replacement representative. Good questions and conversations.

#### Old Business:

- Move by-laws discussion to next month – found a more recently edited version (2007) than what had been sent out previously. Handed out this more recent revision for discussion at next meeting to see if there will be any further changes needed.

#### New Business:

- Notes/Questions from Administrative Assistant meeting and some follow ups:
  - Requested that email be sent when notes are available online, Lisa will add this to her note distribution procedures.
  - Question about battery recycling –
    - Battery recycling is available in the Book Mark, Library, and GTS (and in Pittman and Southwest Hall). They can accept any kind of battery (limited only by size), and if you have a large collection of batteries you can contact Dale Plemmons (x7494) to coordinate pickup.
  - Question about GTS computer/software trainings and possibility of a summer training –
    - Due to staffing limitations there are no trainings scheduled for Spring or Summer, but if there is a topic people are interested in can schedule a special session with the group.
  - Christmas Party hors d'oeuvres – Can they be done before hand rather than in the line, or an additional plate be added?
    - Will add this comment to other similar suggestion when planning next year's Christmas luncheon.
  - Enhancement Days – Why only on campus resources this year? Nice when it is someone from outside and fresh to us.
    - Passed on comment to Kirk and the group for considering for next year's planning.
  - Gustie Ware – discussion similar to what has come up in SPC previously about options for pickup points/having them returned. Not Custodial's job to do that; someone has to be responsible to do that. Lund had its own bin that they coordinated their own employees returning items and it was taken away, why?
    - Still trying to figure out the best way to handle it. Steve didn't say anyone couldn't manage having their own bin. If they want to have their own bin he's fine with that, it's fine to have a collection site and they manage it yourself. Looking at other options but for the most part people should be bringing them back.

- Deposit idea – don't know if that would work or not and it's an extra step when checking out. Instead of charging a deposit, offer a reward. If they bring it back give them some amount per piece. So people who run out of money might collect them and turn them back in.
    - If you have suggestions – pass them on to Jeri or Steve. Know it's a concern.
  - Suggestion for a centralized recycling information page for campus.
    - Bob can work on the Physical Plant web page – can work with Dale on that.
  - Toilet paper – several people mentioned waste of putting partially used rolls on top when changed out, doesn't look good during events.
    - Chris will contact the custodians and let them know not to leave the small rolls of toilet paper on the holders for more than a day. Also, she will talk to them about not removing the small roll if the other roll on the holder is a full roll.
  - Recycling bin labeling - not always clear what is for paper and what is for plastic.
    - Custodial won't be marking the containers. If employees would like to have two by their desk, email their request to Chris Sutton. Chris said that most offices on campus have a recycle container in their office and there are larger separate containers for paper and commingling near their offices to use also.
- Notes from the SPC mailbox:
  - “Can we comp time. Years of service should be rewarded with extra days off.”
  - “Able to bank comp time up to 40-80 hours per year.”
    - Two comp time questions. Can't bank comp time – if departments are giving comp time, that's not in compliance with wage and hour law. Individuals have to report on the day that they worked, the hours worked; and if it's over 40 worked in a week, they are entitled to time and a half.
    - Staff Handbook – allows for an individual to work fewer hours in a second week if they work more in the first week. Does comply with wage and hour law – because getting time and a half off for hours they work in the first week. Are getting paid time and a half in first week, second week just getting paid regular time for 1 ½ hours. Taken it as far as we can legally.
    - Comp time has to be used within that same pay period. The week you do it is the second week of the pay period. If you work 9 hours one day, can work 7 the next and evens out – but if you work 42 hours in the first week, should only have to work 37 in the following week. If you work 40 first week and 42 second week – that's time and a half.
    - Additional days off – more PTO is awarded based on years of service to the College. Those rates do increase every 5 years.

- Stops at the 20 year mark.
  - Generous benefit in comparison.
  - Sick days – used to be able to convert to time off – might be looking at to get back the reward.
  - If you track new and old way – will find that it’s very comparable. Wellness award was figured in when switched.
- “Has there been any more conversation regarding the Employee Health Clinic? What was done with the survey results done a year or two ago regarding the Employee Clinic?”
    - Survey done a year ago – that information was helpful in trying to offer more services (first service – wellness screening offered here); ongoing discussion of additional ways to offer more services to employees. Based on staff that we have – staff changes made in employee health – still something hoping to do more of.
    - Tracey – Health Service having in-office conversations to see if could handle doing and how it could be done – then survey went out asking employees; a lot of topics were included in that survey; Level we’re looking at would be express clinic - not really long term care. Wondering if that is something employees were interested in, if College felt that would keep employees with less time off, and how far out to do we go (spouses, children). Conversations are ongoing and hasn’t been approved to move forward.
    - Questions were a part of larger survey conducted by Institutional Research. Not sure where the College is at with that; or who follows up on the questions that are in that survey.
    - Wellbeing initiative is part of Gustavus 150.
  - “Is there a way to police the handicap parking around campus? I see people parked there that really don’t need it, although at some time they had been issued a blue placard to hang in the window. I would like to think they would leave these spaces for people who really might need them not use them because they are handy and close to their building.”
    - Campus Safety officers do ticket handicap parking, it’s a \$200 ticket for those parked there without a permit. But can’t enforce how the person got a state-issued pass or question people as to what their disability might be. Not all things are visible. But if you see a vehicle that is parked in handicap without a pass call Campus Safety, we can send an Officer to cite. For temporary passes issued by Campus Safety, they do have to submit documentation.
    - What about visitor tickets?
      - We aren’t linked to the city and don’t know who is driving the vehicle/can’t collect unless they get multiple citations – we tow on the 4<sup>th</sup> unpaid citation. Employee and student tickets are sent to their accounts.

- Chapel circle is now all handicap parking and people are cited who park there without a permit.
- Event parking – people park all over the place (in grass, beyond spaces).
  - When we’re notified we try to put out Event Parking signs, but we don’t have an Officer posted unless those organizing the event request one (there is a charge for Officer staffing), and sometimes we don’t find out in advance at all that something is happening.
  - Jeri will see if Lisa can be copied when they are notified about needing vending/concessions for events.
- Elections – sample ballots for Custodial (asking for volunteer) and Administrative/Academic support (electing a nominee) were reviewed and approved. They will be sent out with a return date of 3/30 so results can be discussed at next meeting. Dining Service does not have any open positions and everyone on Support Staff just received SPC info/sample question form, so nothing needs to be sent to that department.

Announcements and Reminders: none

**Call for Agenda Items for Next meeting:**

- Bylaws review (postponed from this meeting)
- Elections follow up.

Motion to adjourn & seconded 9:13am.

**Next meeting Wednesday, April 11 in the 49’er room.**



Address all suggestions, questions, and concerns to:

**Staff Personnel Committee (SPC)  
PO Box A-22**

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