Staff Personnel Committee  
Gustavus Adolphus College  
Minutes of March 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 8:35 am.

Approval of February meeting minutes – everyone received a copy.

Last month’s minutes approved.

Kirk Beyer’s report:
• Holiday schedule for coming year.
  o Good Friday; Friday, April 22, 2011
  o Memorial Day; Monday May 30, 2011
  o Fourth of July; Monday July 4, 2011
  o Thanksgiving Day; Thursday, November 24, 2011
  o Day after Thanksgiving; Friday, November 25, 2011
  o Christmas Day (observed); Monday, December 26, 2011
  o Floating Holidays; Tuesday, December 27, 2011 through Friday, December 30, 2011
  o New Year’s Day (observed); Monday, January 2, 2012
• March 28th and 29th; Sexual Misconduct Prevention training.
  o The insurer that covers sexual misconduct liability risks for Gustavus, Educational and Institutional Insurance Administrators, Inc. (EIAA), has seen a recent increase in preventable claims on the campuses it insures. This increase in preventable claims is rapidly escalating insurance premiums. Fortunately, EIAA has offered to stabilize deductibles and premiums for Gustavus if the College institutes sexual misconduct prevention training for all staff and faculty. Without this training, the Gustavus insurance deductible would double from $25,000 to $50,000 per claim and the College would be charged a 10% surcharge. Please join us on March 28 or 29 at 9:00 am or 2:30 pm in the Heritage Room to learn how you can help prevent costly sexual misconduct claims on our campus.
    ▪ Tennis & Life used to be a private group but has been gifted to Gustavus. All camp employees have to go through this training as well.
    ▪ Not all of our students are over 18, there are some from high school, etc. Need to be aware of all of the aspects.
    ▪ Will be in Inside Gustavus, trying to get the word out.
    ▪ Half hour training at most.
    ▪ Biggest thing is if people see things and don’t report it. If you see something that doesn’t seem right - needs to be brought to appropriate channels to take care of at an early stage.
• Staff handbook updated and now online.
• Now have Center for Servant Leadership. In what used to be Linner Lounge. Combined Church Relations, Community Service, Center for Vocational Reflection, and Career Center. Space Community Service used to be in is the new Linner Lounge.
• Community Supported Agriculture (CSA) - going to hold a meeting with all 3 providers in the area, with Jim Dontje (Environmental Studies, oversees Big Hill Farm), Lisa Heldke, and Steve Kjellgren. Meet with them and try to determine if would work for Gustavus to work with one or all. See if something that makes sense for us to provide space here, and Steve interested in seeing if they could provide us produce at a wholesale level as well.
• 75 applications received for the custodial applications. Reviewing and will be interviewing probably 14th and 15th.

Department Reports:
• Bookmark/Library/Post Office – nothing to report.
• Custodial – nothing to report.
• Marketplace – nothing to report.
• Physical Plant –
  o Retreat Center - Church relations will use Marilyn’s old office as a meeting room that can be scheduled. Smaller office, Church Relations will use as mailing area. For booking meetings- contact Marilyn.
  o Swanson Tennis Center - remodeling and making an office for Neal Hagberg.
  o Student Union - next phase for bringing wall out in Center for Servant Leadership will start after commencement.
  o Culpepper - possible remodeling in there.
  o New Building - coming along, will be done before the time they had set. Inside work is being done.
    ▪ They were going to leave it unexcavated but they concreted it and will be using it. A portion of the basement is used for animal research rooms.
    ▪ Possibility for secure storage.
• Campus Safety –
  o New Assistant Director/ Manager Environmental Health and Safety; Dale Plemmons
  o Campus Visit days – is it open parking?
    ▪ If the visitor lot is full we stop ticketing for non-registration, when notified by Admissions if they are having large on-campus events.
  o Spring break - open parking?
    ▪ Since green and yellow went to being enforced overnight 7 days a week, we don’t consider there to be ‘open parking’, even if classes are not in session. People should always assume parking is enforced and park according to permit color.
  o Notification system – If you need to update your emergency contact information, you can do so in the online Gribly (contact information; Emergency). Or you can contact Lisa by email or at x8809 and she can update your information for you if you don’t have a Gustavus login/password or have any questions.
  o Self defense classes?
    ▪ These are not being organized directly by Campus Safety - Karen Larson is coordinating. More info should be coming out in the daily notices that there are some being scheduled.
• Academic/Administrative – nothing to report.
Old Business:
- Recycling - Bruce Volek will attend the next custodial meeting to attend discussions about recycling.
- David Menk should be attending the next meeting in April to present the Employee Survey.

New Business:
- SPC Box: Nothing was in the box.
- Updated support staff manual question - 192 hour cap has been removed, you are paid out full accumulation (but PTO is capped at 2 years worth, that is not changed).
- Benefits question – it’s been 2 years without a cost of living raise. Steps are up to 10 years? Haven’t gone away or increased.
- Thinking about elections; yes/no re-election for existing candidates.
  - Lisa will work on elections/nominations and re-doing the balloting. Last year nominations were sent out, collected, counted, and then the people nominated didn’t want to do it. Work on ways of making that process easier (people nominating themselves? Or existing representative recruiting possible replacements) to save time and wasted effort.
  - Put information on the ballots about the committee, current representative, and submitting items to the SPC box.

Announcements and Reminders:

Call for Agenda Items for Next meeting:
- Kirk won’t be at next meeting.
- Nominations/Elections.
- David Menk attending to discuss survey.

Motion to adjourn & seconded.

Next meeting Wednesday, April 13th in the 49’er room.
Address all suggestions, questions, and concerns to:

Staff Personnel Committee (SPC)
PO Box A-19