Staff Personnel Committee
Gustavus Adolphus College
Minutes of April 13, 2011

Representatives Present:
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 8:32 am.

Special guest David Menk – presenting the employee survey from October.
[Full presentation and slides will be posted to the Institutional Research web page.]

- Last Fall – employee survey (previous survey conducted 2006). 125 staff responded out of 302 possible. 41% response rate. Gender breakdown mirrors that of employees.
- Employees are pretty happy here – see the same pretty much as last time. Feeling respected by – faculty and administrators are lowest on this scale. But for administrators that's up 10% for when we did the survey. Respect over last 5 years – some improvement.
- In General, feel Gustavus is a good place to work. Overall communication at Gustavus, went up 11%. All the rest are within 5% of where they were last time.
- Within my department – VP communicates effectively, went up 5%; discipline is equitable, went up 5%. All other categories within 5% of where we were last time.
- In the demographics they did ask what department with, but it was optional. Only 2% filled that out so can't do a breakdown by department.
  
  Q: But then how do you change by department?
  
  A: Matter of when everybody looks at this – am I part of this or am I not. Showing to others, when first set of data presented to faculty – they don’t know what department but they all had to take a look at it and say am I part of this. Most of this brought it back to different areas within is this something we need to address.
  
  Comment: some departments there’s only one employee – so they’d know who it was. Hard to collect that.
- In General – Supervisors; people who strongly agree with statements is very high – realistic expectations up 5%; satisfied with how supervised went up 5%; recognition of quality performance went down 5%.
  
  o Feeling of recognition is not there.
- In General – sufficient freedom; work environment adequate; up 8% disagree with being asked to work too much overtime; work rewarding up 6%; feel challenged down 8%
- New question – compared to last year – morale is same compared to last year, level of job performance is higher (60%).
• I feel that wages satisfactory – where we’re seeing some of the effects of
  morale/challenge/reward. Wage adjustment satisfactory went down 10%; changes
  in benefits improving went down 7%. Employee handbook satisfaction up 9%.
• On site convenient care clinic – 70% of staff favored convenient care clinic. 63%
  thought it would have positive impact on job performance.
• 62% favored non-smoking campus.
• Of the 125 staff that responded – 8 smoke and 2 chew tobacco.
• Three questions on harassment – 4 people responded that they’d experienced it, all
  4 said the problem was resolved satisfactorily. 2 people thought they’d had physical
  harassment, 1 satisfactorily. 15 said verbal harassment, 8 not responded
  satisfactorily.

Q: What do you do with this information?
A: Everything will go on institutional research web page – Gustavus data is password
  protected. Powerpoints, and individual groups (have done faculty, staff, administrator
  breakdown) and then overall comparison. Will have comparison from previous survey to
  next survey.
  Separate numbers for faculty – numbers presented here were just support staff.

Q: General use this as tool to use to compare against Gustavus – do you use to compare
  satisfaction to other Colleges?
A: No. There is no standardized employee survey everyone participates in. We keep it to
  our people and what we can do to help.

Last time we did it very well received by leadership – talking about changes and how they
  were bringing it out to there people.
This should be on the web next week, other groups will be a bit later (administrators).

Q: Have you heard of anything that will change because of this or red flags?
A: No, job is to be a tool and give them the data and explain what it says.

Q: Out of the three groups – who is the most satisfied?
A: Staff are happiest, administrators next, faculty third. Not a huge difference, 3-4%
  difference. Overall in general, when put this out, graphics with big blue lines are what you
  see for every group. There are certain areas everyone has issues, but overall.
  Females tend to be happier than males. Those that have worked here 0-10 years tend to be
  happiest. Those that have worked 20 years plus are second. Those that have been here 11-
  20 year range tend to be the least satisfied.
  Comment – wage cases, you have the steps; and then 11-20; now you’re stagnant and
  wondering where you can go from here.

Kirk has the benefits information and will leave to him to distribute.
Presentations have been given to President, cabinet, report to faculty senate.
Possibly put in the HR newsletter.
Can be printed as PDFs for those that don’t have web access.
25-40 responses came in on paper. They’ll be able to see last year’s and this year’s.

https://gustavus.edu/instresearch/
College Data (password required)

Thanks to David for attending meeting and presenting.

Regular committee business -

Approval of March meeting minutes – everyone received a copy.

Last month’s minutes approved.

Kirk Beyer’s report:
- Kirk was unable to attend this month’s meeting.

Department Reports:
- Bookmark/Library/Post Office – nothing to report.
- Custodial –
  - Q: Why is there no open parking anymore?
  - A: Because it’s always enforced overnight – we don’t really do ‘Open Parking’ since those parking changes 2 years ago; and if everyone assumes they can park anywhere, they leave vehicles in wrong lots. If someone calls Lisa she is always going to tell them to park according to permit color, it’s too difficult to say certain people can certain hours, etc, and we always need to the students to park according to permit color.
    - Parking is enforced through Graduation.
  - Bruce Volek/Nancy came to Custodial meeting and discussed recycling – answered questions. Really pleased with how things turned out. Receptive to suggestions. Custodial was confused on some things (paper/cardboard, are pizza boxes trash). Once there is trash in there, it all goes in the garbage. Don’t have resources to pick through it. A lot of things like that that helped a lot.
    - Once a year – he would do that to see if anything’s changed; refresher.
    - Some of the signs we have in the dorms – placards – are outdated after what he said; a lot say fiber board should go with the paper; but he said should go with the cardboard. Signs we have up say to go with the paper.
    - Nancy will check that to make changes.
    - Any boxes (cereal, Kleenex); should all go separate as cardboard.
    - The city is single bin – but not on campus. Have to be separate.
    - Can’t recycle cardboard food items – once there’s food in there it’s trash; as well as pizza boxes.
Lund has signs that say if you put trash in recycling it becomes trash – make those signs for everyone.

Or in HR newsletter – paper goes together, cardboard, etc.

- Marketplace – nothing to report.
- Physical Plant – West Mall – showed a map with layout. Will start right after school is over. Gravel lots will be paved.
  - Will there be sidewalks?
  - They are going through and looking for different things (lighting, sidewalks)
- Campus Safety – nothing to report. Severe Weather Awareness week – sirens will go off tomorrow for Tornado Drill Day – treat it as a test.
- Academic/Administrative – nothing to report.

Old Business:

- Elections: sample ballots handed out. Lisa will proceed with re-elections.

New Business:

- SPC Box:
  - Question about open parking was in the box. Will also give note/comment to Ray (some vehicles were parked in red from Campus Safety) and discuss options for Custodial for next year.
- Employee Benefit meetings – 20th and 21st.
- Specific benefit questions – call and meet with Renae or Barb in HR. Meetings are really just a general overview. Hard to ask specific questions. Set up appointment in HR for specific questions.
- Comment - People don’t know what the SPC is or bring question to reps.
  - Have added more information to the ballots.
  - Say something at the Christmas party – struggling to maintain full committee.

Announcements and Reminders:
Spring activities – check those meeting room schedules. A lot of events going on. A lot of visitors on campus.

Call for Agenda Items for Next meeting:
Election results.

Motion to adjourn & seconded 9:36.

Next meeting Wednesday, May 11th in the 49’er room.
Address all suggestions, questions, and concerns to:

Staff Personnel Committee (SPC)
PO Box A-19