

**Staff Personnel Committee  
Gustavus Adolphus College  
Minutes of April 15, 2015**

Present	Area	Representative	Present	Area	Representative
x	Custodial	Anna Mae Barklow		Marketplace	Howard Anderson
x	Custodial	Tim Traxler	x	Marketplace	Debra Johnson
x	Office Support	Jenny Tollefson	x	Bookmark/Library/Print & Mail	Jeannie Peterson
x	Office Support	Teri Bauman	x	Campus Safety	Lisa Octigan
x	Physical Plant	Nancy Petrich	x	Human Resources	Kirk Beyer

Chair Jeannie Peterson called the meeting to order at 8:31 am.

Approval of March meeting minutes – everyone received a copy. A proposed change was made consolidating a section with updated language.

Last month’s minutes approved with proposed amendment. Lisa will update and re-post.

Kirk Beyer’s report:

- Voluntary retirement incentive program was announced by the President the day before the last SPC meeting. It was offered to 69 people, and 36 accepted (52%); 11 administrators, 7 faculty, and 18 support staff.
  - Kirk is one of the people taking retirement - July 31st. Nadine is also retiring at the same time.
  - Waiting to hear from President and Cabinet what positions will be re-filled and when we will start recruiting for them. They will review those positions being vacated to see if any changes need to be made in each position before they are posted. There will not be a formal announcement of everyone retiring. The community will find out through normal channels - receptions and job postings. Faculty and Admin have an awards ceremony to honor retirees. Likely to recognize this group this May rather than next May, even though it’s technically next fiscal year.
  - Recommendation to have a separate event from the Christmas party? Put formally in minutes and Kirk can request Ken take to the Cabinet.
- Today is tax day.
  - Affordable Care Act - Those without health care needed to enroll by February 15th. For those who didn’t enroll, they will face a penalty on their taxes due April 15<sup>th</sup>.
  - There is a pending Supreme Court decision, a lawsuit by individuals relating to states that did not offer exchanges and the way subsidies were handled in the way the law was written.
    - Minnesota has a state exchange so employers in MN are still held to that regardless of that outcome.
  - There are changes in the Fair Labor Standards Act - the minimum wage law. This went up last August and will again this August (to \$9/hr). In order to be salaried, there is a minimum pay rate (\$455/wk). The government is looking at that minimum salary, since it has not been increased since 2004. If it was

restored to the same ratio as in 2004, it would be \$42,000 now. There are a number of positions where individuals are salaried where they are not making that much. Minimum wage for federal contracts (\$10.10). That would be more like \$52,000. That will affect some salaried positions, they'd change them from salaried to an hourly position.

- As mentioned before, there is a change to the TIAACref fee schedule. We are all moving from R1 to R2. To accomplish this, all the investments in R1 contracts have to be sold and re-purchased in an R2 contract. TIAACref is handling this, participants don't have to do anything, but will be receiving statements showing their investments were sold and repurchased and might wonder why. They'll put information in the *Inside Gustavus* tomorrow. This will take place on April 24th.
- Valleyfair - Tickets this year are \$31; \$36.50 for an unlimited soft drink ticket. They are not offering a senior ticket this year. This price is close to a \$20 discount purchased through Gustavus and is available to students and employees. (Parking is \$12/day, no discount available).
- Question about PTO for upcoming retirees - it has to be used while still an employee (prior to July 31st). If there is unused PTO at time of leave, the College pays out up to 192 hours. ESL would be lost unless used.

#### Department Reports:

- Bookmark/Library/Post Office
  - At new employee orientation - can new employees take a picture with Gus, our mascot?
    - Ask Tim Kennedy?
- Custodial
  - Nothing to report.
- Marketplace
  - Still collecting cups - they cycle in and out.
- Physical Plant
  - Waiting on budget; don't have the info on summer projects yet.
  - College View will have work done (bathroom ventilation, painting, patching, carpet). It's typically used during the summer so it's being partially shut down.
  - West mall prairie will be re-done. Grass didn't take, some trees will be removed.
  - Arboretum - Schmidt Grant - there will be a trail from west mall to the Arb.
  - They'll remove trees along coneflower prairie and Old Fort Road - removing mostly Siberian elm. It is non-native and its seed deposits are more like a weed.
- Campus Safety
  - Statewide Tornado drill day is on Thursday.
  - What do you do if someone doesn't comply?
    - You can't force them, but only direct to the right location.
    - Discussion of if there is an 'all clear' - there isn't an official all clear notification for tornadoes. Tornado warning notifications typically

have an “end time” listed.

- Academic/Administrative
  - They are still working on their letter about the position eliminated from CICE and the impact that has had on administrative assistants.
  - Regarding the issue with compostable cups in the trash brought up last meeting - posting signs above the bins explaining the difference has really helped. We’re still hoping the Weekly will do an article.

Old Business:

- Beck Hall reservations/custodial requests. They’ve made changes to the form that Jane uses. Haven’t had any events since.
- Computer policy for custodial – still in upper level hands we can’t do anything.
- Kirk presentation to Dining Service – Kirk is very willing to do this (hold a meeting with everyone eligible for retirement incentive and talk about social security and Medicare). Steve had suggested this be held after graduation because easier to cover stations.

New Business:

- SPC Box: Nothing was in the box.
- Elections -
  - Deb is staying, Howard is leaving. Howard found a replacement, Jesse Anderberg (PM cook).
    - Howard sent a thank you note to Jeannie about being on the committee.
  - Tim is leaving, possible replacement.
  - Teri is staying for another term.

Announcements and Reminders:



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

- New member elections.

Motion to adjourn & seconded 9:21 am.

**Next meeting Wednesday, May 13, 2015 in the 49'er room.**

