Staff Personnel Committee
Gustavus Adolphus College
Minutes of April 9, 2014

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<td>x</td>
<td>Anna Mae Barklow</td>
<td>Custodial</td>
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<td>Kirk Beyer</td>
<td>Human Resources</td>
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<td>Tim Traxler</td>
<td>Custodial</td>
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<td>Jeannie Peterson</td>
<td>Bookmark/Library/Print &amp; Mail</td>
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<td>Howard Anderson</td>
<td>Marketplace</td>
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<td>Lisa Octigan</td>
<td>Campus Safety</td>
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<td>Debra Johnson</td>
<td>Marketplace</td>
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<td>Nancy Petrich</td>
<td>Physical Plant</td>
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<td>Jenny Tollefson</td>
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<td>Teri Bauman</td>
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Chair Jeannie Peterson called the meeting to order at 8:35 am.

Approval of March meeting minutes – everyone received a copy.

Last month’s minutes approved.

Kirk Beyer’s report:

- Valleyfair tickets will be offered again this year – sales start May 16th
  - $29 adults as well as Jr/Senior (but Jr/Sr tickets include Dinosaurs Alive access which is typically $2.50). This is a savings of $10-$12 on tickets.
  - Employees, students – anyone can buy the tickets.
- Benefit enrollment meetings will be at 10:30am and 1:30pm on April 29th.
  - Online enrollment will be happening again this year, health insurance only at this time.
  - At this time they are not expecting any changes, but there might be slight changes by BCBS or mandated by the State. If individuals have questions or would like to go over medical plans they will go over it at those meetings.
  - Can’t say what the health insurance increase will be – but according to BCBS – the trend is 7.1% this year. Confident any increase we have at Gustavus will be less than that this year.
  - Our median age of employees is 48; that’s older than median age of BCBS participants overall. Our expenses are 16% greater than what BCBS encounters overall.
- Benefit Advisory Committee will be meeting next Tuesday.
  - They will be considering the possibility of getting rid of the spring enrollment for health insurance and combining it with the fall so it’s one enrollment for everything. That would help those with medical spending accounts, so they can determine which plan they will be on which affects what they want withheld. A disadvantage would be that if we move the health plan enrollment to the fall, employees would make their plan selection which would be effective on January 1, 2015 and would not have the opportunity to change plans until January 1, 2016 even though premium increases to their selected plan would occur on July 1, 2015.
  - “Why are the enrollment periods split in two like that?”
• The IRS goes by calendar year for benefits – so any salary reduction, flexible spending account, and deductibles all run on a calendar year. But as part of South Central Service Co-op we are in a pool with K-12 year schools, and they are on a fiscal year of July 1. The Co-op doesn’t give us the rates and we don’t get a renewal until July 1.

• With two separate enrollment periods, it can be confusing for employees. It would be less confusing and benefit employees to synch the enrollment periods with the calendar year.

• If you have thoughts on this, please let Kirk know. Kirk spoke with BCBS last week and as a one-time move they’d allow us to have a second enrollment for health insurance this calendar year to start on Jan 1 next year, but they wouldn’t allow us to do that every year.

• We are considering the option of having both an HRA (Health Reimbursement Account) and an HSA (Health Savings Account) with Blue Cross Blue Shield (but not until the fall enrollment if they do decide to offer it).
  o With an HSA you have a deductible amount - $3125. The participant enrolled in that plan pays everything up to that amount (except preventative care). You pay 100% until you reach that, but once you reach that, everything is covered 100%. But you wouldn’t get the $750 with the HSA.
  o If you move from an HRA to an HSA any balance you have would disappear, because you are not required to change.
  o With the HSA you can elect to make pre-tax contributions to an account, can invest that and see money grow, and that money is yours, even when you leave Gustavus. This is appealing to people that have low medical expenses – it gives them an opportunity to save in a pre-tax manner for expenses that may incur later in life or in retirement. Could also be advantageous to individuals who have a lot of medical expenses because after the $3125, they don’t have to pay anything.
  o With current plans, you have a $2000 deductible but also an out-of-pocket maximum, you pay 20% until that’s reached. (And the out-of-pocket maximum is greater than the $3125.)
  o This would be another opportunity to provide an option for employees – help them control their medical costs based on their own needs.
  o If we go to that, there will be meetings held to learn more of these options.

• We have a State-Certified Affirmative Action Plan. The College has to provide the state with data on hiring and promotion practices and we have to track each title (we have 150 different titles here at Gustavus). Support staff and administrative staff searches go through Human Resources so HR can keep track, but faculty searches go through the Provost office and the details are primarily handled by department administrative assistants. Human Resources will be at the April 15th administrative assistant meeting to discuss the information they need to get us up-to-date with this certification. They will also discuss how to do assist with this tracking and the timeframe of when they need this information.
  o “What’s done with that info?”
We submit it to the state. We’re mandated to submit that info. by the federal government if we want to compete for government contracts. We’ve had an affirmative action plan for a while, but we weren’t required to report to the state and federal government – now we have to do that with a State-Certified plan. It is not affected by grants or student aid – only government contracts.

- There are benefits to the College in doing this. There are administrative fees collected (outside revenue for us) and there is only one other liberal arts college in MN that has this certified plan that allows faculty to go after government contracts, so that can be a recruiting tool with faculty.

- Question about if an individual does not declare their race information – what do they enter?
  - The government says make your best guess.
  - A voluntary questionnaire goes out that doesn’t link to a specific person, it just gives an idea of pool of applicants. When a hire is made, we have to make a best guess and that is what the state uses to determine if we’re meeting our goals.

**Department Reports:**

- Bookmark/Library/Post Office – nothing to report
- Custodial –
  - They are replacing paper towel, toilet paper, and soap dispensers in Beck – to be more ‘green’ and ADA complaint.
    - The won’t use motion-activated dispensers due to the cost to replace batteries.
    - The paper-towel dispensers will be non-electric with a push bar instead of pulling. Pulling or using a side crank is too difficult if someone is arthritic.
    - There is no added cost to the College for these replacements, the vendors are doing the installation and providing the boxes at no additional charge.
- Marketplace – nothing to report
- Physical Plant –
  - Uhler showers will be redone this year as a summer project.
- Campus Safety –
  - Signs have been added to four spaces in the Stadium (Beck) parking lot designating those spaces as being for "low-emitting" and "fuel-efficient vehicles."
    - These parking spaces are part of the process for applying for LEED (Leadership in Energy & Environmental Design) green building certification for Beck Hall.
    - More information is available online about the qualifying vehicles that can park in those spaces, the vehicle must be on the American Council for an Energy Efficient Economy (ACEE) annual vehicle rating guide to qualify.
https://gustavus.edu/safety/policies/traffic.php#areas
  o Employee changes in our department after Sergeant Mike English retired on March 28th.
    ▪ Norma Witter is the new Sergeant.
    ▪ Walt Timmerman went from part-time to full-time officer.
  • Academic/Administrative – no representative present.

Old Business:
  • Signage poster policy – the academic administrative assistant group is working on a policy for academic buildings. They have a draft but want to work on it more before they send it to Campus Activities and student groups.
  • Jeannie will contact Teri about the Gustavus want ads/needs listserv suggestion that we received previously.
  • Elections
    o Jenny is on vacation but sent in notice that she is willing to serve another term.
    o Anna Mae and Jeannie are also willing to serve second terms.
    o Ratification ballots will go out this month to confirm these groups are okay with those re-elections.

New Business:
  • SPC Box: Nothing was in the box.

Announcements and Reminders: none.

Call for Agenda Items for Next meeting:
  • Finalize election results.

Motion to adjourn & seconded 9:15am.

Next meeting Wednesday, May 14, 2014 in the 49’er room.
Address all suggestions, questions, and concerns to:

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