Staff Personnel Committee
Gustavus Adolphus College
Minutes of May 11, 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 8:33 am.

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

Kirk Beyer’s report:
  • All Employee meeting May 26th; 10:30am-12 noon Alumni Hall. Year-end meeting with the President. Talk about what is going on with College and what to look forward to in the future.
  • Baseball tickets available for July 6 game between Twins and Tampa Bay. $24 a ticket. Bus leaving – no additional charge for bus. See Barb Larson Taylor or send her a check. They have 150 tickets and when they’re gone they’re gone. Advertisement for that has already gone out.
  • Valleyfair tickets will be sold again in HR this year. $27 for a regular ticket ($10-11 savings). Seniors/kids under 48” tickets are $9.99.
  • Benefit enrollment forms haven’t all been turned in yet – encourage people to get those forms turned in.
  • Benefit advisory committee is short one support staff person. Tracy Glass has elected not to participate. Teri Bauman has expressed interest in serving. (Tracey Peymann and Renae Stierlen are the other two support staff people serving). If anyone else has an interest; need to consider at next meeting. In the past, SPC has decided who is on there.
  • Last month Kirk wasn’t able to be at the meeting. David Menk was here and talking about employee survey. Kirk does have benefit information.
    o Passing out 2 sheets – chart, “Comparison of Responses to Benefit questions on 2006 and 2010 Employee Surveys”.
    o Can see % of those that expressed that they were either satisfied/very satisfied or dissatisfied/very dissatisfied.
    o For Health Insurance, in 2006 42% said they were satisfied; 40% said dissatisfied. In 2010, the percent who said they were satisfied was lower, but % that said they were dissatisfied was lower as well. In just about every one, going back to the mean.
    o Economic environment we’re in right now might be partly what seeing in this. Dependent care account – that benefit hasn’t changed and has stayed the same. We don’t have any say in design of that benefit – it’s all what the IRS
Satisfaction in that benefit has dropped 49% to 29% and dissatisfaction has dropped 29% to 10%.

- Retirement plan – tax shelter annuity. Satisfaction with that plan when college was only contributing 5% is greater than now when college is contributing 10%. These trends are sometimes hard to follow and understand.

- Q: Is this just support staff? A: This is all employees.

- Second chart, “2010 Gustavus Employee Benefits Survey”; broken down by each type of employee (Administrators, Support Staff, Faculty, Total).

- One of the things that makes surveys hard to follow is that it wasn’t a random survey – sometimes randomness makes more valid. Was sent out to entire population of employees. In 2010, twice as many faculty responded as did in 2006. That can also explain why some of the percentages of satisfaction and dissatisfaction have gone more towards the middle ground.
  - Upper right – support staff; 120 support staff employees responded.
  - Of those, 23% said they were satisfied with Health insurance.

- Q: What are the total number of employees on campus?

- A: Not sure who it was sent to. Benefits eligible employees – 600. Some of the comments had people responding who weren’t eligible to participate. That could make a difference as well, in 2006 it was only sent out to those eligible for benefits (part-time regular employees eligible for retirement contributions).

- Not every person fills out an entire survey.

- What percentage of each class of employee responded?
  - There are around 160 administrators; 200 faculty – percentage wise the faculty responded in greater numbers than the rest of the employees.
  - They were sent out electronically – printed copies were sent to some departments.
    - Some people never saw them.

- Q: Does benefit advisory committee/HR then take this information and use it?

- A: Yes, they do. That’s why Kirk had the benefit information – David didn’t have the ability to collate all this data together for the benefit committee – so David gave Kirk the raw data so that the Benefit advisory committee could have it for when they were meeting.

- Significant changes were made to the health insurance premiums – feedback taken into consideration about rates.

- Benefit advisory committee meeting one more time this year – next Tuesday. A lot of changes coming down the pike with Health Care regulations that are starting to be implemented – looking at how we might respond in a way that is going to be helpful to the College to some of those regulation changes.

- Has the group heard any comments by employees about benefit enrollment?
  - Pleased insurance didn’t go up, went down.
  - Some switching from the $2000 to the $5000.
Some families switching from a non-Gustavus plan to the Gustavus plan because of the family rate being more reasonable – good coverage.

- When forms are turned in, Barb goes through to compare who signs up for each type of coverage. Notes shifts between types of coverage; more or fewer employees sign up for coverage and their families.
- The larger the pool, the steadier your premiums are going to become – helpful to get more people on the plan.

Some people mentioned they were surprised College was again going to contribute a whole 10% for the 403B – were thinking it might be a one-year thing. Happy about that.

Q: Did that increase people joining the 403?
A: Had good participation already – 95%. Some people had some religious objections (can’t take advantage of interest – taking advantage of other people) but have been working through that to find them some alternatives in the structure so they can participate.

Department Reports:
- Bookmark/Library/Post Office –
  - Print Services: New piece of equipment in Print Shop – photo Kiosk. 4x6 - 25 cents each.
  - Library: Books in Bloom – heard good things about it (400 attendees).
- Custodial -
  - Meeting with student about GustieWare. She said next year they might put containers in each Residence Hall to take care of GustieWare that’s brought back to Halls. Some students hired in Dining Service area to collect them.
  - Kirk: May be more students next year, they were shooting for 700 and last count heard was 763. Downside to that is that they’ve given out more financial aid than they have in previous years. Might not be more revenue necessarily - additional financial awards in order to keep at same level for other students in the past. Government cutting back on financial aid that it gives. Giving out more aid than in previous years. President might talk about that at all employee meeting.
  - Q: Is the College’s retention rate pretty good? Do most come back following years?
  - A: Don’t know if they are giving them more aid first year – but could mean retention might come down. Every year they are in College they can borrow more money and % they can borrow is more. In order to meet students needs in first year, College might do more first year, but expect more loans to keep that level in subsequent years. Could mean some students would drop out/transfer the second year. Retention rate would be affected by that. 89 or 90% of students that enroll graduate within 4/5 years. Exceptional retention rate compared to other institutions.
Used to be if students were interested in going to College they had separate form for each institution – would only fill out for those really interested in. Have gone to common application now – can just send electronic application to 15/20 institutions and see where they get accepted. A number of students will even put deposits down at more than one institution and register – and then not show up on the first day of class. More difficult to plan how much revenue you’ll be having until you get closer to Sept 1st start date. That’s why President said future increases won’t occur June 1, until Sept 1.

- Should increase deposit amount.
- Deposits in first – first day of registration. Deposit used to be $100; raised 6 years ago to $500.

If you hear numbers are up – doesn’t mean big pay increase. Hopefully there will be one of some kind.

- Marketplace – Nothing to report.
- Physical Plant – Nothing to report.
- Campus Safety –
  - Main entrance will be closed on May 31st for roadwork. Item posted as announcement on calendar and will be in Inside Gustavus:
    - Portions of Campus Drive will be closed for roadwork May 31st through June 8th.

The main College Avenue Entrance will be closed May 31st through June 3rd, please use an alternate entrance (Jefferson Ave/South Entrance; Grace Street/North Entrance). Campus Drive from the Main Entrance at College Avenue through to the corner at Uhler Hall will be closed May 31st through June 3rd. Campus Drive from the Main Entrance through to the Jefferson Avenue entrance will be closed May 31st through June 8th. The Jefferson Avenue entrance will remain accessible throughout, but traffic will only be able to turn to the left (West). The Main Entrance at College Avenue should reopen June 3rd with traffic only able to turn to toward Uhler/Complex until June 8th. Closure dates are subject to change due to weather/work progress; please check the Campus Safety web page for updates at gustavus.edu/safety and note posted barricades and signage.

Please allow extra travel time for entering campus, inform any campus visitors you might have about the closing, and contact Campus Safety or Physical Plant if you have any questions.

- Parking enforcement continues through Graduation.
- Academic/Administrative –
  - Feels like high turnover; lots of parties/events.
  - Can there be a one day reception to say goodbye to everyone rather than multiple things to say goodbye to everyone?
Funded and organized individually by departments; sometimes there isn’t much time between announcement and departure.

Old Business:
- Elections:
  - **Custodial** – Majority voted to re-elect Mike Kolek to his second term. There was one write-in candidate with several votes. Will contact that person when Rick’s term ends to see if they would like to serve.
  - **Dining Service** – Majority voted to re-elect Victor Cerritos to his second term and to elect Jeri Miller to her first term.
  - **Academic/Administrative Support** – Majority voted to re-elect Tracey Peymann to her second term.
    - Motion to accept election results as given.
    - Motion carried.
    - Jeri Miller will be invited to attend the June meeting.
  - Custodial involvement in set up and tear down of graduation was brought up last year. Physical plant handles that, last year was brought up that custodial wasn’t involved in it – not sure who is in charge of lining people up for that.
    - Custodial is a part of Physical Plant, but PP have their areas set up for doing that.
    - Nancy will talk to Warren.

New Business:
- SPC Box: "Maternity leave. How did it come about for the spouses to have 6 weeks of maternity leave? Why did it change from three weeks to six weeks? What makes it so flexible to take off six weeks? Some would take off every other day and some take the afternoons off. Does the employee still accrue PTO time during this time? Or is it like the short term disability that they don’t earn PTO. It causes bad feeling in the workplace when you hear the spouses talk about it being a six week vacation for them."
  - Parental leave –not maternity leave. Maternity leave has always been 6 weeks paid. A number of employees said that for adoption – what do you do, is it just 2 weeks parental leave? Or should it be 6 weeks, because it takes more time for parents than to have a natural birth. With adoption it’s important that both parents get introduced to that child. To adopt – can require going overseas and spending time overseas in order to bring the child back, can extend to weeks. There have been those types of things. And a number of MN private colleges had extended their parental leave programs even beyond 6 weeks. We were seeing prospective faculty who have completed PhDs and getting jobs/teaching and want to start a family – becoming an issue in terms of recruiting faculty that our parental leave was not comparable to other MN private colleges. Discussions made; decided to go with 6 weeks paid leave for everyone. Could have said just for faculty but didn’t; for all benefit eligible employees. 6 weeks paid parental leave for father or mother. That time
does count as paid time toward accruing other leaves, not like short term disability in that regard. What we have found in addition to that is that more faculty are now saying, since I’m getting 6 weeks paid leave; willing to take whole semester off – rather than finding a substitute for first 6 weeks and shifting gears halfway through semester. Does have some benefit for the student. Rarely see a maternity/parental leave that is just 6 weeks – faculty go the whole semester – helps the College/students out. That’s how it has evolved. Unfortunate that some people don’t view it for the purpose it was meant.

- They can do it on an intermittent basis – federal regulations for FMLA – they can take it intermittently – up to the employee to work out with supervisor. Beneficial to college as well – means that position isn’t just vacant for 6 or 12 weeks – can come back on part time basis and keeps that position going. So don’t have to replace someone during that period. Regulated by federal law – has proven to be benefit to College as well.
- Policy is in the all college policies.
  - https://gustavus.edu/facultybook/allcollegepolicies/

**Announcements and Reminders:**

- Last meeting is June 8th, no meetings in July and August.
- Lisa will invite Jeri to the meeting in June. Will say goodbye to Sheila in June.

Motion to adjourn & seconded 9:30am.

**Next meeting Wednesday, June 8th in the 49’er room.**

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Address all suggestions, questions, and concerns to:

**Staff Personnel Committee (SPC)**

PO Box A-19