

**Staff Personnel Committee
Gustavus Adolphus College
Minutes of May 8, 2013**

Present	Representative	Area
x	Anna Mae Barklow	Custodial
x	Mike Kolek	Custodial
x	Victor Cerritos	Marketplace
x	Jeri Miller	Marketplace
x	Jenny Tollefson	Office Support
x	Tracey Peymann	Office Support

Present	Representative	Area
x	Kirk Beyer	Human Resources
x	Jeannie Peterson	Bookmark/Library/Print & Mail
x	Lisa Octigan	Campus Safety
	Nancy Petrich	Physical Plant

Chair Mike Kolek called the meeting to order at 8:37 am.

Approval of April meeting minutes – everyone received a copy. Edited to correct the date from April 13 to April 10.

Last month's minutes approved.

Kirk Beyer's report:

- *This info. also posted in the Inside Gustavus:* Gustavus is participating in the "Good Any Day Discount Program" at Valleyfair. New at Valleyfair this year is Dinosaurs Alive, which features over 30 life-sized animated dinosaurs. Tickets are just \$5 with paid admission (you must have a park admission ticket and Dinosaurs Alive admission ticket to get into the exhibit). Employees may purchase tickets for regular admission (ages 3-61 and 48" or taller) at \$28.00 (savings of \$15.99) and Junior/Senior for \$28.00 (includes admission to Dinosaurs Alive), to be used any day of the Valleyfair 2013 operating season. Tickets are available for purchase in the Office of Human Resources located in the Carlson Administration Building.
 - Last year they had a run on tickets in August – if you know you want to go in August/September, try to get your tickets ahead of time.
- All-employee meeting on Thursday, May 23rd in Alumni Hall. 1-2:30pm.
- Today and tomorrow there are enrollment meetings for health insurance – everyone should have received information through campus mail. The only change Gustavus has is the increase in the premium, it went up 10½% this year, partially due to the Affordable Care Act. There are some changes mandated by the state or Blue Cross Blue Shield. So a BCBS representative will be there to answer questions.
 - A change included in the letter was an additional tax of \$37.50 per person for a partial year as our year doesn't start until July 1 (with next year's full year expected cost of \$65 per person). That's added on top of the premiums.
 - HR is required to send out a summary of benefits and coverage. You'll get two by email.
 - Starting Jan 1st the exchanges start – MN will have its own exchange; there will be private exchanges plus a possible federal exchange also. The government exchange will have four different levels (bronze, silver, gold, platinum) and each will have different benefits, and each

with 6 plans – 24 different options just with the government (federal) exchange. So that people can compare plans on an apples-to-apples basis – the government said everyone who offers health insurance has to offer a summary (which is what was sent over email). People will have questions and unfortunately our HR office won't be able to answer questions about what the government is doing. They can answer what our plans are doing – but can't advise anyone about government plans.

- Two penalties that employers are faced with under new Affordable Care Act:
 1. If an employer doesn't offer insurance to all full-time employees as defined by regulations (which doesn't match how we currently define them), they could be assessed a penalty of \$2000 for every full-time employee. Currently we have 600 that would be considered FT under new regulation – 30 hrs/week. Government hasn't been clear on how to count hours for people like adjunct faculty, assistant coaches. So if we were found not having offered insurance to all full-time employees, that's \$2000 x 600 for a 1.2 million dollar fine.
 2. Any Gustavus full-time employee who applies and is eligible for a subsidy (for those that don't have access to affordable care, under certain income levels) – Gustavus has to pay \$3000 per eligible employee.
 - To be eligible for the subsidy, you and/or your family have to be under 400% of the poverty level.
 - You might be eligible, but then have to go to the exchange and fill out an application (current application is 26 pages long).
 - Then to be eligible, their household income (not just one employee) has to be less than 133%-200% of poverty level (depending on household).
 - All those that are eligible to apply won't necessarily be able to qualify.
- We are going to have to make some big changes in our plan next year to meet qualifications for plan minimums and maximums. The government is saying you have to have a minimum value plan (or has to be at least as good). We will be studying things this next year and will develop a plan that meets these requirements that is the most cost effective for employees with greatest benefit.
 - Need to work out how to track some employee hours (adjunct might spend 1 hour in class and x hours outside of class).
 - Look back at work periods – 3, 6, 12 periods. If an employer determines someone is working 30 hrs/week and averages over 12 months; they have to keep track of hours person has worked over last 12 months. Not an

issue for hourly employees – but would be for other types (adjunct, coaches, visiting).

- Other idea – offer health insurance to everyone. The government doesn't require employers to offer any contribution. Can provide to everyone, but only those employees that fit our definition of full time would get the College contribution. Wouldn't increase cost to College, but would be able to have safe harbor against the penalty.
- July 1, 2014 – that's when our plan year starts so that's when we could be assessed for penalties. In next year, we have to make decisions.
 - **Expect large changes next year.**
- A lot of things aren't clear yet. March 1st was the deadline to pass out information about exchanges; however, we did not receive any information from the government to be able to distribute to employees. There are 2000 pages of regulations to follow..
- There's a concern about individual costs – if you don't take insurance, you will pay a \$95 penalty first year. If someone pays \$95 because they can't afford premiums, then later have an issue, they can go and buy health insurance (no pre-existing restriction, can purchase any time) and they can pay the premium; and then when done with treatments dump coverage. That will drive up costs. It would be like buying homeowners insurance when your house started on fire.
- Kirk talked with an actuary who has run all kinds of plans and modeling. He says the plan that is the least expensive with most protection for employees is a Health Savings Account with \$2760 deductible for single, twice that for family. With that kind of plan, everyone would pay the first \$2760 regardless (preventive care does not apply toward that deductible) would have to pay 100% of that up to \$2760 and 100% covered after that. That is what insurance is supposed to be. Can look at as a possibility – if we did something like that, we would offer one plan. Currently we have Health Reimbursement Account. With the Health Savings Account, if College made any contribution you'd be able to keep that money. Could invest in a 403B and get returns. You could build some value over years, then use it to pay for expenses. If you have a Health Savings Account – you can't have a medical reimbursement account in addition to it. What the employer puts in, you don't pay tax on. If left employment, it goes with you (not lost after 12 months).
- Benefit enrollment starts today – through May 15th. If you are happy with everything you don't need to do anything. Premium increase takes effect July 1st.
 - Dental, flexible, life – all start January 1 so they are not included in this enrollment period.
 - You will be automatically enrolled in what you currently have if you do nothing.

- Question - Are there recommendations for what we have now, what is most cost effective?
 - If you are in very good health and don't anticipate costs – might want to go with higher deductible because you pay less in premium. It's a tradeoff. If you are not sure or if you've had health expenses the previous year that go above \$1250 (\$2000 deductible minus \$750) then you might want to opt for the \$2000 plan with the lower deductible. This gives people options based on what they think their medical expenses might be, or if feel they can't afford as much in premiums.

Department Reports:

- Bookmark/Library/Post Office –
 - Ginny Bakke is retiring. There will be a party for her at the end of May.
- Custodial –
 - *Inside Gustavus* has been published on some Fridays instead of Thursdays. When it's published on Thursdays, it could go out in Friday's mail for Custodial. (As Custodial only receives mail twice a week, with Friday publication, custodial staff don't get it in their mail until the following Wednesday.)
 - Lisa can email Matt about.
 - *Follow-up after meeting:* A Thursday date cannot be guaranteed. Matt Thomas is the only one who can prepare/send the *Inside Gustavus*, so on days when he is on vacation, sick, or has other duties he has to complete, it will not go out on Thursdays.
 - Why does Custodial only get mail on Wednesday and Fridays?
 - Chris and Karen take everything that comes into Custodial and place in individual folders. There is an In/Out system for all the buildings on campus for the custodial closets. They drop off folder of mail and pick up work orders, time cards. Process is time consuming.
 - They have many other duties and can only provide mail two days a week as they physically deliver the folders to all the buildings.
 - Could that be a student employee task if it's organized and just needs to be delivered across campus?
 - The problem of keeping student employees was a conversation topic with one of us. And they understood the issue to be that Physical Plant is not centrally located, which results in the need for larger blocks of non-class time (4 hours) to be able to put in a two hour work shift. It is just not conducive with their academic schedule.
- Marketplace –
 - Candy is retiring in May (but will be a part-time cashier). As a result, they have restructured some positions in their department. Paul Matzke will

be working with Margi in Catering and Banquets and Summer Programs. Kevin will take on a lot of Candy's duties and Summer Programs. Supervisors on floor will report to Kevin. Jeri has taken new position as Office Manager. So Jane who does accounts payable will be reporting to Jeri and Jeri is also taking on payroll. Because of that, Jeri can't be on the committee and has found a replacement. Deb Johnson will be the replacement SPC rep, she'll come to the meeting in June.

- Busy with end of year banquet and picnics. If you haven't put in your picnic orders, please get it in ASAP.
- Physical Plant – no representative present.
- Campus Safety – nothing to report.
- Academic/Administrative –
 - Jenny has a list of volunteers for the mentor program on both academic and administrative sides. The time commitment or need would vary depending on position. Sandy Francis and Kelly Holland are already paired for mentoring. Jenny will send information to Kirk.
 - Some people couldn't commit to time, but sent in suggestions.
 - Some people offered information they wished they knew when they started working. We can collect that and compile a resource list.
 - FAQ's from various departments, such as Telecommunications, can be sent to Jenny and she'll put them on a list. Or it could be posted online somewhere. Will discuss further at future support meetings.
 - Similar topic also came up in Wellness group meeting. It would be nice to know resources for employees that the College provides campus-wide. (e.g. You can charge at dining service on your ID card, fitness options at Lund Center, going to sporting events with ID at no charge, etc.)
 - Augustana has a list of their services on their web page and brief description such as "Career center is open to dependents."
 - Suggestion made to list departments and request from each what is or is not available to employees. Not only for Wellness group but campus-wide. Don't know where this would live. The Augustana list she found was under HR - Campus services.
 - Human Resources is not a listed link on the Gustavus home page, though they've requested it. You have to click on Employment.
 - NOTED: It is difficult to find our Human Resources page even using the Search feature.
 - In regards to posting information on the HR page, they are often not informed of changes. They'd have to ask each year if there are changes and then update it. There is some information provided during new employee orientation about services. Could start with that - Campus Services available to employees. Administrative assistants can assist in putting things together. They will contact Renae to get the information we currently have and go from there

Old Business:

- Gribly – There have been some discussions about a way to offer it to departments upon request (printing a limited number) and charging departments for their ordered copies. There hasn't been anything officially decided but there have been discussions.
 - There appears to be confusion as to what department is the go-to place regarding printing Griblys.

New Business:

- SPC Box: Nothing was in the box.
- Topic brought up at forum with the Cabinet – mechanism for communication with Cabinet. Do we want to try to establish communication between the Cabinet and the SPC, and if so what would that look like?
 - Gap between support staff and communication. Some departments communicate well, but not always. Some have supervisors that pass things on to next level, but never hear back.
 - In some instances, things are changed or discontinued and don't know who made the decision or who to contact about it (like the Gribly – that fell under Student Services?).
 - Agreement made that we would like a more formal line of communication. Lisa will contact JoNes about who our contact should be and how to communicate concerns/topics.
- There was discussion of the Administrator/Support staff forum with the Cabinet in general.
 - Concern was expressed about combining Administrators and Support Staff in those kinds of meetings. They have different levels of representation and it might be harder for support staff to speak up not just in front of the Cabinet, but Administrators as well (including direct supervisors).
 - The people to speak up first set the tone for what was expressed in those forums, different in the morning than the afternoon. Similar points were made repeatedly without resolution/answer.
- Other topics from the forum/past SPC meetings that we will follow-up on: :
 - Custodial computer access.
 - *Follow up after meeting:* Anna Mae met with Chris in Custodial and she is open to custodians having computer access in closets if it can be limited to Gustavus pages (would also need to include web mail). Lisa and Anna Mae are trying to determine who to contact to follow up and how to determine what's technologically possible, how computers could be requested, etc.
 - Gribly.
- Faculty friends brought up the idea of forming a more formal relationship between faculty and staff. Any interest/suggestions/objections? What might that look like?

- Will discuss during next meeting.
- Member gave positive feedback to the committee of being a group getting things done and people appreciate it. Doing more than just listing grievances, people are happy to be working with us. More of an attitude of rolling up sleeves and getting things done than wanting someone else to fix the problems. Occasionally in the past there has been frustration and a committee member wondering why they were on it, and there seems to have been a change in the climate. It's nice to work in an environment of collaboration.
- **Thanks to Lisa for recording minutes.** We can talk as a committee, but without the documented record we don't have the vital follow-up needed to pursue unresolved issues or a way of getting all of this information out to the campus at large.

Announcements and Reminders:

- The June meeting will take place in Linner lounge.
- Lisa will not be able to attend June meeting.

Call for Agenda Items for Next meeting:

- Introduce new members and thank outgoing members.
- Lisa will get a binder for Tim for next meeting because Mike doesn't have one to hand off. Tracey has one to give to Teri; Victor has one to give to Howard; Jeri will give hers to Deb. Lisa will send the new member materials to Deb with date/time/location and coupon.

Motion to adjourn & seconded 9:44am.

Next meeting Wednesday, June 12, 2013 in Linner lounge (temporary location change).



Address all suggestions, questions, and concerns to:

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