Staff Personnel Committee  
Gustavus Adolphus College  
Minutes of May 9, 2012

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); Victor Cerritos (Marketplace); Jeri Miller (Marketplace); Nancy Petrich (Physical Plant); Lisa Octigan (Campus Safety)

Chair Mike Kolek called the meeting to order at 8:35 am.

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

Kirk Beyer’s report:
- **TIAA-CREF** – Scheduling time to have talk about income options in retirement. Mostly work on accumulation phase; but haven’t talked about what to do when approaching retirement – setting it up for the month of June.
- Benefit enrollment seems to be going well – good comments about the changes. Not too many glitches. Online enrollment – today is the last day. Quite a few are just defaulting because haven’t heard from them. Will try contacting those that have spending accounts in the past but if haven’t, will assume they are defaulting.
  - **Q- Retirement** – Would attending that be beneficial if you are 5-6 years out from retiring?
    - **A – Yes, would be.**
  - Think about ways, how you draw that income out. Different things you want to do. TIAA – interest only; but can’t if it’s in CREF. If there are certain things you think you want to do – give you time to move account. Or talk about possibility of rolling everything over to IRA, give you more flexibility. Limitations on how you can draw money out from GRA – institutions have limits on what you can do with money while college is contributing, if college is contributing 10% don’t want it pulled out right away. But they have limits even after you retire (Kirk attends an annual client forum and gives CEO of TIAA-CREF feedback about those restrictions).
- If you have an online account with TIAA-CREF they’ve changed it.
  - New section - bottom right-hand corner, financial 360 – enable you to put all your financial information in one place regardless of who you have the money with. If you want to see what your net worth is and what resources you have. Concern about how that information is used – Kirk brought up concerns and they said it’s a 3rd party doing it and TIAA-CREF said they don’t have access to that information.
- **Q: When are you vested with that 10%?**
A: right away. 100%. Different from a lot of institutions. Other thing that’s different from other institutions – most others have 1 year waiting period before you get any match from the College. But anything put in at beginning, first year of employment, have that many years to compound. Here, first day eligible, start pulling in and 100% vested.

Q: Pay increase – that has been moved to September rather than June if you do get one?
  o A: Yes.

Department Reports:
  o Bookmark/Library/Post Office – nothing to report.
  o Custodial – Questions:
    o What is going in the old Social Science once it’s renovated?
      ▪ Residential Life, Education, Kendall Center, Interfaith Center. Might start at end of summer/beginning of Fall, but other things have to go first. Nancy updated Lisa that Bob Douglas will also have a map library in Anderson.
      ▪ Story in the Weekly about Dive Architects – wondering how imminent that was?
        ▪ Student senate spearheading that project (bringing in architects).
        ▪ Designs/pictures are up outside of the Student Activities office.
    o Weekly story about the budget – question about finances?
      ▪ Missing information. Wouldn’t take that as accurate. If you read it, expenditures and revenue – didn’t add up.
      ▪ Weekly did have good article also about the marketplace – money spent on food plans. Interesting. Health Service heard complaints about it – we aren’t a school that charges the most for that. Good job the student who visited with Steve. Have worked hard to plan for variety (football player that eats a lot vs others). And sits down with those that have dietary needs. Adjusting if there is a good reason.
  o Marketplace –
    o Missing a lot of tumbler glasses – if have any in your office – get back over to marketplace. Or if you find them on campus. Help get those back.
    o Busy with year-end picnics and everything coming up.
    o GustieWare – student in charge of it now and has students that work under him that have bins in several buildings that are being brought back on more timely manner.
      ▪ Would think all the dorms would be good places for them.
      ▪ If anyone sees anything let Jeri know and can get somewhere over there.
      ▪ Updated after meeting with list of pickup points: one at Southwest, Pittman, Sohre, North, and Sorenson, and then two at Co-ed.
Physical Plant –
  o Small projects this year – remodeling of last section of Norelius bathrooms has been put on hold.

Campus Safety –
  o Permit parking is enforced through Graduation. Summer parking starts after Memorial Day.
  o Discussion about missing treatment center patient. They get 6 hour passes, they are in town. Not from the sex offender side.

Academic/Administrative –
  o Questions about benefits but everyone figured it out.

Old Business:
  • By-laws: No outside approval process needed. Will edit with the notes made at the meeting and be submitted for approval with next month’s meeting minutes.
    o Add Campus Safety representative and that Physical Plant has one representative.
    o Change ‘hourly support’ to ‘office support’ since all representatives are ‘Hourly Support Staff’.
    o Split two and one-person representatives into separate sections with different representative selection/term limit procedures since they can’t have a full election.
    o Remove minimum number of 3 members counting election results.
    o Edit resignation procedures since not all elections/appointments have an ‘other top vote receiver’.
    o Edit ‘Co-Chair’ designation since we’ve been operating with a Chair and Vice-Chair.
    o Edit frequency section to update that group meets monthly September – June.

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

Announcements and Reminders:
  • New members will be at the June meeting

Call for Agenda Items for Next meeting:
  • Officer elections.

Motion to adjourn & seconded 9:19am.

Next meeting Wednesday, June13 in the 49’er room.
Address all suggestions, questions, and concerns to:

Staff Personnel Committee (SPC)
PO Box A-22