Chair Jeannie Peterson called the meeting to order at 8:35 am.

Approval of June meeting minutes – everyone received a copy.

Last month’s minutes approved.

Kirk Beyer’s report:
- Staff Reclassification Meeting will be this coming Monday. Joyce Aarsvold will now be on the committee replacing Joan Anderson.
- The Benefits Committee will start meeting after the Nobel conference. Our health insurance will now follow the calendar year so will have to re-enroll this fall. They are looking at the possibility of adding a third plan that would be a Health Savings Account.
  - Who is on the Benefits Committee?
    - There are three faculty members, three administrators, and three support staff.
  - The Affordable Care Act has lowered our maximum flexible spending account from $5000 to $2500, but $500 can rollover annually.
  - A Health Savings Account is different from a Flex. Account and/or an HRA. You have an account set up and can put money into that on a pre-tax basis and that is your money. It can’t be used to pay premiums but it can be used for expenses to meet your deductible. If we have one of these plans, we’ll have meetings to roll it out and explain it.
- The Co-op we’re a part of offers a “high-deductible” plan; (they won’t charge additional fees if we use their pre-made plan). The deductible is $3125 a year; it doesn’t pay anything until you’ve reached that deductible, but once you’ve reached it, it covers 100% with no limit. For some people, that will be a better option. In addition to that, you can put money in your own health savings account and can use that toward deductibles (not toward premiums but toward deductibles). You can even invest it and get a return on it. Then if you leave college employment, you keep that money. When you become Medicare-eligible, you can use it for your medical premiums. You can also pay long-term care insurance premiums out of that account.
- The Long-Term Care company that we started working with last year will be on campus. They will be setting up appointments October 16 and October 22.
- We’ve been asked about the date of this year’s Christmas party. The last day of finals
is December 18th, a Thursday. So following previous years, the party would be on Friday, December 19th. December 22nd and 23rd are not floating holidays, but Dining Service will be closed after December 19th. Deb will check with Margi and report back at the next meeting, if either of those days would be considered for the Christmas Party.

**Department Reports:**

- **Bookmark/Library/Post Office** –
  - Library will be getting an AED.
- **Custodial** –
  - Beck Hall now has bulletin boards and they working great, resolving the posting issues in that building.
- **Marketplace** –
  - New cards - you will have to have your new ID cards to pay for a meal; you will no longer be able to just give numbers. They will allow you to fill out a form if you don’t have your card but if you don’t show your card within 24 hours it is a $10 charge.
  - Employees can go and get their card from Dining Service at any time, or if they’ve had their photo updated the bulk printing will happen at the end of September.
    - Question about ResHall access for those picking up GustieWare - that access can be programmed as requested by supervisors.
- **Physical Plant** –
  - Card access for all the Residence Halls is completed.
  - The new Golf Facility is coming along and hope to finish it by October.
  - They are finishing up summer projects.
  - Question about card access - During breaks, student cards are turned off but employees cards will work.
- **Campus Safety** –
  - Wanted to clarify that outside door electronic access is currently only on the Residence Halls and Beck Hall, and then any subsequent additions will likely be tied to renovation projects (so the Nobel renovation would include plans for adding card access).
  - Dale Plemons and Carol Brewer are currently in the process of giving safety presentations in each academic building - showing the ‘Shots Fired’ active shooter scenario video and discussing building-specific emergency preparedness with everyone in the building (hopefully) attending. Good feedback about the presentations so far.
  - Discussion of how to notify people who teach in a building but don’t have an office there about those trainings - Teri let Jenny know she can get her lists by classroom of who teaches there to send those notifications about the Confer/Vickner presentations.
- **Academic/Administrative** – nothing to report

**Old Business:**

- Jeannie compiled info for a “Perks” page and sent it to Teri/GTS. Teri/GTS will
follow up.

New Business:
- Jenny went to check and there was nothing for SPC in the mailbox. Our post office box has moved from A-22 to B-36, (Lisa will return the old key to the post office).

Announcements and Reminders:
- Thanks to all of you who have gone to the Title IX training. Everyone needs to be trained every year.
  - They are looking into getting it videotaped and put on the web page.
    - Commercially produced videos didn’t have Gustavus-specific information that we needed.
  - *Update sent out to employee-l after meeting that they do have the training posted online as of 9/11/14:*
    - [https://gustavus.edu/humanresources/titleIX/](https://gustavus.edu/humanresources/titleIX/)
    - Employees can log in, view video, and complete a post-test assessment to complete the mandatory training.
  - Question - it seems like 90% of people are mandated reporters - why not include the 10% and have everyone be a mandated reporter?
    - People don’t understand what mandated reporter is. Mandated reporters have to report identifiable information if they have it. If not a mandated-reporter, you’d still have to report it but don’t have to name names. The thought has been that if everyone is a mandated reporter, that will squelch people from reporting.
    - Confidential reporters like Health Service, Chaplain’s office, Counseling Center, and SART report statistics but not identifying information.
    - Hopefully in coming year with the expanded list we have now, we’ll find that it doesn’t deter reporting.
  - Do the students know this?
    - Yes, they have received this information.

Call for Agenda Items for Next meeting:
- Christmas party planning - we will confirm the date at next meeting.

Motion to adjourn & seconded 9:08 am.

Next meeting Wednesday, October 15, 2014 at 8:30am in the 49'er room.

NOTE MEETING DATE CHANGE: Due to the Nobel Conference, the October meeting has been moved from October 8th to October 15th.
Address all suggestions, questions, and concerns to:

**Staff Personnel Committee (SPC)**
PO Box B-36