

**Staff Personnel Committee
Gustavus Adolphus College
Minutes of September 11, 2013**

Present	Representative	Area
x	Anna Mae Barklow	Custodial
	Tim Traxler	Custodial
x	Howard Anderson	Marketplace
x	Debra Johnson	Marketplace
x	Jenny Tollefson	Office Support
	Teri Bauman	Office Support

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

Chair Jeannie Peterson called the meeting to order at 8:36 am. Welcome to new members.

Approval of June meeting minutes – everyone received a copy.

Last month’s minutes approved.

Kirk Beyer’s report:

- Everyone should have received a copy of the FACULTY & STAFF GUIDE TO HELPING STUDENTS WHO HAVE EXPERIENCED SEXUAL MISCONDUCT OR HARASSMENT. Keep handy – if approached by student having an issue it’s a guide for what to do, how to talk to students, and what your responsibilities are; and is a part of Title IX requirements. Paula will be deputy for academic affairs. Pete Meagher left the College, Steve Bennett will take on Title IX responsibilities for Student Life and will be attending training. Nadine in HR has extra copies and the Dean of Students office may have some as well. All new employees will receive one.
- Kirk is working with TIAA on a share class change. We have recently qualified for a lower fee structure, but to get that structure we have to change from regular class investment to ‘Premium Share Class’. There is nothing employees have to do. We will be receiving a letter informing us of this change. If you had 50,000 in your account, it would mean a savings of \$5-\$7.5 a month in fees. If you have investments from before, will be charged at the lower rate. You’ll keep the same accounts but pricing model will be different. Change should take place October 10th.
- Working with AAA on establishing an employee discount. For those that have AAA, will be a savings. For basic primary membership regular fee is \$62 and it will now be \$56, and additional savings with dependents, AAA+ plan.
- Long term care insurance – there is a partnership program with the state of MN. There are new programs that make it affordable. In MN if you have a policy, under the partnership program you can get a \$100/yr tax credit on MN state income tax. You get the credit now if you carry the insurance and pay the premiums. Meeting to put in place, reasonable premiums. In working with those approaching retirement, realized importance of setting aside money for long-term care. When it is time to retire, can use money for retirement and not to try to save for care. Not just for older people – could become disabled or need care before old age. Good protection.

- Last fall a RetireWise seminar series was offered for employees (not just those retirement age), they will be offering it again this fall. They need to have 25 people to sign up for the session in order to go forward (can include spouses). The dates will be Oct 30, Nov 6, and Nov 13; Wednesday evenings.
- HR is reviewing what policies and benefits may need to be changed because of repeal of Defense of Marriage Act (DOMA). Federal government recognizes same sex couples for tax purposes, but state of MN doesn't yet. Health insurance for a partner – pre-tax for federal but not for state. Trying to wade through that.
- Exchange notice about MNSure went out to employees. There is a web site for the exchanges. Taking applications starting Oct 1st. Insurance offered Jan 1st. Taking applications early because some individuals may qualify for a government subsidy in helping them pay for their premiums – but have to do a lot of checking (household income, employer insurance offering and affordability of that, less than 9 ½ % of your earnings for the year). If your premiums are affordable then you don't qualify for the subsidy. Don't think that with current insurance any current employees will qualify for a subsidy for themselves. But coverage for employee spouse is not required – you as employee and dependents under 26 might not qualify, but spouse might. There is a telephone number on the exchange notices. If you have coverage and choose to go through exchange you can, even if you don't qualify, but you'll lose your employer contribution and will be on an after-tax basis. There may be a lot of questions by employees, but HR will not be able to answer those because they don't have control over that system (there are 26 different companies offering plans at 4 different levels). HR can only advise about the Gustavus plans. Look out for fraud. You don't have to change, and Medicare is not being changed at all due to ACA.
- Sept. 19 – Staff Reclassification Committee. Forms are due in advance of Sept 19.
- Faculty members have pursued government contracts with State of Minnesota. Government contracts will entail money coming in to that project; problematic because any employee on those government contracts has to be verified on eVerify system. Have to have a state certified affirmative action plan. There are voluntary ones that our peer institutions have, but a state certified plan requires the institution to track all applicants and report on all applicants for every position and send out an optional form to identify race, etc. They haven't been doing this in the past for administrative or support staff, but have been doing it for faculty. Might have to go to an all electronic application system for positions so they can outsource that process. Working with a company to develop a program for that. Currently HR is not able to track things on their own – every department can get applications themselves, and it's decentralized. Then it's difficult for HR to get the information they need. Might see change in that coming up.
 - If they move to online employment – that would be for everyone including faculty. Currently an un-budgeted expense.
- Pet policy on campus. The Cabinet received some serious issues with pets on campus, such as a dog chased a research animal in a classroom, dogs left in offices and barking, in hallways during classes, messes left that owners didn't clean up and left for custodial, student who brought pet to class since professors do, a dog in the

marketplace where food is being served. Needed to do something. Solicited feedback from the community. Kirk received 40 emails and the responses were pretty much half and half. Cabinet decided to put out some guidelines, not a policy. One of the guidelines is that Gustavus is not a “bring your pet to work” employer. If you have a pet, don’t expect to bring them to campus in lieu of pet care. If you bring a pet to campus, you need to have control of that pet the entire time that you’re here. They are not to be locked up in an office or kennel, the owner needs to be with them. This was posted in the cabinet report. Note that Residential Life staff can still have pets in their apartments.

- Thanks to Jenny for the administrative support mentor program. Jenny is mentoring Kristi Borowy. Going well for her to have someone that she can call for a quick question.
 - The “New Employee” checklist was discussed and is used by many departments for new hires. This checklist was initiated by the Academic Administrative Group and the rule of thumb has been to individually modify the list to fit your own department.

Department Reports:

- Bookmark/Library/Post Office – nothing to report
- Custodial –
 - Director position begins interviewing this week. Interviewing 5 people.
- Marketplace –
 - Have heard they’d like to change up the menu for the Christmas program. Will discuss that when start planning, totally open to changes.
 - New machines – soda machine where you have 100+ options. Students love it. Coke services it, hasn’t been backing up the line. Might be an issue at Nobel when everyone is new at once. It makes its own ice so they don’t have to fill it.
- Physical Plant –
 - Card Access just about ready. Cards came in yesterday. First-year residence halls will be using them and Beck and Nobel electronic access will work as well. Students and staff living/working in Pittman, Sohre, and Norelius will be issued new cards. Eventually new cards will work for Dining Service meal plans, Book Mark, Library, and ResHall access. Waiting for policy to be written.
 - Custodial computers. It is at discussion stage with Warren and Bruce.
- Campus Safety –
 - New Director Carol Brewer September 16th.
 - New stickers for all employees were needed at the start of the school year; happens every 3 years.
- Academic/Administrative –
 - Some people gave comments directly to Jenny instead of the SPC box.
 - Can summer activities be on a Google calendar, so those that have a question can look it up?

- Summer Programs posts reservations/activities on EMS in the summer and representatives from Custodial and Physical Plant (and Campus Safety, Lund Center, and Event Services) meet weekly in the summer to go over schedules.
- Can blowers be put in the buildings to blow out leaves/clear vents. At Confer, they have ivy at the entrances. Even in summer they have leaves coming in. Nancy will follow up with Physical Plant.

Old Business:

- Paper Gribly – is there a limited number of printed Griblys available?
 - Suggested to contact Dean of Students.
 - Follow up after meeting: The Dean of Students office indicated that they never paid for the Gribly printing and to follow up with Marketing.
- Liaising with Cabinet – Lisa will follow up with JoNes.

New Business:

- SPC Box: Nothing was in the box.
- Overnight parking complaint – disabled vehicles. Contacted Campus Safety to get permission to leave a disabled vehicle overnight and was told that would be ticketed if left vehicle overnight.
 - Lisa explained why it is enforced that way. Dispatchers cannot approve parking violations, such as approving parking overnight. Officers can give disabled vehicles until the end of the current shift to be moved, but not overnight. Expectation, and students and employees are held to it equally, is that vehicle will be moved within hours, not days. Overnight parking enforcement is requested by Physical Plant and we can't waive that enforcement and not cite, other vehicles then follow suit and violate as well. So appealing a received ticket with the explanation is all that can be offered. You could ask to meet with an on-duty officer at your vehicle to discuss the issue and see if you can get until end the of that shift to get a tow truck or locksmith (or other service person) to the vehicle.
- Gustavus Quarterly – if you aren't using them, Jenny would like them, she puts them in faculty welcome packets.

Announcements and Reminders:

- Replacement for Ginny Bakke – Mark Kump, part-time. Two new librarians covering for sabbaticals: Mary Anderson, all year and Maura Coonan, Fall Semester.
 - Camera checkout and media equipment checkout is through Mark. Students work after his hours are completed for the day. Can still check out media equipment during library hours.

Call for Agenda Items for Next meeting:

Motion to adjourn & seconded 9:34am.

Next meeting Wednesday, October 9, 2013 in the 49'er room.



Address all suggestions, questions, and concerns to:

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