Staff Personnel Committee
Gustavus Adolphus College
Minutes of September 12, 2012

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<td>x</td>
<td>Anna Mae Barklow</td>
<td>Custodial</td>
<td>Kirk Beyer</td>
<td>Human Resources</td>
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<td>x</td>
<td>Mike Kolek</td>
<td>Custodial</td>
<td>x</td>
<td>Jeannie Peterson</td>
<td>Bookmark/Library/Print &amp; Mail</td>
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<td>x</td>
<td>Victor Cerritos</td>
<td>Marketplace</td>
<td>x</td>
<td>Lisa Octigan</td>
<td>Campus Safety</td>
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<td>x</td>
<td>Jeri Miller</td>
<td>Marketplace</td>
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<td>Nancy Petrich</td>
<td>Physical Plant</td>
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<td>Jenny Tollefson</td>
<td>Office Support</td>
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<td>Tracey Peymann</td>
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Chair Mike Kolek called the meeting to order at 8:28 am.

Special guest speaker, presentation – Pete Meagher from the Dean of Students office. He oversees Conduct and is the deputy Title IX coordinator.

Pete Meagher explained background on Title IX.

- It has been around for 40 years; usually thought of in terms of Athletics/women’s sports. Title IX is about sex based discrimination in federally funded educational venture – any kind of sex based discrimination. 11 years ago the department of education came out with new guidance that included in that definition sexual harassment and sexual violence. The Department of Education sends out ‘Dear Colleague’ letters, and a recent one hit the news that was a re-statement of what they said 11 years ago. Sexual violence is a part of sexual harassment which is a violation of Title IX federal law and the letter laid out significant guidelines around that. You will be getting a brochure through campus mail that will outline your responsibilities regarding Title IX. Kirk Beyer from Human Resources, Pete Meagher from the Dean of Students office, and Barbara Kaiser from the Provost’s office (now Paula O’Loughlin, Dean of Arts and Humanities) conducted review and went to training – assessing how we respond to sex based discrimination and made changes.
- Changes are very specific in terms of how we define sexual misconduct – quite narrow. Any intercourse or contact without consent, and if intoxicated, one can’t give consent.
- We refined our policy and reporting requirements. Two categories – those that don’t have to report at all (counselors, chaplains, SART team members – licensed/confidential); then everyone else who are required to report something. ‘Responsible employees’ is defined as those in position to do something about the issue (cabinet members, coaches, deans, department chairs) – have to report and they have to report the identifying information (name and what they know).
- Most other staff have a responsibility to report – but not required to report identifying information. They are encouraged to send the student to SART and counseling and then report to the Dean of Students.
Q – If someone comes to you, you would not report to Department Chair but just to Dean of Students?
  o A – Would refer them to counseling center and then report to Dean of Students – any details that aren’t personally identifiable. Don’t have to involve Chair if reporting directly.

Information is focused on the reporting requirement – but the biggest hope is that we get that young person to the help that they need – that is what we want. Also want to make sure the community is safe.

Q – How did you come to that decision to distinguish who gives the names (‘responsible’ vs. other)?
  o A – Through Title IX – federal law; it is just a paragraph but how those become enlivened is through the court process when someone sues. Someone sued other institution(s) who was in position who could have addressed the situation and did not – people who know didn’t act on that information (like Penn State) – millions of dollars can be lost in those judgments. Dept. of Education is being proactive – not waiting for complaint to come forward. They can review practices any time.

Comment – There is less liability to support staff person than a person who is a ‘responsible’ reporting person.

Institution can craft the response protocol however they want – could have said everyone is a mandated reporter; but when schools do that you shut down reporting. Wanted to craft middle ground where they could go to someone to get them to help they need; and probably will end up making their way to Dean of Students (but SART doesn’t push them); that is what we’re trying to preserve with that middle ground.

Campus Safety – required to report.

Part of Title IX is they require an investigation. They don’t give us detail of what that is supposed to look like. If we feel like a student is safe and getting support – have some ability to allow that student to make choices about where they want to go for help. If student makes formal report to Dean of Students office, then would invoke Investigation and have 10 trained investigators that will conduct those investigations as a team.

SART (Sexual Assault Response Team) 507-933-6868; or can Contact Campus Safety to be connected to a SART member.

Can contact Pete with scenarios to run through.

You all are the front line in many ways in terms of connecting with and seeing stuff – important role in getting students to support and resource they need.

Q - Brochures going out to everyone?
  o A - Yes

Q – Mandated reporters will be briefed on what they need to do?
  o A - Yes – also in the brochure guide of what to do.

Q – Will you speak to other groups like this?
  o A – Yes.

Pete would be happy to come to speak to departments – please contact him.
Approval of June meeting minutes – everyone received a copy.

Last month’s minutes approved.

Kirk Beyer’s report: Kirk is out this week but Lisa made announcements from the HR newsletter.

- Outstanding Employee awards – nominate employees for the Augusta Carlson Schulz (outstanding support staff employee) and the Eric Norelius (outstanding administrative employee) awards. Nominations are due October 19th.
- TIAA-Cref individual counseling sessions will be September 18-20 by appointment.
- Flu Shot clinic – Wednesday September 26 and Tuesday October 9 in the Heritage Banquet Rooms 8am-4pm. Available for students and current employees on Gustavus insurance (and employee spouse, partner, or dependents over 18). Same Day cash payment is $25 for those without Gustavus insurance if their insurance does not cover it.
- Valleyfair Discount – Weekends Sept 22-Oct 28, employees can purchase Valleyfair/ValleySCARE tickets at a discount through the Human Resources office.

Department Reports:

- Bookmark/Library/Post Office – nothing to report
- Custodial –
  - Someone asked about Christmas, heard we have an extra week off.
    - The way the holidays fall, Dec 24th-Jan 1st are all holidays or floating holidays. January term starts on January 7th. **January 2nd through 4th are normal work days** even though classes are not in session.
  - Christmas party – will have to be Dec 21st this year because of how holiday/end of classes fall.
- Marketplace – nothing to report
- Physical Plant –
  - Coneflower prairie dedication September 15th.
  - Parking lot they are doing out there – will be done for Saturday.
- Campus Safety –
  - Parking changes – many lots changed over the summer with the removal of yellow and purple permit parking designations. All student parking is red, all employee parking is green. Check lots before parking as many had rows changed over the summer. Beck gained a row of green and Olin had a row change to red, check signs before parking.
  - Color map – we don’t currently have a color-coded map online. Marketing is working on one for us and hopefully we’ll have that up soon.
  - Officer staffing – This year we have limited use of part time officers due to budget changes. Often only have one officer on duty during the day. Calls will be taken as they come in and based on priority. Emergency calls will always take priority over things like room unlocks. Event planning
requires requests in advance due to extra work involved in scheduling. You will see our part time officers at big events (move-in, Nobel, Royal visit, graduation).
  o Residential life handling more incidents.
  • Academic/Administrative –
    o Concern for custodial workload; due to cut back on their hours.

**Old Business:**
  • Nothing.

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

**Announcements and Reminders:**
  • October 10th next meeting.

**Call for Agenda Items for Next meeting:**
  • Start planning Christmas party at that meeting.
    o Discussed what is involved for the benefit of new members. Will work on tasks/assignments at next meeting.

Motion to adjourn & seconded 9:10am.

**Next meeting Wednesday, October 10, 2012 in the 49'er room.**

Address all suggestions, questions, and concerns to:

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