Staff Personnel Committee
Gustavus Adolphus College
Minutes of September 14, 2011

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); Jeri Miller (Marketplace); Victor Cerritos (Marketplace); Lisa Octigan (Campus Safety)

Chair Mike Kolek 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:
- Founders Day – Oct 31st; Norelius and Shultz employee awards. Need support staff on those committees. Can nominate people to be on those committees. Last year’s recipient is on committee and 4 other open spots. Give names to Kirk in the next week or so. Nominations will go out with the HR news.
- TIAA-CREF – individual counseling sessions in September and November. 21st, 22nd, 23rd. If want to talk with one of the individual counselors, can go online and make an appointment. Or can call their 800 number (866)843-5640
  - Questions related to economy – increased interest in talking to counselors.
- Sept 29th – Staff reclassification committee. If any positions have changed need to have complete request (blue form) and signed off by appropriate vice president, need to have by Sept 22nd to be considered on the 29th.
- Valley Fair is having Valley Scare – tickets offered; if there is a big request we’ll have to order more tickets. Interest in Valley Scare – savings of $13 if buy ticket from HR. $27 for adults; $9.99 for kids (under 48")/Seniors.
- College observing – Thanksgiving, day after Thanksgiving. Christmas falls on a Sunday this year – so will be observing December 26th Monday; floating holiday Tuesday, Wednesday, Thursday, and Friday. New Years day is also a Sunday, so observed on Monday, January 2nd. Friday, December 23rd is last work day of 2011.
- During Colloquium, it was announced that Kirk has been nominated as Title IX coordinator. Dept of Education has expanded interpretation of Title IX to cover all employees, students, and visitors to campus. If we don’t have appropriate policies/procedures – could lose ability to have students attending Gustavus get financial aid. One of the items required is a designated Title IX coordinator. Going to some training next month to make sure our policies and practices meet new interpretations. Barbara Kaiser in the Provost’s office and Peter Meaugher in Dean of Students will be deputy coordinators. And Patty Dawson from Health Service will help on committee. With others as well to audit all policies and procedures to make sure things in place.
• Sesquicentennial dinner celebration Sept 30th. Invitations sent, RSVP. Waiting list of 70 people on that. So not something you can just show up to. If you have a confirmation and can't attend – Let Ann Volk know so your space can be given to someone else.

Question – Flu shots?

• Yes – coming up. September 21st, Wednesday and Thursday October 6th. In Heritage room; 8am-4pm both days. Students and employees all at once – can attend any time during the day. Bring insurance card – employees, spouses, and dependents over 18; and students. Bill insurance or can pay $25 cash that day.
• Could pay up to $49 if not covered (through other providers). Your decision if want to go to insurance or not.
• Q: Is there plenty of vaccine this year? A: Yes – they have 900 doses. First day, they'll give as much as they can; not saving for second date. Encouraged to come early rather than later.
• Those in Health Service who had influenza last year – none of them who received the shot.
• Temperature change – frost 3 weeks earlier than normal. Flu season could start earlier than usual.

Department Reports:

• Bookmark/Library/Post Office – nothing to report.
• Custodial –
  o Q: New photo machine? Calendars – is that cost per page?
  o A: one sheet 12 month calendar; or a monthly calendar. Price per sheet.
  o Putting an ad in the weekly for two for one Wednesdays; 5x7s and 6x8s.
  o There are Christmas cards, thank you cards, graduation announcement templates on there. Calendars.
  o Suggestion – Appreciation breakfast at 6am instead of having a lunch.
  o That’s handled by Physical Plant, pass on to them.
• Marketplace –
  o Gustie Ware – Jeri will check on if Steve is meeting with Charlie.
• Physical Plant –
• Campus Safety –
  o Parking – going okay so far. First few days things were shifted around but leveling off now.
  o Q: will Lund lot be closed for Nobel? A: Still working on event planning but likely yes – will be similar to previous years. But it won’t be closed during Homecoming.
• Academic/Administrative –
  o Committee search for Marketing VP – no staff representative on that committee again.
    ✷ Concern was passed on to the Presidents office.
- No specific policy about that.
  - Brought up all the mailings for dinner invites. Colloquium, Johnny Holm – a lot of printing/cost/expense. A lot of things just get thrown away – wasting paper, labor, resources.
  - Flu shots – best way to advertise? For custodial, call Marie. It’ll be in the calendar announcements. Could send out to Administrative Assistants to post/forward as needed.
  - Send administrative assistant list addresses to Jeri and Tracy for sending out announcements.

Old Business:
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New Business:
  - SPC Box: Nothing was in the box.
  - Head Resident positions – why aren’t they open to Support Staff?
    - Wage and hour law during fair labor – have to be paid overtime for any work they do over 40 hours in a week. If you’re salaried it doesn’t invoke overtime. Seen as violation if hourly for one part of job, but stipend for other part. That’s why that’s not an opportunity for support staff.
  - Beck Hall – Changes in foot traffic. Faculty still moving in. Enormous job for GTS. Building is wireless and faculty have been given laptops.
  - US News and World report – top 100 Colleges. Last year we were 79th, this year 81. Things like new building and other changes can only help to improve that rating in the future.

Announcements and Reminders:
Next meeting October 12th. Mike will not be here.

Call for Agenda Items for Next meeting:
Christmas party planning.

Motion to adjourn & seconded 9:12am.

Next meeting Wednesday, October 12th in the 49'er room.
Address all suggestions, questions, and concerns to:

Staff Personnel Committee (SPC)
PO Box A-19