Staff Personnel Committee  
Gustavus Adolphus College  
Minutes of September 8, 2010

Representatives Present:  
Kirk Beyer (Human Resources); Anna Lokensgard (Academic/Admin Support); Tracey Peymann (Academic/Admin Support); Colleen Bell (Bookmark/Library/PO); Rick Dahn (Custodial); Mike Kolek (Custodial); Victor Cerritos (Marketplace); Nancy Petrich (Physical Plant); Lisa Octigan (Campus Safety)  
[Sheila could not attend due to work duties].

Chair Mike Kolek called the meeting to order at 8:31 am.

Approval of June meeting minutes – everyone received a copy.

Last month’s minutes approved.

Kirk Beyer’s report:

- Guest at meeting, Renae Stierlen to discuss New Employee Orientation
  - Kirk introduces Benefit Assistant Renae Stierlen to the group. Asked Renae to come today because she’s working on New Employee Orientation.
  - Renae: If any of you are interested, if you have any ideas to bring to orientation
  - Tuesday, October 26th
    - Will discuss history, view Tornado video, talk about Gustavus lingo, tour, lunch, have Rachelle talk about wellness things that happen during year, and Amy talk about why at Gustavus
    - If you hear anything from new people, input on things to include.
      - Q: for staff/administration?
      - A: yes, Faculty have their own.
    - Starting with any new people from January of this year on.
      - Q: when you do the tour, do you tell them services departments offer? Or should someone put together a sheet of what people can do (people don’t always know what Post Office can do).
      - A: Wonderful idea. As a new person myself, if I want to get tickets for different things, where can I go for that. If you are interested in giving tours, looking for people who have been here a while and can give these tours to say what you can do there – packet of information.
    - Anna – Should mention monthly administrative assistant meetings. One for administrative and one for academic areas because that’s a resource.
      - Q: When you do the tour, do you show them the pretty buildings, or like Campus Safety to get a parking pass. Working
stuff to where to take the mail, or more general like what you
give the students. If you're going to work here, these are things
important to know.

- A: Hopefully tour will give them specifics on where everything
  is.

- Kirk - Goal is to provide as much information to employees; what
  they'll need during working time, rather than giving them the
  Admissions tour.

- Comment - Remember when I went through it, it was superficial and
  was disappointed there wasn’t as much useful information. Renee:
  hoping for, this is where you go for this, etc. I was shown those places
  myself but the next person might not be. If you think of anything else,
  sub-topics of things people might like to know, etc.

- Kirk: Any other thoughts or questions?

- Tracey - Our office, was hard to know who to ask if we needed to
  purchase or do certain things. Furniture, repairs. Know when there
  are several new at same time, always asking someone - who do we ask
  if we need this. Unless in an office with seasoned people. Physical
  Plant – here is a list of things you call us for.

- Nancy - We have it on the web site, with what the functions are for all
  of our offices; will check to update it.

- Kirk - If you need to rent a car, where to go.

- Lisa - Like that campus safety doesn’t do the employee IDs, car rentals,
  or check out golf carts.

Kirk – other items

- Step increases had been suspended, but those have resumed effective
  with first pay period in September. Those in June, July and August
  that are eligible for increases will get those first pay period of
  September.

- GHP (Gustavus Health Promotion) – sending flyer around with all of
  the classes that Rachelle has been doing, starting on the 13th Sept. look
  for that flyer. She just wanted to send an email, but that doesn’t get to
  some people, so we’ll be sending out the flyer, will be coming out
  shortly.

- Be aware, earlier this year Dwight Stoll successfully competed for
  government contract (not a grant as originally thought). If an
  institution has a contract that exceeds $50,000, we have to have an
  affirmative action plan. Certain changes will be happening in terms of
  applicant flow; we’ll be including voluntary reporting information, so
  people can report their ethnic background if they want. You’ll see on
  letterhead and any publication, that Gustavus is an equal opportunity
  employer. That’s what has happened. Working with legal council to
  get the affirmative action plan together. Most difficult info is getting
  info from census for where we are, and compare how our workforce
  makeup compares to the census. Most detailed part to work with.
Working with the Provost and David Menk to make sure we get the reporting structure in place. Just for your information, a change you will be seeing.

Q: Do you know if Gustavus is going to provide flu shots for employees this year?
A: Working with Health Service. Rachelle has been doing that, Tracey?
Tracey: Think that it’s October 13th (Wednesday). We’re doing students the day before. So hopefully we have enough ordered, and we will bill your insurance for you, so it can be current employees and dependents 18 and over. We cannot bill Medicare. We can do anyone with Gustavus health plan or other insurance. Haven’t set times yet – will be coming out.
Q: Includes spouses?
A: Believe so but will clarify.

Department Reports:
- Bookmark/Library/Post Office – Nothing to report.
- Custodial -
  Q: Parking – Custodians who work in North/Gibbs/Sorenson; Uhler; Capital Drive is now permit parking only through the city. Because of complaints by residents.
  Custodians want some red parking in those areas to be turned into green. Some of the red isn’t always filled.
- Marketplace –
  Q: Where will the Christmas party be?
  A: Same place; seems to work well.
- Physical Plant – Nothing to report.
- Campus Safety –
  - Parking permits
  - Visitor parking closed to student and staff at all times (24/7/365).
  - Online process is open only during the summer, during the school year students and employees have to come to the office, because they cannot park without a permit.
  - One-day parking pass – if you bring an alternate vehicle to campus you have to get a permit. Can wait by vehicle for Officer to bring you a one-day pass, or if it’s any longer get a temporary permit from the Campus Safety office.
  - Green is still no parking 2am-7am; Overnight spots in the Stadium lot.
  - Q: When is the motorcycle parking taken away?
  - A: Not on a set date but usually around Thanksgiving/start of bad weather.
  - Q: What about snowmobile parking?
  - A: Snowmobiles are not allowed on campus.
- President’s dinner – Sept 22nd - 23rd the Lund Lot will be closed for Event parking, find alternate green permit parking.
- When coming to the Campus Safety office, can park in the semi-circle with flashers on to come in to get a permit, etc.

- Academic/Administrative -
  Anna – Moves this summer. Marketing moved to Lundgren house. Human Resources is still in Uhler but will be moving over.
  Kirk - They are preparing the area for HR. Then the President’s office will move in to HR area, then President’s office will be done, then move back in. So it will be several months.
  Because of confidentiality concerns, they are adding ceilings to make more secure in open floor plan.
  President will have conference room attached to his office because there are none in that building. Part of the lobby area will be an open conference room.

Anna - New Student Orientation- Andrea Junso coordinated large student organization orientation meeting that is mandatory, required to have representative at that on Labor day. Finance office did a session for those groups on how to pay bills. If you have ideas, pass ideas on to Andrea if you have info that student orgs need to know.

Q: Family members attending sporting events. What is the proper way with 3-crowns card. Can they get into those events without paying admission? What if staff person isn’t with them?
Kirk - Will have to find out and get back to you.
Tracey - Years ago family were issued cards, but that hasn’t happened for a while. Does son show up and say mom works here? What the right way to do this?
Kirk - When started using magnetic strip on card, they stopped issuing those to family members. Before that everyone had an ID card. But when they went to the gold card that stopped.
Q - Don’t know if they need to get info desk tickets, or a paper pass to get for them? Does the employee have to be there with them for them to attend for free?
Mike - Used to be you could do you and a guest, had to show ID and say this is my daughter, but it’s been a while since we’ve gone.
Anna - If dependent goes to Lund center, have to be certain age. Spouses can just come and go – don’t have to have spouse with them.

Old Business:
  • none

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

Next meeting October 13 – same time and place.

Call for Agenda Items for Next meeting:

- Copy of minutes should go to Marie.
- Christmas Luncheon – date?
  - Fall semester ends December 20th, recess the 21st. Normally we try to do it the day after.
  - December 21st or 22nd – check with Dining Service which day would be better for them.
  - College Closed the 24th.
  - Check the date and then do assignments at next meeting.

Motion to adjourn & seconded 9:09am.

Next meeting Wednesday, October 13th in the 49’er room.

Address all suggestions, questions, and concerns to:

Staff Personnel Committee (SPC)
PO Box A-19