

**Staff Personnel Committee
Gustavus Adolphus College
Minutes of April 14, 2010**

Representatives Present:

Kirk Beyer (Human Resources); Tracey Peymann (Academic/Admin Support); Rick Dahn (Custodial); Mike Kolek (Custodial); Sheila Volk (Marketplace); Victor Cerritos (Marketplace); Nancy Petrich (Physical Plant); Lisa Octigan (Campus Safety)

Chair Mike Kolek called the meeting to order at 8:34am.

Welcome Nancy to the meeting for Physical Plant.

Approval of March 10 meeting minutes – everyone received a copy. No changes.

Last month's minutes approved.

Kirk Beyer's report:

- Have a new web page at HR so you might want to check that out. Have been working with GTS in developing that.
- Have more discounts this year. Valley Fair discounts. \$12, good sized discount. We do it through HR for mostly employees, but if anyone wants to go through HR will sell tickets to students and retirees.

Question: Any Twins tickets this year?

Answer: No.

- HR does have some Super Stop discount cards. If you take this in to Super Stop (Shell; 804 N. Minnesota Ave) they'll give you 5 cents off a gallon; free coffee with purchase of a donut. They'll want you to show your Gustavus ID. Can use this card as many times as you want through Dec 31st. Gave a bunch to Jeff Stocco for students, might be out at information desk as well (not sure how distributing). Have a stack in HR office, can stop in. Also still have the SAM's club membership.

Q: Can you still do that if you've already renewed?

A: If you get one of those and take it in to customer service and say mine auto-renewed, can I still get gift card, they should honor it.

- Have been busy with Benefits Advisory Committee and have made recommendations to the Budget Committee. Budget Committee making recommendations to the Board which meets on Friday. Nothing approved yet so too early to talk about the changes. Optimistic the changes we've recommended will take place. Will give all details April 29/30th during benefit enrollment meetings.

Q: Has anyone heard anything about if we get a cost of living raise this year?

A: That has not been decided. The President would like to see us give employees a raise this year, but until the Board meeting on Friday we probably won't know about that. After Friday might know more, President will schedule community meetings to explain things in the budget. A lot of institutions aren't giving raises. This past year, 30% institutions of higher ed

that have reported info on surveys, 1/3 of the faculty in institution of higher ed. have had a pay decrease this last year. When talking to counterparts at other institutions in Minnesota, very iffy. Highest heard elsewhere is possibility of 1.2%. That institution gave everyone \$1000 last year, but it wasn't added to their base. If they don't give \$1000 this year, but put 1% on base, people will see less this year than last year. Previously students had already committed that year so higher education hadn't seen affects of downturn that first year – now seeing more of those affects. Affecting students in determining where they are going to be going. President wants to give an increase, some talk about waiting until we have firmer data on how many students we are actually going to have in the fall.

Q: Someone heard that if we don't get a cost of living increase, that there is some consideration of extending the step increases past 10 years. Is that true?

A: There have been some discussions about that but nothing has been approved. On the other hand, in looking at the budget, and this doesn't say this will or will not happen – one of the things is how much does it cost us each year to give those step increases. If we have to make cuts sometimes, rather than see someone laid off, may make more sense not to give a step increase if that's what's going to make a difference. Kirk isn't on the Budget Committee so we don't know what's been recommended to the Board. Many different discussions about what might be done but nothing finalized yet.

People have a lot of questions. When the health care bill passed, had phone calls the next morning wanting to know when it will go into affect at Gustavus. The health bill is 2000 pages long, has to be written into regulations; going to be a while before we see a lot of those. But people are anxious; particularly with the economic times now understand why.

Q: Benefit meeting announcements have gone out?

A: Yes.

Trying to decrease the paperwork as much as possible. Due 1st week of May.

Department Reports:

- Bookmark/Library/Post Office – no rep. present.
- Custodial –
 - Q: Had a question from a student about the cleaning machines during finals – any way to clean bathrooms later or have cleanings postponed. To maintain quiet hours.
 - Discussion: During finals week quiet hours first semester – kids were studying in commons areas. Have a machine that turn on to clean bathrooms that's pretty loud, they got up and moved. Something our department would have to look at – don't know how quiet time lasts.

- 3-4 day period from Reading day on. Maybe the bathrooms could be done by hand, usually do that one day a week anyway. Can't speak for Chris but could be a possibility. Vacuuming, be a little dirtier/ trade off. Quiet vs. clean.
- Quiet hours are 24 hours a day during that time period.
- Common areas are in the middle in that hall, a bit different set up than other halls. Parking a machine right in the common area where they are studying.
- At North sometimes do things differently that week. Students are moving out at the same time once they are done with finals. Sometimes have to work around that. Study areas in the basement – won't vacuum if they are studying. Each building a little different.
- Talk to Chris and she can tell the leads so it's not up to them to make decisions on their own.
- Communications Issues:
 - Amy gave a clarification on when the leads should call with repairs vs. writing them up. So that was helpful.
 - Anything more on the fax machine issue? No. Chris was going to see how our budget went.
 - Mail any more frequently?
 - No, just Wed and Fridays. Hard because the info comes out at different times.
 - Even 3 days a week would be better than 2.
- Marketplace – nothing to report.
- Physical Plant – Groundbreaking Ceremony Friday.

Saturday 4/17 is the CACAC conference. Elect the trustees.

- Campus Safety – Stadium Lot and Southwest lot parking have changed slightly, mostly affects red/yellow parking. Some rows have been shifted but the Stadium lot still has designated overnight parking spots.
- Academic/Administrative – nothing to report.

Old Business:

- Came up at last meeting College's plans for emergencies/natural disasters.

Jason Stratman here to answer questions – Environmental Health and Safety Manager

Jason: Broad overview of what we do have and then can answer questions. As far as our Emergency Response Plan – We have a 14 chapter plan that covers different things: Fire, Pandemic, HazMat spills, etc. Sets structure to manage first 15-20 minutes to activate 'memos of understanding'. We work with the County emergency response folks. Periodic drills and exercises - we've videotaped one that was serine gas, one for mass inoculation for getting medications. Memos of

understanding, emergency management, if something goes wrong they are very in tune with what happens here. Fire Department visits our campus once a year to visit campus as part of their training. We put together a plan for local tactics teams for the county with different specialties, walk through our buildings and tunnels to get used to the campus. Some of them are obvious what we're doing – police dog training. Try to plan those for breaks or times when it's not super crowded so easier from logistics standpoint.

Our emergency planning – from campus safety it is larger scale how to control things in first 30 minute chaos at onset of emergency. Call trees/structures. Who to call in Physical Plant, if we need something from Marketing, different people in their office we can call. 15 different departments on our call list, including Dining Service and Custodial. Never know exactly what you're going to need. Large fire, if you bring in a lot of people – will need food, housing. Roughly 3 deep in each department's call tree – 45 people if first one isn't there can move on to the next people. If Gwen isn't available we can contact Matt, Stacia, TK in athletics. A lot of things in place. It is public but not terribly well known. If you have access to internet it's on our web page. If you call our office we can give out paper copies of all but one chapter (Vital Records) that are public. Just the Cabinet can access Vital Records. Other 13 chapters are pretty cut and dry. In this event, this is the first person you call, first thing get to safe location – look at flag poles, look at person where you are at in conjunction to where you are going. A lot of who to call. Minor check-in things. Campus Safety officers assess who is in the building. Try to find whoever is a supervisor who is in charge of department and say do we need to look for anyone, so when the fire department shows up we have someone to pass info on to. Command centers – primary is in Campus Safety, but the 49er room is actually a backup room. Type of room – no windows, lower level, more secure if it's weather related. Meet and come up with a plan. Most of what we'd do as Gustavus staff members is sit on sidelines. Give them maps, info they need – our function is more technical support. We wouldn't be boots on the ground, dive into the fires. As a way to mitigate risk to our staff. General staff are not first responders – priority is to make sure that we're safe. Are there any questions that you had about emergency planning that came up that you need more detail? We're more broad scale.

Question: Summarizing the question that came up at our last meeting – if there is a fire, what should they be doing in their department? Do they meet out by 3 flags, do they call and let someone know that they are okay? One of the things that the College would want is to make sure employees and students are safe. As individual employees, what we should do in the event of that disaster? Can we have any training by department to make sure everyone is aware of those. So new employees would know and be a refresher to other employees.

Jason: We haven't gone that deep. What we recommend is that every building you have to have at least 2 exits – know where your exits are. We don't expect anyone to try to put out a fire, we want alarms pulled so people know there is a hazard – get to safe location in the safest way possible. Know where alternate

exits are so you know where a 2nd exit is. Once outside of the area, gauge wind direction. Look for flags or steam to see which way the wind is going. Don't follow the wind. Don't want to be followed by smoke. Get upwind - a few hundred feet away. We don't have set rally points - because of that wind factor. Officers are told to do a best assessment of the department. Nice thing about smaller campus - everyone knows everybody. They'll find supervisors and ask those questions - do we need to look for anyone, is there anyone you see that is missing.

We do have an automatic notification system with an 80% participation rate. If you have your cell phone, we can say there is a fire here please evacuate. Can program in dial 1 if you are on campus, 2 if you're off campus and safe, dial 3, etc. How many people have their cell phones on them at work, though. Most colleges have only 30% participation, we have 80% - we can get notification out of an emergency and hit a lot of people. Not 100% failsafe. Not all will be affected, not all will reply. Another way that we can notify more people, we also have layered communication system - Campus Center, Olin, and the soccer fields have a PA system [and trying to put one on Sohre]. They can dial a number and talk over the PA system to let people know there is a fire/emergency and where to go. Where to evacuate. Here in the Campus Center we can also call inside the building. Test it quarterly; the exterior system. Have a lot of things. People knowing we have a lot of things - not well known. Can try to get things out as part of the Safety Committee/ HR newsletter. Try to put tips in there. Reminders to fill out mass notification contacts. Is an avenue to get information out. Also in the Inside Gustavus (formerly Yellow Sheet). Last year did enhancement days about what EHS does here at Gustavus. Ways that we can do that but we're trying to get better at communicating these things. Most of these policies are public. Physical/electronic copies - can come to our office and see them.

Question: Once we're notified - what's our course of action once we've been notified. If it's a tornado - as custodians, where do we go. Professors, where do they tell the kids to go once you're in the building. Don't know if everyone who works in those buildings knows the spot they are supposed to send people. Everyone has been notified but then what are they supposed to do after that.

Answer: For severe weather we have put up signage. Summer '08 we put up in every building, Academic and Residential. Each building has signs; Olin over doors; Uhler, main corridor says weather shelter, some bathrooms, Aerobics room in Lund.

Question: Should people not use the elevators?

Answer: In an emergency, use stairs but biggest thing is get down there as quick as possible. Not everyone is able to use the stairs.

One of the things we're putting in for is grant funding to do live simulations over the next 2 years. Don't find out until October if we get anything. One of those is to develop an active shooter policy; post-emergency policy; people who have limitations (deaf, crutches, visually impaired) - where do we accumulate people so we can go get them. Evacuation of people with special needs. Such as ResLife assigning students to a lower level so it's easier to get them, not putting someone

in wheelchair on 5th floor. If something does happen – how do we make sure they know where to get to so they are the first spot the person comes to? Walking landing areas. In Norelius, could be in the basement by the trash room out the back door. Easy for them to get to that area, there is a ramp down – wide open space in the corner, easily accessible from the back, can pull in truck and pull them right out. Would involve training with police department.

Question: Is each department made aware of what their responsibility is? In case of tornado, are you responsible to get kids from the dorm down there? Who is responsible for getting special needs person down there. Campus safety can't cover the whole campus.

Answer: Most of that falls on CF to help them. During day there is one officer on duty; but in the evening there are evening multiple officers. Legally, there is a good Samaritan law – you have to do something. Call 911 and get yourself to a safe location. That's all you ever need to do in an emergency. Campus Safety has plenty of emergency response training but even our department isn't supposed to go rushing in. Maintain crowd control and wait for additional help. We aren't a sworn police department. With teachers and what they are supposed to do – it's what they feel is comfortable. Can't do nothing, but if you call 911/Campus Safety you've met your good Samaritan duty, so professionals can come in.

Might be good to talk with people and see – are you familiar with multiple exits in your building. Take a day and walk in a different area to get used to building your in. we did a notification after we put weather signs up that we have them and look for them. These are some things that when not in chaos mode, look at maps, look at restrooms and signed areas – that's what they mean by weather shelter sign. Just says weather shelter with a little symbol on it.

Question: In the Art building is that in the bathrooms?

Answer: If you're in a public area it's a bathroom. If the instructors are there they have keys to the basement so they can open up and go downstairs. But public area, there is a big red sign that says tornados; restrooms. Designated public area. When you walk into buildings there are signs above the doors that the Safety Committee put together years ago that say severe weather, building, your area is there. Plus other buildings. Prairie view, since it's more of a mobile-type structure, get out of there and go to a different building. There are things out there publically signed. If there are things you'd like to see that's part of why I'm here to raise that notification. Paul Matske is on the Safety Committee – can bring it up to him. Lynn is now the custodial representative on the Safety Committee; Todd for Physical Plant; Kelly for Health Services – mix of a number of departments. Talk with your Safety Committee members. Meet monthly during the school year.

Can set up with supervisors for a 15-45 minute meeting to go over questions and those types of things. Let us know what we can do more of.

Comment: Need to make some brochure or booklet for everyone for instructions for what to do.

Response: Like a quick guide? We do have a flyer in Res Life that we can probably modify. Not sure it would cover every chapter of the emergency plan. Evacuation; severe weather – general something to that effect, simplified.

Comment: Dining Service department meetings once a year in August.

Jason: Tried to go last year. Paul mentioned someone to do fire extinguisher training. You have fire suppression systems. Want employees to leave but knows people won't leave, so do training on that. Officers are only those mandated to do fire extinguisher training.

Comment: Did that one year for enhancement.

Jason: It's not something we want to do broad – don't want hundreds of people. But if it makes sense, easy to say leave but those that work in kitchen, like a line cook – might think they could grab and put it out makes more sense. Don't want to mandate that on anyone, but voluntarily can put things together. We pay a fee for extinguisher to get recharged, but have some supplies of older ones. Like to work through dept supervisors for scheduling.

Response: Sounds good.

Rick: Have quarterly meetings, could maybe come to one of ours. Can go over some of those things.

Jason: It's a good time with summer programs; other stuff being talked about. Will talk with Chris about the next one. Will also contact Paul for Dining Service. Might be good for posting to put right by the AED, general emergency steps.

Sheila: There is a thing if there's a fire where to go – but don't know if anyone else knows where to go. It's been there a couple years.

Jason: Will talk to Paul and Steve, about flyers in dining service.

Any other questions?

No.

Thanks Jason for coming to speak with us.

- Ballot nominations; Anna & Rick will be up because they are in their 2nd years.
 - Do the nominations and then the ballots before our next meeting so we know who the new people are
 - New representatives will attend the June meeting. No meetings in July/August; next meeting after that is in September.
- Web page: Lisa worked with GTS to set up a page for the SPC on the 'Committees' section of the Gustavus web site. Put basic info blurb about the SPC from our bylaws, and then right now the last 2 months minutes are posted.
 - <http://gustavus.edu/committees/spc/>
 - **Question:** How many months of minutes should we post?
 - **Response:** What do the other committees on there do?
 - Seems to be inconsistent.

- **Decision:** Post the academic year's worth of minutes and then clear them out for the following year, starting to post the next year's minutes in September.

New Business:

- SPC Box: Nothing was in the box.

Announcements and Reminders:

- None

Call for Agenda Items for Next meeting:

- Election results.

Motion to adjourn & seconded 9:30am.

Next meeting Wednesday, May 12th in the 49'er room.



Address all suggestions, questions, and concerns to:

**Staff Personnel Committee (SPC)
PO Box A-19**
