Staff Personnel Committee
Gustavus Adolphus College
Minutes of January 13, 2010

Representatives Present:
Kirk Beyer (Human Resources); Colleen Bell (Bookmark/Library/PO); Anna Lokensgaard
(Academic/Admin Support); Tracey Peymann (Academic/Admin Support); Mike Kolek
(Custodial); Victor Cerritos (Marketplace); Lisa Octigan (Campus Safety)

Chair Mike Kolek called the meeting to order at 8:33am.

Approval of December 16th meeting minutes – everyone received a copy. Added Victor's
name which was accidentally omitted, corrected spelling errors, made changes to wording
that Kirk suggested.

Last month's minutes approved as amended.

Kirk Beyer's report:
- A lot going on in the HR office. Donita is retiring on the 29th and a reception will be
  Wednesday, January 27th at 9am. Specific time so custodial employees could attend
  if they wanted to. Location to be announced.
- Reflected on best ways to deliver HR services to the campus and one of the areas
  he/Barb had been concerned with is a payroll backup. Time to make case for
  getting additional help in that area. So instead of hiring director of benefits, Barb has
  agreed to take over benefits and payroll and hire a benefit assistant and payroll
  assistant. And all attempting to fit in to Uhler hall. 40 hr/week and 30 hr/wk
  assistant positions. Will have to do some remodeling. Where Donita's office is will
  split into 2 assistant positions. Ordering equipment, arranging for remodel, and
  interviewing people for the 2 positions tomorrow and Friday.   Over 150
  applications for each position.
    - Q: Who is doing interviewing?
    - A: Nadine, Barb, and Kirk
- Will also allow transition from paper documents over to digital. Haven't had the
  staff to be able to do this up to this point.
- Enhancement days: Feb 2, 3rd, 4th.
    - Feb 2nd: Consulting firm, Rose and Puck. Will talk about Communication
      management module associated with Datatel. Different offices have
      wondered how to best utilize communications management. Feb 2nd
      overview of what Communications Management is. Doug Mintor is the point
      person for bringing them on campus.
    - Tuesday, Feb 2nd: Life Lessons with Bob Ash. Talks about different things
      with work and personal lives. Will have 3 different presentations on that
      Tuesday. First one on Customer Service. Second Presentation: Working with
      Difficult People. Afternoon will repeat Customer Service and will also have

one on Leadership, geared toward anyone who has supervision responsibilities.
- Q: What are the times?
- A: 8am. A schedule will be going out to employees. Don't schedule health screening during those times if you want to come to those sessions.

- o Wednesday, Feb 3rd: Fran Sepler. Harassment and Harassment Policies. 1 ½ to 2 hr session. Following that will have hour training for Supervisors – what to do if someone brings issue to them. And then repeat the first session again. Covers things besides Harassment but will also be talking about the college policy.
- o Thursday, Feb 4th: Morning. Basic and recertification for CPR. Working with Jason Stratman on setting that up. Time will be 8:30am. It will be the adult CPR, not infants or children.
- o First and 2nd weeks of February – Offering Health Screenings. Blood draw, cholesterol, lipid panel. Times each day starting at 6:30 until 8:55am.
- o Thanks everyone for the Christmas party, it was great. Received a thank you note from the food shelf. 127 pounds of donated ham/turkeys; 120.7 pounds of canned and dry food; and $419.

Q: When does the benefit year start and when is the deductible year? Is the medical year the calendar year or fiscal year for Health Insurance?

A: Dental and Health Insurance coincides with the tax year, the calendar year. Flexible spending account is June 1 to May 31st.

Department Reports:
- Bookmark/Library/Post Office – Nothing to report.
- Custodial – Nothing to report.
- Marketplace – Nothing to report.
- Physical Plant – Not here.
- Campus Safety – Nothing to report.
- Academic/Administrative – Received an email about how we distribute the minutes information. Was asked if it could be saved to a PDF and made into a link on the web somewhere.
  Will work with GTS to add a link to the Human Resources page.

Old Business:
- Custodial: Person questioned progress of putting computers in the Residence Halls in the custodial closets. They don't have computer access during work time, for ordering etc. Moving towards getting rid of a lot of paperwork doing computerized things, and not able to do it because they do not have access. Ordering Christmas in Christ Chapel tickets, they switched to a different system of ordering a lot of people were waiting for slip of paper to come in the mail that they didn't receive. Marie comes by Halls with mail on Wednesdays on Fridays. Often they don't find out things until the day of or day after something is happening (retirements). Can't use lounge computers during work. Notifications from student employees, they

sometimes email instead of calling when can't work. Write work orders, go in mail on Friday and won't be picked up and received until the next week. Even if it was just campus based. One for main custodial office in each Hall. There is a desk in each office but no computers.

Discussion of use of the computers, and what role this committee would have in backing this change.

- o Would there be a resistance from the people who would be using them?
- o Not everyone would know how to use them, but the leads could pick up the slack and help them out there.
- o Everybody who works in that office starts in that office to get assignments. Printer wouldn't even be necessary.
- o Who would be the person/group to contact for such a request?
- o Department submits request and then a committee reviews the requests. They do cascading. Someone gets a new one and the old one goes down. There should be older ones. There wouldn't be a lot of usage so wouldn't have a hard wire, but all the dorms have wifi now so a wifi card would allow access to the net. Not sure what the requirements are for that.
- o 10 Halls, wouldn't need them in the academic buildings.
- o Next step, discuss with Chris Sutton.
- o Kirk: Things have changed since we last had this discussion. More and more information is going from hard copy to electronic. Student workers are notifying you by email. They should be notifying by phone at this point.
- o Would a letter from this committee endorsing the discussion be helpful?
- o There have been some issues of individuals using computers during work time when not supposed to. The issue about not using computers in ResHalls, those are owned by the students who pay fee for those so that's why those cannot be used by staff. They can use Campus Center computers.
- o Misuse would be less likely to happen in one that's down in an office other than in a corner someplace. Busy place, a lot of traffic.
- o If you have the lead and it's password protected.
- o Keep us posted and if it doesn't go forward, getting information out to people is important and what can we do to fix that.
- o Christmas in Christ Chapel took everyone off guard. People waiting on their slips.
- Feedback from Christmas party
  - o Pictures went really well, having the list of who should be there.
  - o Adding an RSVP line for the service award photos rather than 2 separate things to RSVP to.

New Business:
- Thank you Notes: look at last year's examples.
  - o President's Cabinet instead of 'admin council'; add Barb Rodning and Paul Matske for G3. Anna gave Lisa a list of thank you recipients to add from last year. Lisa will send out the thank you letters.

- o Announce what food shelf brought in: Kirk has a copy and it will go out in the HR news.
- Q: Does this committee handle new employee orientation? There are a lot of new employees.
  - A. Part of CVR was for them to do orientation/assist with that as part of their grant. They have backed away from that. One of the things we're looking at with one of the new assistants, is to look at that and see. It would fit best with the Benefit Assistant.   A lot of new employee setup and so forth has to do with benefits. This committee in the past has played a part with that helping set up campus tours. Could look at the months we have the most new hires. We bring them on end Aug/Beginning Sept – have a lot of work to do so not a good time to et away for orientation. But that's when have most employees come on board. But after they've been here for a month, less likely to attend an orientation because they've already been working. Able to do it with faculty since they come a couple weeks before their appointment starts. Support Staff employees cannot come until their actual start date. That's been one of the issues with getting it set up.

Announcements and Reminders:
- o Q: When will the Health Screening notice go out?
- o A: It was in campus mail this week.

Call for Agenda Items for Next meeting: none.

Motion to adjourn & seconded 9:25am.

Next meeting , February 10th, 8:30am in the 49er room .

Address all suggestions, questions, and concerns to (support staff use only):

Staff Personnel Committee (SPC)
PO Box A-19