

**Staff Personnel Committee
Gustavus Adolphus College
Minutes of October 14, 2009**

Representatives Present:

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

Chair Mike Kolek called the meeting to order.

Mike Kolek introduces one new member: Victor from the Marketplace. At last meeting Howard indicated he couldn't serve and Victor is his replacement. Welcome aboard.

- Introductions to the group
- Victor will not be able to attend next month's meeting but will be present in December.

Approval of Sept meeting minutes – Secretary Lisa Octigan made Kirk Beyer's suggested changes, no other changes were suggested.

There is now a binder at the library circulation desk that anyone can check out to review the Committees minutes.

Last month's minutes approved.

Kirk Beyer's report:

- Staff Personnel Committee is meeting in Leadholm because the Satellite flu clinic is taking place in the 49'er room, will probably be in this room for the next meeting.
- Encourages everyone to read the web page with info on incidences on campus <http://gustavus.edu/news/influenza/weekly-updates/index.php>
- If employee gets ill with the flu there is a self-reporting form. It doesn't notify your supervisor that you're ill but helps track of cases on campus. Last week there were about 70 new cases. Spiking right now. Pandemic Advisory Committee is hopeful we'll be able to keep cases low until the vaccine is available. Not sure when it will be available for distribution for students.
- Flu shot clinic taking place today in Linner 10:30-4 on a first-come, first-served basis.
- Representative from TIAA-CREF (Juan) will be on campus first week of November for 3 days. Individuals have already booked up all his appointments online. Hopefully he'll be coming more often. With situation in stock market people are concerned what that means in their particular case and looking for advice.

Question: Flu shot clinic – is it available to spouses and dependents or just employees?

Answer: It is available to spouses/partners. Dependents under 18 have to have parental authorization so prefer not to do that. First come first served.

Question: Will the H1N1 vaccine be made available to employees or just students?

Answer: That's not a Gustavus decision. There is a priority list put out by the CDC and those in higher priorities will get the vaccine first. Most employees won't fall into a priority group. If enough becomes available we may be able to get some but at this time not very hopeful we'll be able to get them for employees.

Comment: NOW clinic in Mankato is doing shots now, all ages (other Mankato clinics weren't doing anyone under 5).

<http://www.nowmedical.com/locationsDetail.cfm?locID=WUPJJFGT>

Comment: Health Service is out. No one in St Peter had any left as of last week but varies every week.

Call ahead to clinics and check back for seasonal flu vaccine availability.

Department Reports:

- Bookmark/Library/Post Office - Colleen not here
- Custodial – Question about flu shot was already brought up and discussed.
- Marketplace – Nothing to report. (Note of congratulations and thanks to those working during the game).
- Physical Plant – First blast of winter. Snow removal has come up already. If you feel it's an issue by all means call, we may or may not be able to do anything about it (more you brush the slicker it gets). Kill a lot of grass every year with salt and sand. But if have complaint by all means call and they'll address it as they can. Try not to track too much into the buildings if you can. Safety first. Be aware this is MN it does snow and does freeze.
- Campus Safety – Change for this year's parking, no overnight parking 2am to 7am in Green/Yellow parking. In place to facilitate snow removal so lots can be cleaned.

Question: Why enforcing now?

Answer: So people are aware before there is snow and they get towed. Vehicles parked in those lots when they need to be plowed will be towed. Currently anyone parked after 2am is ticketed.

Question: Motorcycle parking: how long in effect; will that be motorcycle parking for the winter?

Answer: There is not a set date, they are open weather permitting. Generally through the end of November.

- Academic/Administrative – Nothing to report.

Old Business:

Secretary Agenda Items/Discussion

- Post office: Lisa will check to see if they would be willing to have question/comment slips available if someone came to the window and asked. Note 10/19/09: Naomi said that we could have blank slips **in the PO box** and

staff could come to the window and ask for them (from the PO Box), and that it would be good if the slips were designed to fold after completion and have the PO Box number written on the slip. Lisa made some slips and sent them to the Post Office for approval and there are now some in the box if someone asks for them.

- Minutes distribution: Minutes have been placed on file at the Library. After the monthly meeting, unapproved minutes will be sent to the committee for approval. Then placed on file and distributed to area representatives. Send copies to Marie to post in the Residence Halls for Custodial.
- Secretary Binder: large and full of old/outdated items.
 - Pare out newer material into a smaller binder and archive large binder to be passed on to future Secretary for reference with all old minutes, but does not need to be brought to the meetings.
- Agenda/Members: Edit Year/Term to reflect the following:
 - Victor: 1st year, 1st term
 - Rick: 2nd year, 1st term
- Christmas planning: Pick roles and then at the next meeting talked about what we were going to do. One meeting in Dec before the actual party. Date has been picked – on Academic Calendar. Day after the last day of tests, **Tuesday, December 22nd**.
- Indicate where they'd like to serve (Same budget as last year)
 - Entertainment – Colleen & Bob
Confirm if Dean Wahlund willing to be MC.
 - Gifts – Anna; Rick (Rick won't be here that week)
 - Program and Invitation – Lisa
 - Menu Planning – Sheila & Victor
 - Food Shelf Donations – Tracey & Mike
Amy from Physical Plant usually picks up after – let food shelf know when you're coming so they can prepare staff

New Business:

Nothing was in the box.

Announcements and Reminders:

- SPC Meetings will be in Leadholm, will send a reminder/confirmation before next meeting.
- Flu shots –

Question: They are first come first-served, are there enough for all employees?

Answer: They were ordered based on previous years, 275 was what we used last year.

Question: Spouse can get the flu shot, but what if not on the same insurance. Can she still get it?

Answer: They will be able to tell you – they'll have to have an insurance agreement with whoever the provider is. If they do she can use her card, they'll be able to tell

her. Otherwise they will charge her \$25 and could put a claim in to her own insurance.

Question: What if someone wanted flu shot today but they run out. If they go someone else is that still preventative under our insurance?

Answer: Yes, as long as they go to a provider, anyone will be able to do that. This is more for convenience than any other reason.

- Kirk Announcement: College has just completed new branding campaign. In doing interviews during Gustavus 150 meetings, survey was sent out. How do we best present what Gustavus is all about. A faculty member said students come to Gustavus to make their life count and leave a mark on this world. So that's what the new brand is. **Make Your Life Count.** There's a new web page – been completely redesigned. There's also an address from President Ohle, also available on Youtube. Be aware in case you hadn't heard anything. If you go on the web page you'll right away see a different format.

Call for Agenda Items for Next meeting:

- Holiday/Christmas Party
 - Econo foods will do the Turkeys and Hams again. Got a call first week of September that they're ordering for Christmas.

Next meeting Wednesday, November 11th 8:30am in Leadholm.

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Address all suggestions, questions, and concerns to:

Staff Personnel Committee (SPC)
PO Box A-19

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