

**Staff Personnel Committee
Gustavus Adolphus College
Minutes of November 11, 2009**

Representatives Present:

Kirk Beyer (Human Resources); Colleen Bell (Bookmark/Library/PO); Anna Lokensgaard (Academic/Admin Support); Tracey Peymann (Academic/Admin Support); Mike Kolek (Custodial); Sheila Volk (Marketplace); Bob Petrich (Physical Plant); Lisa Octigan (Campus Safety)

Chair Mike Kolek called the meeting to order at 8:36am.

Approval of Oct meeting minutes – everyone received a copy. No one suggested any changes.

Last month's minutes approved.

Kirk Beyer's report:

- H1N1 situation seems to be decreasing. Initial wave is subsiding. Potential for recurrences coming up. Good that cases are decreasing. The first vaccine available for students that have underlying medical issues was available and there was a flu shot time set up for them to be vaccinated at Rivers Edge clinic – we don't have it at Health Service.
- Recommendation was made to Cabinet and approved that those without sufficient PTO who become ill can go up to a negative balance of -5 days, so don't have to worry about not being covered by PTO if they become ill.

Question: Just for H1N1?

Answer: Not requiring a doctor's statement. If they become ill we want them to stay home, and that's the reason for it. Hopefully won't go into negative and then get H1N1.

- First week of November TIAA-CREF rep was here. Other individuals who want to come for counseling, they can do that on the web page or call TIAA directly and be put on waiting list. More and more people are interested in individual counseling.
- Some changes being made in the retiree health plan. Approved in Oct meeting of Board of Trustees. Copy of those changes will be posted in the Library with the SPC minutes. Formerly, if individuals retire early they stay on the group plan. Once they reach 65 they had the opportunity to pay full premium and stay on Gustavus insurance, or go to Medicare Advantage plan which is less expensive. It was called Senior Gold and had no complaints or concerns for access to providers or concerns about payments so the Board of Trustees decided that it doesn't make sense to offer 2 alternatives. When individuals are Medicare eligible they have to switch. Discussed in meetings Monday and today with retirees and it was well received. Have worked with Blue cross Blue Shield and there's now a Platinum plan, all those retirees paying premiums are able to see a significant reduction. If they are paying full premium, that's \$75 reduction, \$150 for couple. Those individuals paying

premiums will have to do an ACH transfer (paid from checking/savings account) rather than coming in each month to pay and no one will be behind in premiums. Will be in the new flex benefit booklet when they print again in the Spring.

- Benefit committee has not started meeting yet, waiting on Faculty Senate to see who will be appointed and then they will start meeting. Tracey has volunteered; Tracey Glass will still be on Committee.

Department Reports:

- Bookmark/Library/Post Office – Nothing to report, nothing in the mailbox.
- Custodial – Rick could not attend this meeting. For Campus Safety: What's the procedure when a student sleeps in the building overnight? Contact Campus Safety if you find anything of concern. Lisa will bring the issue up with the officers.
- Marketplace – Requested Snicker Salad not be served at the Christmas party.
- Physical Plant – Nothing to report.
- Campus Safety – Nothing to report.
- Academic/Administrative – Nothing to report.

Old Business:

- Mailbox: How best to distribute the information that comment slips are available in the SPC post office box. Need to make sure that the concerns come from Support Staff. There isn't an email alias for everyone. Or put disclaimer on form only for use by support staff employees. Each representative should communicate the information to their group; Lisa will put a disclaimer on the slip.
- Menu: Could have Waldorf instead of Snicker salad. Sheila will give Lisa a copy of the menu draft to update the flyer.
- RSVP for the pictures, add section to the invitation to tell us if they are coming for the picture. Representatives will pass info on to their department.
- Punch area seemed to work well for gathering people.
- What time do we need to be there: 10am
 - Set up gift table (need to request 2)
 - 2 tables downstairs for the punch & the food shelf
 - Food shelf: box for people who want to put in money donations, and people donate the ham and turkey certificates.
- Christmas party: need someone to coordinate pictures of the service awards. Last year was held in the President's Dining Room, pictures in Alumni generally doesn't work very well. Entertainment organizers can work on doing pictures.
- Doors upstairs open 11:15am. Add section that Alumni Hall doors open at 11:15am.
- Afterwards, stay and help clean up and clear tables. And make sure MC announces that we stay and help.
- Colleen will contact Dean to be MC and contact Chaplain's office to see if someone's available to do convocation. Make sure they know what time to get there. We start food at 11:30am so they need to be there at 11:15am. Will contact Paul Matske to get the singing group – how long should they perform? 15 minutes should be

- Change wording to Christmas from Holiday.
- Gifts: Solicit donations. We did the day offs in an envelope, it's fun to have the big wrapped gifts. Will do two half days and one full day off like last year.
- Mail out on the 8th or 9th and say due back the 17th. That gives them a week to return it. Our next meeting is December 9th.
- Program recipient (Lisa) will notify menu person about the counts.
- Food donation challenge: Either try to beat last year's total or set a goal.
- Make a note of anyone we ask to do anything, note their assistance for a thank you note; then they can participate in the meal. Reserve them for the meal and add them to the staff. Special list for mailing things out.
- Steve from Dining service sends out the notice to invite administrators to help serve.

- Nothing was in the box.

- We'll have our next meeting in Leadholm even if they take down the 49'er room clinic.

Christmas Items update.

Next meeting, December 9th, 8:30am in Leadholm.

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Staff Personnel Committee (SPC)
PO Box A-19

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