

**Staff Personnel Committee
Gustavus Adolphus College
Minutes of March 10, 2010**

Representatives Present:

Kirk Beyer (Human Resources); Anna Lokensgaard (Academic/Admin Support); Tracey Peymann (Academic/Admin Support); Colleen Bell (Bookmark, Library, PO); 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 at 8:35am.

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

Last month's minutes approved.

Kirk Beyer's report:

- Sorry for not attending last month.
- Benefit enrollment meetings: Thurs & Fri April 29th and 30th.
- The next meeting of the Staff Reclassification Committee will be held on March 25th to evaluate requests for grade changes for support staff positions. Requests for position review must be received in the Office of Human Resources by March 19th.
- Blood drive is today from 11:30-5 in Alumni Hall. It's on the College calendar.
- Received from Sam's club – if individuals purchase a membership or renew a membership – they have certificates to take in and get a \$10 gift card. Not trying to promote Sam's club but know a lot of our employees are members. Opportunity to get a gift card if they want to do that.
- Have 2 new employees in HR (actually 3, Barb Lundgren moving from Payroll to HR). Renae Stierlen– replacing Donita Clifton in the benefits area. She has 11 years experience; she was working with corporate graphics with Mankato and has degree from Mankato State. Barbara Langemeier is the new payroll assistant. Haven't really had the redundancy that we've needed in Payroll. Also remodeling our office – new paint, carpet, furniture. Moved files into storage to have room for the 5 of us down there. Should be in place by next month. Once done, invite you all to come down and take a look at our offices. Physical Plant has been excellent in helping us get this done. Are making better use of the space.

Question: Benefit meeting – are there any changes to the health policies?

Answer: March 22nd we'll learn from the co-op what changes in premiums we're going to be seeing. The benefit advisory committee will take a look and see if there are plan design changes that make sense to save money. We have built a 12% increase into the budget – hoping it won't be that much. Blue Cross Blue Shield trend is running just under 10%. If you didn't have any increase in claims, that's just what the inflationary increase would be in the renewals; if our claims weren't above what we expected. Our claims are a little bit above what we anticipated – so we won't know right away. Expect in the 10-12% increase range.

Response: That's pretty much what it's been for a while.

Answer: Benefit committee – meeting to discuss ways we can save in premiums. Only 2 ways we can think of to save over and above what we're already saving. Increase the deductible would allow keeping premiums low. Or increase co-pays on the drugs. Looks like the \$15 co-pay we have right now is one of the lowest ones around. Might make sense to increase that to a different level. We have to see. But will keep you informed as that goes along.

Question: Has the national health care discussion affected anything?

Answer: Not at this point. It's discouraging to hear bills they're discussing are over 1000 pages long. Once they pass a law, then it's turned over to a regulatory agency to write the regulations to implement the laws. Law calls for changes to be made in short order but agencies don't have time to get regulations out. We'll have to see what happens. Cost of health insurance is the symptom – what is the cost of health providers. If you put prices out there and people knew quality and probability – they could make choices for themselves.

Response: Or they could shop around.

[Discussion of aspects of the national health care debate and availability of information.]

Question: Any other discussion about any changes to anything else with the benefits? Flex dollars?

Answer: There is some discussion of folding the flex dollars into pay and doing away with them as flex dollars. That's being reviewed by the committee right now. Looking at the ways we could do that and in a manner that wouldn't cost the college any money. It is confusing to individuals. It's confusing when you look at your pay stub and it shows a subtraction that's really an addition. Convert those into salary without putting anyone in a lesser position. It is under discussion.

Department Reports:

- Bookmark/Library/Post Office – Nothing to report.
- Custodial –
 - Follow up from last meeting. Rick and Mike met with Chris Sutton about computers/improving communications in Residential Halls. She gave good reasons/explanations about her reservations – misuse of computers and how they would be protected. Would it cause more problems if leads could use them and other people couldn't? Brought up a possibility of putting a fax machine in each of our offices so we could fax over orders or last minute things, and then we'd have a hard copy too. If you had just a computer you'd have to have a printer too. She was going to talk to Warren about that possibility/feasibility. In the meantime just to foster communication – may change the days that Marie comes by and does the mail pickup in the dorms. Instead of Wed/Fri do Mon/Fri or Tues/Fri or 3 days, Mon/Wed/Fri if it didn't affect Marie's other duties. And clarify with Amy in Physical plant the things that Leads should be calling in versus those that should be mailed in. Get a clarification of that. Checking if changes feasible for budget next year.

- Department has 'gone green' so have all new chemicals – down to just 3 basic green chemicals. Supposedly make things better – getting used to it. The acids we got rid of helped clean things better, but the effects on the environment were not the greatest. Now we're green certified. Some things take longer for hydrogen peroxide based product to work (rings in toilets). Not sure about Dining Service areas de-greasers. [Still using those]. In Res halls and academic buildings – gone to all basically 2 chemicals that are supposed to be able to do everything.
- Marketplace –
 - **Question:** After 3 earthquakes in the world – is there any plan for earthquakes here?
 - **Answer:** We are not close to any faults. Tornadoes are something we're more concerned with. This part of the Midwest is not prone to earthquakes. Down around St Louis there is a major fault line. That's a good point, but where we are there aren't any major faults. Floods, tornadoes are possible – but earthquake not an imminent danger.
 - **Question:** Are disaster plans specific to just one kind of disaster?
 - **Answer:** They are pretty broad.
 - **Question:** If we don't have any plans for earthquakes because we don't have a fault – do we have plans for a tornado?
 - **Answer:** We have an emergency response plan – encompasses whatever the disaster is. We have a command center set up in Campus Safety – and when we did have the tornado here in 1998 – plan that was in place has been improved significantly since that event.
 - **Response:** Those plans are not made public or well distributed.
 - **Response:** General plans are online through the Campus Safety web page for Gustavus community:
<https://gustavus.edu/smc/#pr=emergencyPlans>
 And we do periodic drills and tests of emergency notification systems. And good working relationships with government agencies.
 - **Question:** We'd need bandages, medicine – if everything is chaos in a tornado do we know what to do. Can we all put money aside toward that to be prepared in advance.
 - **Response:** We haven't had any training for employees what to do in a disaster.
 - **Response:** There is a fire plan but people probably don't know.
 - **Response:** Or what to do in a shooter scenario.
 - Worth bringing up to Jason to see if there's something we can go along those lines.
- Physical Plant –
 - Don't drive on the dirt – it's getting muddy and soft. Don't drive across the yards with vehicles/bicycles. Even walking not advisable. Most of the bad snow on the roofs is gone so there shouldn't be much danger anymore of falling snow. Construction project starting as soon as the snow is gone – be prepared for inconvenience on the roads. Particularly

back one coming up from President's House. Bob won't be able to continue to attend SPC meetings – send out notice to see if someone else wants the position – it was inherited.

General elections: Nominations in April; Elections in May – then everyone attends meeting in June. Put on next agenda.

- Campus Safety –
 - Spring Break parking schedule of lots closing for cleaning (see attached).
- Academic/Administrative –
 - **Question:** If people want to review their health plan in HR – is it better do sooner or later. Short window of time to turn in paperwork between meeting and when they are done. If someone wants to talk about what to do for next year?
 - **Answer:** Better to wait until we know what the new plan is going to be.
 - **Question:** After the benefit enrollment meeting?
 - **Answer:** That would probably be the best time, yes.
 - **Reminder:** Busy time on campus. Guest lectures, building bridges, sports playoffs. Watch the College calendar and coordinate carefully with what is going on. The 23rd annual convention of the Gustavus Adolphus College Association of Congregations is scheduled for Saturday, April 17, 2009. They will elect new board members for Board of Trustees. Big conference coming up on 17th of April.

Old Business:

- Web page – Lisa will talk with Kirk about Ryan in GTS adding section so Lisa can post SPC notes to the HR web page.

New Business:

- SPC Box: Nothing was in the box.

Announcements and Reminders:

- Good Friday is a Holiday
- Monday after Easter – no classes but campus is open

Call for Agenda Items for Next meeting:

- Elections.
- Disaster planning – what are people supposed to do in an emergency. Should departments be going through this? Follow up on additional training/information distributed to employees.
- Benefits – we'll know more about it by next meeting to discuss.

Motion to adjourn & seconded 9:15am.

Next meeting Wednesday, April 14th at 8:30am in the 49'er room.



Address all suggestions, questions, and concerns to:

Staff Personnel Committee (SPC)
PO Box A-19
