

**Staff Personnel Committee
Gustavus Adolphus College
Minutes of May 12, 2010**

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); Nancy Petrich (Physical Plant); Lisa Octigan (Campus Safety); Colleen Bell (Post Office/Library/Bookmark)

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

Approval of April meeting minutes – everyone received a copy.

Last month's minutes approved.

Kirk Beyer's report:

- Since the Benefit enrollment meeting, there has been a change with IRS that allows children to stay on health plan up through age 25. Used to be could stay on plan but not tax favored status. Helpful to a lot of people.
- Would like to hear from you – anything you may have heard about the changes we've had.

Comments that people don't understand any of it.

Question: Is there any way the switching of the flex dollars could be sent out in some sort of form to show people how things went? Rather than 150 people go over to Barb and have her explain it. Show what is on the screen but in a sheet; wasn't a lot of time to absorb it.

Comment: Was put up on the web site after the fact.

Response: Would putting out an info sheet raise the level of confusion? Sometimes even explaining it, it is still confusing.

Comment: very complex and intertwining.

Answer: When people get their net pay in June, then if they have questions can be walked through.

It will be different for every person, if they take medical reimbursement.

Tell them to call Barb if they have any questions. She's happy to walk people through it.

They have been working on this idea for a long time.

Comment: People were trying to figure out if they got a cost of living raise.

Answer: No general increase in that. All due just to the conversion of the flex and waiver dollars.

Question: What about the step increases?

Answer: Haven't heard yet, those are not included - they are separate.

Thank you for your feedback.

Question: Children Health insurance – they can be covered, but where does the tax part of it come in?

Answer: As long as they were tax dependents, you could bring them under family or do dependent child. Now that is extended to age 25, even those not enrolled in college can still

be enrolled in health plan at same cost as a dependent child – same tax benefits as if that child were still their dependent.

Question: is it a federal law? Or due to the plan? Health goes to 25, but dental gets cut off at age 19?

Answer: We're seeking clarification with this latest ruling. State regulation says children to age 25. But that doesn't address the tax issue. There is now a federal IRS ruling that children through (doesn't go into effect for coverage until next year – age 26). Age 25 effective now, IRS ruling that says 26 becomes effective next year. In addition, tax favored status could be given to those children that are covered under health plan even if they are not a tax dependent of the person providing health insurance. So there are 3 different regulations that will come together next year. In the meantime, those children through age 25 will be able to be covered, state mandate. Covered to age 26 starting next year. Can't claim as dependent that long on your income taxes – just don't have to pay additional income tax if you're covering them on your health insurance.

Question: What if they are a colleges student but you don't claim them on your income taxes but they are under the age of 25?

Answer: As long as you are providing them health insurance, you can cover them and get tax favored status on the premiums you are paying for the health insurance. Even if they are married they can be covered as long as they don't have a job that provides them with health insurance. If they do, then you can't cover them. Basic message is that children through age 25 can be covered.

Question: Different areas where they have to be cut back this summer, 32 hours. Wasn't there any way around it to help them out?

Answer: The President's Cabinet has been looking as things get tighter financially – match the work force to the work load. If you're not producing something you don't have workers there. VPs in each area, are there times they don't have the workload to justify everyone that is on the staff. Trying to adjust that work force to the staff needs that they have. So that is what is taking place.

Question: Campus-wide?

Answer: Yes

Question: It seems like some departments were told and other areas weren't told anything about it. Can info go out to all departments at the same time so rumors and fears don't get spun out of control?

Answer: Plan was to notify everyone on the same day. Don't know that that was accomplished. They were trying to do that.

Question: What areas are we talking about? This is the first we're hearing about it.

Answer: Advancement areas – support staff during the summer but they don't get as many gifts so they don't need as many hours coverage. In that area all support staff were cut back 8 hours a week during the summer. Doesn't affect their benefits, just affects their PTO accrual which is based on hours paid.

Question: Was each area told they have to cut so much and figure out how to do it?

Answer: Each VP and the President made decisions based upon their knowledge of how their operation was functioning to make reductions where it made sense. It wasn't a mandate for a certain percentage or anything like that. Effort was to see where we have work needs and are those being met. Match work force with the work load.

Question: So if someone was cut back would they have heard by now?

Answer: At this point all support staff should know. There are some administrators who have not received a contract yet, don't know if that means they will be seeing a change.

Question: Wouldn't it have been nice if they said first would anyone like to do this, cut back in hours because of where we are at. So if there is a department where someone wants a 4 day work week, before coming up to those that have to take it.

Answer: They did that 2 years ago, and found people wanted to cut back were people they needed all year so it didn't work. So this year they did it differently.

Response: It seemed like a shock to a lot of people.

Question: Would they consider early retirements to people?

Answer: Do have a plan for faculty. That works because those leaving are at higher pay than the replacements. When we look into other areas, that isn't necessarily the case. Particularly with administrative staff. When administrative staff is replaced, the market for replacement is at higher level than the person that left, there isn't the opportunity for savings that would pay for that severance package.

Question: Is there a plan for a frisbee golf course?

There is one in the city but it hasn't been maintained. Most people go to Mankato. They might bring it up again to make one in the Arb.

Department Reports:

- Bookmark/Library/Post Office – Haven't heard anything.
- Custodial – Follow up to issue of cleaning during finals and adjusting for quiet hours.
 - Will do that for students, put message out before. Machines used to clean bathrooms, won't use them to clean during finals week because it is so noisy.
 - Only 4 days it's affected, so Thurs/Fri/Mon/Tues they'll clean by hand. Quiet hrs being Thursday, Reading day.
- Marketplace – Haven't heard anything.
- Physical Plant – Everything is okay. June 1 things might be brought up.
- Campus Safety – Employee stickers expire, August 31. Open parking starts day after commencement.
- Academic/Administrative –
 - **Question:** Lund center faculty locker room. Vibration; putting 35 foot pilings down in the new building. Campus Center, Library, Lund, Olin – how long will that last?
 - Will it cause damage to any nearby buildings?
 - Answer: Nancy checked into it after meeting and notice went out to campus community. Should be done within a few days (of May 12th).

Old Business:

- Elections:
 - Anna re-elected
 - Custodial, didn't have a clear 2nd option, Lisa will contact to see if anyone is willing to be on the ballot.

New Business:

- SPC Box: Nothing was in the box.

Announcements and Reminders:

- Will have election resolved for June 9th meeting.

Call for Agenda Items for Next meeting:

- Meeting new members, last meeting of the academic year.

Motion to adjourn & seconded 9:05am

Next meeting Wednesday, June 9th in Leadholm (location changed per Student Activities).

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Address all suggestions, questions, and concerns to:

Staff Personnel Committee (SPC)
PO Box A-19

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