

**Staff Personnel Committee
Gustavus Adolphus College
Minutes of December 9, 2015**

Present	Area	Representative	Present	Area	Representative
x	Custodial	Anna Mae Barklow	x	Marketplace	Howard Anderson
x	Custodial	Kari Hinden	x	Marketplace	Debra Johnson
x	Office Support	Jenny Tollefson	x	Bookmark/Library/Print & Mail	Jeannie Peterson
x	Office Support	Jean Noren	x	Campus Safety	Lisa Octigan
x	Physical Plant	Nancy Petrich	x	Human Resources	Barb Lundgren

Chair Jeannie Peterson called the meeting to order at 8:30 am.

Approval of November meeting minutes – everyone received a copy.

Last month's minutes approved.

Human Resources report:

- Nothing to report.

Department Reports:

- Bookmark/Library/Post Office
 - A Royal Affair was a very successful fundraiser.
- Custodial
 - Nothing to report; positions have been filled.
- Marketplace
 - Nothing to report; made it through CinCC and their positions have been filled.
- Physical Plant
 - Nothing to report.
- Campus Safety
 - Nothing to report.
- Academic/Administrative
 - Nothing to report; the Scandinavian breakfast went very well.

Old Business:

- Holiday Luncheon updates:
 - Reviewed status of each planning area and checked in on luncheon preparations. Everything is on track!
 - Gift wrapping will be done by that sub-committee on December 18th. If you have any baskets to donate for that please let Jeannie know.
 - Food shelf announcements are being posted to Inside Gustavus/calendar and collections will occur at both the Faculty/Administrator party on the 21st and at our luncheon on the 22nd. The tables will stay out for both events. Jenny confirmed the monetary matching will be done for both events so we do not have to

keep them separate.

- The Committee will convene at 10am that morning for setup.
- Confirmed half-day and full-day gift draw procedures.
- Steve Kjellgren handles the invitations to Administrators to help with serving.
- Still collecting RSVPs but Lisa is on track to get the proof submitted to Print Services for the program and head-count estimates submitted to Margi next week.

New Business:

- SPC Box: Nothing was in the box except luncheon RSVPs.

Announcements and Reminders:

- None.

Call for Agenda Items for Next meeting:

- None (but we'll likely do post-party review!).

Motion to adjourn & seconded 8:55 am.

Next meeting Wednesday, January 13, 2016 in the 49'er room.

