

**Staff Personnel Committee
Gustavus Adolphus College
Minutes of June 9, 2016**

Present	Area	Representative	Present	Area	Representative
x	Custodial	Anna Mae Barklow		Marketplace	Howard Anderson
x	Custodial	Kari Hinden		Marketplace	Debra Johnson
	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

New members attending: Lisa Koppelman, Heidi Wobbrock, Ted Rosenback, Mary Miller, Jenny Graft

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

Approval of May meeting minutes – everyone received a copy.

Last month’s minutes approved.

Human Resources report:

- Nothing to Report.

Department Reports:

- Bookmark/Library/Post Office
 - Introduced Heidi to the group as new representative replacing Jeannie.
- Custodial
 - Introduced Jenny G. to the group as new representative replacing Anna Mae.
- Marketplace
 - Introduced Mary & Ted to the group as new representatives replacing Deb and Howard.
- Physical Plant -
 - Nothing to report.
- Campus Safety
 - All employees will need new green stickers for fall. They will be available late summer.
- Academic/Administrative
 - Introduced Lisa K. to the group as new representative replacing Jenny T..

Jean announced the College’s 2016 Opening Reception will be on Wednesday, August 31st. A program will begin at 3:00 pm in Alumni Hall followed by a reception immediately following program on Eckman Mall.

Old Business:

- Years of service awards -
 - Placed on agenda to revisit this fall.

- New Director of Human Resources (not yet announced) and VP for Finance Tom Rooney (replacing Ken Westphal) will need to review.
- Exit interview process - will also be reviewed/updated with new directors.
- Computer use policy for custodial - still pending a policy review and change.
 - Needs to be revision in the policy so they can use a public computer, currently they are not allowed to do so.
 - Group discussed the history of advocating for computer use for Custodial employees while at work - they are not able to have computer access in their work closets, only public access in Campus Center or Library. There are a number of tasks (email, WebAdvisor, etc) that require computer access that they should be able to do in their building assignments. They also can't easily print things. They have to go to Human Resources to get assistance for basic use and printing (like of a pay stub) as more and more things transition to online.
 - There was a cost to trying to put them in the closets (wiring, set-up, upkeep) that made it prohibitive.
 - Some people see a Custodian on a computer and make assumptions about their time/use.
 - The issue is not resolved, it continues to be difficult to find a good solution/ability to change the policy.
- Public announcement system in the Marketplace was hard to hear (like during fire drills) - Harold (Electrician) will be testing it.

New Business:

- Elections were held for Committee positions with the following results:
 - Chair - Jean Noren
 - Vice-Chair - Nancy Petrich
 - Secretary - Lisa Octigan

Announcements and Reminders:

- Benefit (medical) rates will change in July (going up); plans stay the same. Cannot change plans until 1st of the year.
- Question about green permit parking - are students and retirees allowed to park in green? Those arriving to campus mid-morning have trouble finding green parking in the Norelius and Lund Center lots and have seen these groups using those spaces which is frustrating.
 - Students are never allowed to park in green permit parking during enforcement hours (7am-5pm), if they park using a green sticker that is a \$100 citation. If you see a student parking in green you can call Campus Safety for an officer to come check the vehicle and issue citation.
 - Retirees have traditionally been allowed green permits, particularly emeritus professors, as part of the benefits they receive, rather than having them park frequently in Visitor parking which would lead to citation. Lisa can bring this

up to Carol, but currently we don't have a good mechanism for getting a green sticker back when someone leaves, and we traditionally have allowed them to be issued to retirees/emeritus so we'd need to discuss if it's possible to change that policy.

- Thanks to those who have served for their time and work on the Committee. Barb thanks everyone for their service.
- Next meeting will be in September.

Call for Agenda Items for Next meeting:

- Service Awards.

Motion to adjourn & seconded 9:10 am.

Next meeting Wednesday, September 21, 2016 in the Konferensrum*

*meeting time changed from 9/14.



Address all suggestions, questions, and concerns to:

Staff Personnel Committee (SPC)
PO Box B-36
