

**Staff Personnel Committee
Gustavus Adolphus College
Minutes of November 11, 2015**

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

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

Approval of October meeting minutes – everyone received a copy.

Last month's minutes approved.

Human Resources report:

- Benefit enrollment is closed.
- Hirings are still ongoing.
- TIAA Cref will be here before Thanksgiving.

Department Reports:

- Bookmark/Library/Post Office
 - New student space is up and beautiful, signage is there, offices are done. Thanks Physical Plant!
 - A Royal Affair is this Saturday. This raises money for the Gustavus Library Associates (GLA) endowment that supports acquisitions.
- Custodial
 - In the process of hiring more people.
- Marketplace
 - There is a part-time position (temporary - Pizzeria) still not filled but otherwise back to normal.
- Physical Plant
 - Anderson Hall - no set date for construction company (TBA) to begin on the remodel.
 - Financial Aid office move is still waiting on the furniture.
 - Plans for the former Financial Aid space are not finalized, but Mary Gunderson will be getting an office there.
 - Prairie grass will be planted on the West Mall next week.
 - Setup for Christmas in Christ Chapel (CinCC) starts Monday.
 - Please be cautious around snow removal equipment.
- Campus Safety
 - Nothing to report.
- Academic/Administrative
 - Nothing to report.

Old Business:

- Holiday Luncheon updates:
 - Proof of the invitation reviewed for approval, Lisa will submit to Marketing and then Print and Mail Services.
 - Will receive proof of program soon and will send to the group.
 - St Peter Food Shelf donation discussion -
 - Wording went out on the Faculty/Administrator party invitation soliciting donations, a representative will need to be there to collect donations.
 - Jean and Jeannie can attend.
 - Jeannie received an offer to match Support Staff fundraising, will check with Ken regarding this request and confirm what the College will match this year.
 - Follow up after meeting: College will match up to \$500.
 - Nancy will follow up (circling in with Jenny) on posting to Inside Gustavus and calendar announcements.
 - Updated task list and reviewed responsibilities (update sheet to reflect 4 tables are needed for gifts).
 - Discussion of future plans for Service Awards and time-table for Retiree speaking.
 - Gift draw plans finalized - it will be a surprise!

New Business:

- SPC Box: Nothing was in the box.

Announcements and Reminders:

- Please be here for the next meeting!

Call for Agenda Items for Next meeting:

- Finalize party plans.

Motion to adjourn & seconded 9:23 am.

Next meeting Wednesday, December 9, 2015 in the 49'er room.

