

**Staff Personnel Committee
Gustavus Adolphus College
Minutes of February 20, 2016**

Present	Area	Representative	Present	Area	Representative
x	Custodial	Anna Mae Barklow	x	Marketplace	Howard Anderson
	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 8:32 am.

Approval of January meeting minutes.

Last month's minutes approved.

Human Resources report:

- Discussion of the Professional Development Days. Many were affected by the snowstorm. Headcount estimated at 30.
 - Is Touring Week the best time? Last week of January?
 - Many liked that it was internal (no outside speakers).
 - Doug and Aimee (Financial Aid/Student Employment) will be re-scheduling their student employment supervisor training.
 - Can it be a series instead of all in one day (something each morning) so you aren't out of the office a whole or half day.
 - Mornings seem to be better. Custodial is only here until 1pm.
 - Repeated in the afternoon so people could choose which block to attend.
- Discussion regarding Doug and Aimee attending the next Administrative Assistant meeting to discuss WebAdvisor changes for student supervisors.

Department Reports:

- Bookmark/Library/Post Office
 - Nothing to report.
- Custodial
 - Nothing to report.
- Marketplace
 - Amy Brown is new to Dining Service. She does Accounts Payable and Summer Academic Programs (High Altitude Ballooning, Show Choir, and Theatre).
- Physical Plant
 - Anderson Hall - next week fencing will go up and snow will be moved away. Contractors will start mobilizing at the end of the month.
 - Adam Ellefson is the new Landscape Specialist.
 - Julie Anderson is the new Administrative Assistant in Physical Plant.
- Campus Safety

- We've been working on identifying and training all of the College's "Campus Security Authorities", required as part of the Jeane Clery Act.
- Academic/Administrative
 - Scheduling a session with Doug and Aimee was brought up and will be addressed. Jeannie will contact Nicole to see it can be scheduled for February.

Old Business:

- Pictures for the years of service: Jenny got a link that can be distributed.
 - Lisa will send it out to everyone who had their picture taken for the Service Awards so they can get a copy if they want one.
 - Contact Jenny or Lisa if you want the link and didn't receive it via email.
- Years of service awards: Received complaint that they are outdated.
 - Discussion of the items and some of the requirements that the gifts have to meet (listed below), plan to review the items and take suggestions for alternate awards before the next meeting.
 - Items cannot be taxable (no gift certificates, no cash).
 - Can't be a number of items to choose from, it needs to be specifically listed in our policy (so as not to be taxable).
 - Cost has to stay within a certain range.
 - Items of clothing are too challenging because of size issues, can't have them needing to be exchanged for different sizes.
 - Any final proposed changes would have to be approved by the Board of Trustees.
 - Take this topic to our areas to solicit ideas of alternative awards. Jeannie will work on a draft of language for a letter/email that can be sent out to each department/respective area.
 - Follow-up after meeting: Jeannie sent out a template message for the committee to use; Jean sent out a google form survey to Administrative Assistants to be able to solicit feedback.
 - Barb will take the collected suggestions and do an overall review of what changes might be possible.
- Discussion of the timing of Support Staff service awards, having them in December versus May (when the Admin/Faculty awards are done). Even with 2/3 areas present it gets very long, and the Admin./Faculty awards are held in the evening, and they pay to attend, which may hinder some support staff from attending.
 - Barb will have a conversation with Glen Lloyd; there might be some things specified in the Alumni Charter. She will check why they were initially split up.
- The group had a discussion of why support staff have this separate committee from administrators and faculty.

New Business:

● SPC Box: Letter in the box

○ *"This question is regarding employees keys. Is having to pay for a lost key even legal? We need the keys to perform our jobs, therefore they are a job requirement. We are forced to sign the payment agreement of \$75 a key, we do not do it willingly. We have been told if we lose a 2nd key we will be 'dismissed', really? what happens if you loose the whole ring? Some of us are required to carry over \$1000 worth of keys (according to the \$75.00 per key calculation), that is more than a pay check for some people. What happens when an expensive tool is lost from the shops? Does the carpenter, the plumber, electrician pay for it? I am sure not. Not all keys are lost due to neglect or irresponsibility, they get stolen, the clasp breaks, they get hooked on things, and get pulled off, accidents happen. It would be nice if consequences are dealt with on a case by case basis, it only seems fair. If SPC doesn't deal with this, then please have it in the minutes who does."*

■ The Board approved the \$75/key policy.

■ That is most often a fraction of the cost to the College for re-keying the affected areas.

■ The policy is for all employees across the College - all employees are responsible for the keys issued in their name (from any department).

■ Equipment charges for other areas are dealt with

department-by-department, but Campus keys are a College policy.

■ Lost or stolen keys should be reported to Campus Safety immediately.

○ *"Question regarding the years of service gifts. They are very out dated. A paper weight, in a paper less society, a candy dish, when everyone is screaming wellness, a pen, in the computer age, the grossly expansive glass from Swedish Kontour. I am sure if the campus as a whole was asked they could come up with suggestions for replacements."*

■ This is in progress (see discussion above)! More info coming in future months.

Announcements and Reminders:

● Human Resources Director position will be posted, but not filled yet.

Call for Agenda Items for Next meeting:

● Brainstorming for years of service award.

Motion to adjourn & seconded 9:30 am.

Next meeting Wednesday, March 9, 2016 in the 49'er room.

