

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

Present	Area	Representative	Present	Area	Representative
x	Custodial	Anna Mae Barklow		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 February meeting minutes – copy was handed out just before the meeting. The web page needs to be updated for January and February.

Last month's minutes approved.

Human Resources report:

- Nothing to report.

Department Reports:

- Bookmark/Library/Post Office
  - Recruiting for a replacement rep for next year.
- Custodial
  - Nothing to report.
- Marketplace
  - Deb and Howard considering stepping down - they do have replacements lined up (to start in June).
- Physical Plant
  - Moving along with Anderson Hall.
- Campus Safety
  - Nothing to report.
- Academic/Administrative
  - New in MCS/Physics - Laura Boomgaarden.
  - Jenny will also be looking for a replacement representative for next year.

Old Business:

- Barb is still going to check in with Advancement about the service/retirements recognition (component of our holiday luncheon that we have previously discussed combining with the Administrative/Faculty recognitions).
- Service Awards -
  - Presented suggestions that were gathered from various departments/google form that Jean sent out.
  - Barb will review all the suggestions, and also check into the options for

choosing from a variety of items from a catalog.

- Some of the suggestions will not be feasible because of tax requirements/budget restraints. For example any cash/gift card is taxed at 27% and benefits taken out. So you could do that but it takes away the 'service recognition' part that a specific item conveys which is why they only do that for 40 years.
- You can decline if you do not want an item.
- A lot of good responses, the committee appreciates the volume of feedback.
- Jeannie read a thank you note she received from the St Peter Food Shelf for the \$500 in College matching funds from the holiday collections.

New Business:

- SPC Box: A letter about Custodial department shoes and the option of choosing their own shoes in lieu of wearing a mandatory shoe brand.
  - Human Resources has been notified of this and will follow up on the question/issue.
- April 13th meeting - move to April 6th because of Academic Support Staff breakfast (hosted by the Provost's office). Group agreed to move this meeting to April 6th.

Announcements and Reminders:

- Next meeting will be April 6th instead of April 13th.
- The **June** meeting will be moved to the Konferenrum (Summer Programs takes over the 49er room). Will send a reminder closer to that date.

**Call for Agenda Items for Next meeting:**

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Motion to adjourn & seconded 8:58 am.

**Next meeting Wednesday, April 6, 2016 in the 49'er room.**

