

**Staff Personnel Committee
Gustavus Adolphus College
Minutes of April 6, 2016**

Present	Area	Representative	Present	Area	Representative
	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 8:31 am.

Approval of March meeting minutes – everyone received a copy.

Last month’s minutes approved.

Human Resources report:

- Service Award suggestions - Barb is reviewing them.
 - The next step will be to review the potential price of the gift plus the cost of the engraving/customization for the service recognition.
 - Many suggestions were out of the possible price range.
 - Plus have to consider the award level, you don’t want the 15 year award to look/seem better than the 20 year.
 - Mugs and blankets were the top suggestions, but the customization/embroidery expense might be prohibitive.
 - Barb will be meeting with the Book Mark and Print Services to discuss any potential options for ordering/customization.
 - They have to be standardized for tax purposes and cannot be a ‘gift’ (the recipient cannot just pick anything, cannot be a gift card even though many people did suggest those).
 - The paperweight and the candy dish are most likely to be replaced, but it’s difficult to find a replacement in the same price range.
 - The pen will likely stay the 15-year award.
 - The clock will also likely remain, but there have been repair issues with the clocks, so they’ll review that and might change the vendor.
 - The orrefors is also going to remain, keeping the connection to the College’s Swedish heritage.
 - The group discussed if a ‘catalog’ option would work (allowing the recipient to pick from several options per tier by award year). Barb will look into this as a consideration for certain (higher) award years.
- Update about combining with the Admin/Faculty awards - we cannot combine with the Spring awards. After consultation with the Alumni Engagement office, we’ve learned it’s not possible to combine the years of service ceremonies.
- Working on job descriptions and evaluations, with a proposal to tie performance in with salary increases, working to have some repercussions for poor performance

(but any changes would need higher-level approval and will not be able to alter the annual budget).

- Exempt and Nonexempt will be different.
- Job descriptions will be available online and reviewed on an annual basis. This should provide better comparisons for compensation. Position, title, and structure should line up with compensation.
- After 10 yrs there aren't any performance incentives (once an employee has reached their tenth 'step'). So reviewing if any proposed salary increases can have a performance review component.
- There are no more Grade 2 levels on campus - due to increase in minimum wage, it was no longer a competitive level.
- New HR administrative assistant will start in May.

Department Reports:

- Bookmark/Library/Post Office
 - Replacement for next year - Heidi Wobbrock. Will be here at the June meeting.
- Custodial
 - Question about how summer workers are hired and how to handle an anticipated shortage of help.
 - Summer hiring comes out of each department's budget and they do their own hiring (for student employees). The number of hires will depend on that budget.
 - Custodial is currently short-staffed, there have been 4 departures of recent hires.
 - Suggestion to have an exit interview process - can there be a more streamlined departure procedure coordinated through one department (to collect keys, equipment, credit card, etc).
 - This suggestion was welcomed and is currently being reviewed.
- Marketplace
 - Nothing to report.
- Physical Plant
 - Pool will be drained mid-May; they'll replace the pump and clean the pool.
 - Anderson Hall - 3rd floor is being framed in, they're working down.
 - Chad Grism is now the Carpenter supervisor.
 - Physical Plant Director search - they are setting up Skype interviews now.
- Campus Safety
 - Thursday, April 14 there will be a test of the Gustavus alert system to coincide with Statewide Tornado Drill Day, when the City will set off the tornado sirens at 1:45pm (the City also sets it off at 6:55pm).
 - Discussion of the PA system in Dining Service and that they couldn't hear an announcement during a possible emergency in January.
 - Any PA announcement was not from Campus Safety (Dale tests the system only during breaks and Campus Safety has not used any PA

systems to do an alert this year). When there is a fire or concern of fire, the PA system would likely not be used, instead the fire alarm would be activated to indicate an immediate need to evacuate. Lisa will check with Dale regarding Dining Service's internal PA system.

- Wednesday, April 13 - 5:30pm; Active Shooter training
- Academic/Administrative
 - Heather Ungerer has been hired as the administrative assistant for Psychological Science, Sociology/Anthropology, and History. Academic Support is fully staffed again.
 - Jenny is still looking for someone to replace her on the Committee.

Old Business:

- We've already revisited the Service Awards discussion.

New Business:

- SPC Box: Nothing was in the box.

Announcements and Reminders:

- New committee members have been found for Dining Service and Custodial representatives who are leaving and will be starting in June.
 - Replacing Deb for Dining Service- Ted Rosenback.
 - Replacing Howard for Dining Service - Mary Miller.
 - Replacing Anna Mae for Custodial - Jennifer Graft.

Call for Agenda Items for Next meeting:

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Motion to adjourn & seconded 9:23 am.

Next meeting Wednesday, May 11, 2016 in the 49'er room.

