

**Staff Personnel Committee  
Gustavus Adolphus College  
Minutes of May 11, 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		Human Resources	Barb Lundgren

Chair Jeannie Peterson called the meeting to order at 8:31 am.

Approval of April meeting minutes – everyone received a copy.

Last month's minutes approved.

Human Resources report:

- Barb was unable to attend, did not send any reports to Jeannie or Lisa.

Department Reports:

- Bookmark/Library/Post Office
  - Nothing to report.
- Custodial
  - Nothing to report.
- Marketplace
  - Dining Service will be closed May 30th-June 9th. (Tennis & Life coming in on the 8th).
- Physical Plant
  - Summer Projects:
    - Beck Hall - 312 lab renovation for a new professor.
    - Nobel - lab re-configuration for new professor.
    - Art - two studios joined by removing a wall.
    - Lund pool - currently replacing pumps and thorough cleaning.
    - Anderson Hall -renovation is coming along (indoors).
  - Interviews for Warren's position starts tomorrow. There are no open community sessions.
- Campus Safety
  - All employee green parking permits expire Aug 2016 (we have been on the third year of a 3-year cycle 2013-2016) and everyone will need new stickers next year (current stickers all expire August 31st). New stickers are not in yet but an announcement will go out when they are.
- Academic/Administrative
  - Lisa Koppelman will be the representative replacing Jenny for next year.

### Old Business:

- Dining Service question about PA System set off during a fire alarm that they could not hear -Lisa talked to Dale and he/we did not set off the PA system. Nancy will check with Harold (Electrician).

### New Business:

- SPC Box: Nothing was in the box.

### Announcements and Reminders:

- New representatives will be invited to attend our June meeting to say goodbye and thanks to those that are leaving and welcome to the new representatives. Lisa will send them an agenda, member list and meeting schedule, and snack coupons in advance of the next meeting. Each leaving representative will pass on their binder.
  - Replacing Deb for Dining Service- Ted Rosenback.
  - Replacing Howard for Dining Service - Mary Miller.
  - Replacing Anna Mae for Custodial - Jennifer Graft.
  - Replacing Jenny for Academic Support - Lisa Koppelman (Nursing).
  - Replacing Jeannie for Book Mark/Post Office/Library - Heidi Wobbrock (Book Mark).
- *Update after meeting - because the Dining Service is closed on June 8th, the June meeting will be moved to Thursday, June 9th (same time, location - Konferesrum) to accommodate all the leaving and new members being able to attend. Lisa updated the room reservation.*

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

- June meeting is in Konferesrum.
- Will also have officer elections.

Motion to adjourn & seconded 8:54 am.

**Next meeting Thursday, June 9, 2016 in the Konferensrum (Jackson Campus Center 203A) - PLEASE NOTE DATE & LOCATION CHANGE.**

