

**Staff Personnel Committee
Gustavus Adolphus College
Minutes of January 11, 2017**

Present	Area	Representative	Present	Area	Representative
x	Custodial	Jenny Graft	x	Marketplace	Mary Miller
x	Custodial	Kari Hinden		Marketplace	Ted Rosenback
x	Office Support	Lisa Koppelman		Bookmark/Library/Print & Mail	Heidi Wobbrock
x	Office Support	Jean Noren	x	Campus Safety	Lisa Octigan
	Facilities			Human Resources	Barb Langemeier

Chair Jean Noren called the meeting to order at 8:35 am.

December minutes not yet finished - will have to approve December and January together later.

Human Resources report:

- No representative present.

Department Reports:

- Bookmark/Library/Post Office
 - No representative present.
- Custodial
 - Nothing to report.
- Marketplace
 - Christmas party - the pots/pans folks were very excited to be recognized and get the t-shirts.
 - Ted - not on our committee anymore, will be replaced by Mary Ann Felmlee. Mary will invite her to the February meeting.
 - Marketplace has a Supervisor opening.
- Facilities
 - No representative present.
 - Anderson Hall - departments are moving into their areas/offices.
- Campus Safety
 - Dale Plemmons moved to Finance and Department is restructuring - 2 Assistant Director position searches going on.
- Academic/Administrative
 - Cinde moving from Music dept to Education; music position has been posted.
 - They are having a seminar on how to take notes.

Old Business:

- Holiday follow up -
 - Discussion of the things purchased for prizes, ideas for next year.
 - Holiday treats and cookies went faster than the breads.
 - Nice that some things were outside of the box/bag to see what

it ways, maybe next year a card/label.

- Practical items were nice too (shoves, bbq sets).
- Idea of fewer drawn prizes and instead putting something at every place setting (like a wedding favor), decorative but also useful, so everyone would leave with something.
 - Margi would probably know how many people attended.
- Someone said that the poinsettias shouldn't be prizes.
 - They are at the tables for someone to choose if they do not want any of the other items left.
- Put something about the expectations that everyone might not get a prize.
- Thank you notes, Jean has the list of donations.
 - Have a time when we get together and have coffee and write thank you notes.
- Helping with clean up.
 - In addition to those invited to help serve, ask for 10-12 people to help clean up?
 - Include in the closing comments - ask for help cleaning up.
 - Too much work for Dining Service
- Bouncers - need a password or nametags to know who can go upstairs early.

New Business:

- SPC Box: Nothing was in the box.

Announcements and Reminders:

- No reminders.

Call for Agenda Items for Next meeting:

- No new items for next meeting.

Motion to adjourn & seconded 9:27 am.

Next meeting Wednesday, February 8th, 2017.



Address all suggestions, questions, and concerns to:

Staff Personnel Committee (SPC)
PO Box B-36
