

**Staff Personnel Committee
Gustavus Adolphus College
Minutes of October 12, 2016**

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

Chair Jean Noren called the meeting to order at 8:32 am.

Approval of September meeting minutes – everyone received a copy.

Last month’s minutes approved.

Human Resources report, Julie Kline:

- Barb Langemeier will be attending future meetings to represent Human Resources.
- Julie has had a great 100 days and has learned a lot. Thanks for letting them represent Human Resources.
- Whatever we can do to help support what you need is why they’re here; want HR to be visible to whole community.
- Julie is spending her time now focussed on Benefits - a 3 month intensive focus to develop 2017 plan. There are tremendous opportunities for improvements for our employees. They are working with the Benefits Advisory Committee, having tough conversations to find the best solutions (knowing they cannot make everyone happy).
- This benefits-focus will consume her time but hopes to be move visible in January.

Department Reports:

- Bookmark/Library/Post Office
 - Heidi reports that Molly working with Print and Mail if they want to add another representative.
- Custodial
 - They are continuing to have computer trainings.
 - Custodian’s will then be able to enter their payroll and view their pay history like other departments.
 - Custodial computer usage - discussed some history on this issue and some criticisms that Custodian’s have faced when seen using computers.
 - Julie will work on messaging to send out a community announcement - if anyone says something like thato to you again talk to Julie, that will not happen.
 - As we move to more computer access on campus, we want to support Custodial in that transition.
 - Custodial Director position was posted for a month. They’ve done some

preliminary interviews. Good candidates - not all have custodial expertise but smart, good leaders, able to unite a group - the existing great team can help train them on some of the custodial-specific things. Hiring team meeting next week with top 3 candidates.

- Marketplace
 - Wednesdays - noodle bowls are new at the Marketplace and people love them.
 - Marketplace items are always available to go (you can take home meals to your family).
 - Thanksgiving orders coming up.
 - Nobel/Board/Homecoming - all went great. 12-13 hours on their feet. Went really well.
 - How can we be supportive?
 - Treat people like you wanted to be treated yourself.
 - Honesty and truthful; reward people for good jobs that they do.
 - Treat with respect.
- Facilities
 - No current representative, discussion of if the Custodial representation applies to Facilities.
 - They do not directly interact and have different needs and issues; Julie would like robust representation.
 - Recommendation - Chris Blaschko; Julie will talk to Fath.
 - Since Nancy has left, no longer ordering placards (name tags/displays) through Facilities.
 - Follow up after meeting: Send request to Julie in Facilities and she prices them and orders through an outside vendor.
- Campus Safety
 - Annual Security Report released.
- Academic/Administrative
 - Academic and Administrative - their last meeting involved a tour of the campus solar panels.
 - 'Stress Busters' - offers hand massage in the Heritage room (4-5pm). Stress busters monthly. Recommend they put it on the Gustavus-l.

Old Business:

- Holiday party - no changes for this year, there is not time to make any evaluations or large changes for this year but will evaluate in the future.
 - Should there be one holiday party versus two? Does it make sense to have separate events based solely on the way you're paid.
 - Strategic plan - internal equity - want to treat everyone fairly and equally. Want to make sure every employee is treated with respect and dignity.
 - Service Awards - check with Barb Lundgren about the google doc that had recommendations for future changes.
- Committee divided up tasks for this year's party planning.

- A recommendation for practical gifts (food, shovels, bird seed, gift cards). Some items are donated (though not by outside businesses).
- Question about MRCI workers - they help through Dining Service to do dishes (4); M-F during the school year, can they get an invitation?

New Business:

- SPC Box: Nothing was in the box.
- Vice-Chair election: will hold at next meeting.

Announcements and Reminders:

- No reminders.

Call for Agenda Items for Next meeting:

Motion to adjourn & seconded 9:33 am.

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



Address all suggestions, questions, and concerns to:

Staff Personnel Committee (SPC)
PO Box B-36
