

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

Present	Area	Representative	Present	Area	Representative
x	Custodial	Jenny Graft		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 8:30 am.

Approval of October meeting minutes – everyone received a copy. Lisa will correct an error in the attendance marks.

Last month’s minutes approved.

Human Resources report:

- Benefit information meetings being held.
- Julie wrote draft for Custodial usage of computers on campus and is reviewing with Fath.

Department Reports:

- Bookmark/Library/Post Office
 - No representation changes at this point. Support Staff designations won’t change until December.
- Custodial
 - Nothing to report.
- Marketplace
 - No representative present.
- Facilities
 - No representative.
 - Still trying to find a representative, Jean is in communication with Fath.
- Campus Safety
 - Nothing to report.
- Academic/Administrative
 - A faculty reported to an admin assistant wanting to be able to print a parking permit from their computer.
 - Lisa from Campus Safety discussed a number of barriers that make this unlikely, at least in the current permit cycle.
 - A new program or system would have to be invested in to try to develop that for a low-frequency need; temporary employee permits are relatively rare (compared with the student temporary and overnight visitor permits).
 - The registration and permit structure is the same for students

and employees (the only difference is there is no charge for employee permits) with details verified by a dispatcher in office.

- Visitors do not need a permit anyway during the day to park in Visitor parking.
- Employees can call from their vehicle for a one-day pass, and/or Campus Safety is always accessible to register before parking (there is the semicircle in front of the Norelius for parking to come get your permit).
- A paper permit on dash or in vehicle would be harder for officers to easily identify - they patrol lots and visibly look at permits on rear-view or rear-bumper from their patrol vehicle (we do not have a plate-scan system or other technology another institution might have had).

Old Business:

- Holiday Party
 - Holiday Invitation proof was passed around for review.
- Admin party is the night before 12/20 4-4:45pm; food shelf collection coordination.
 - Jean will table.
- Contact Taylor in HR to make sure that the service awards are all set.

New Business:

- SPC Box: Nothing was in the box.
- Vice-Chair Elections:
 - Heidi

Announcements and Reminders:

- No reminders.

Call for Agenda Items for Next meeting:

- Final review of luncheon details.

Motion to adjourn & seconded 9:05 am; gift committee staying to meet.

Next meeting Wednesday, December 14, 2016 in the 49'er room.

