

**Staff Personnel Committee
Gustavus Adolphus College
Minutes of December 14, 2016**

| Present | Area | Representative | Present | Area | Representative |
|---------|----------------|----------------|---------|-------------------------------|-----------------|
| x | Custodial | Jenny Graft | x | Marketplace | Mary Miller |
| x | Custodial | Kari Hinden | | Marketplace | Ted Rosenback |
| | 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 8:35 am.

Lisa handed out November meeting minutes.

Last month's minutes approved.

Human Resources report:

- Service awards are ordered.
- Ham and turkey gift cards went out.
- Barb will follow up with Julie on Custodial computer usage email.

Department Reports:

- Bookmark/Library/Post Office
 - Question about weekend hours - they are posted a month in advance online. Not open on Sundays unless there is a big event day.
 - Departments can mention to Molly if there is a big event (this past Sunday was a football banquet that had more people in the building checking the hours on a Sunday).
- Custodial
 - Anyone who has questions or comments can bring those to the Custodial representatives Jenny or Kari.
- Marketplace
 - Discussion of the number of reserved tables needed for the holiday luncheon.
- Facilities - no representative
 - Name suggestions - Jean will reach out to see if someone is able to serve.
- Campus Safety
 - Parking in enforced during finals week, all of J-term and touring week.
 - Break parking (vehicles left on campus over recess) must be in Bjorling lot, or the break parking in the Arbor View lot - areas are marked by signs.
- Academic/Administrative
 - They had a social in the Interpretive Center yesterday.
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Old Business:

- Holiday party notes:
 - Birthday slips - Jean check with Jeannie to see if she has a template.
 - Lisa will cut names for drawing for full and half-day off.
 - Can give away poinsettias and centerpieces.
 - Someone said they didn't get their birthday drawn last year - it's to have a random batch, not every set of dates is drawn.
- Admin party food collection -
 - Tuesday, 12/20 - Admin/Faculty party asked for donations.
 - Downstairs of Alumni Hall.
 - Heidi can make a sign (11x17 landscape), food shelf donation box.
 - 4pm on Tuesday (4-4:30pm as people are arriving), Jenny and Barb can attend.
 - Suggestion to have it in the foyer of the Alumni hall for the Tuesday evening event, more likely to see it as they are doing a more cocktail/appetizer.
 - Barb will take the money box back to HR to secure for the evening.
 - Checks made out to St Peter Food Shelf.
 - Heidi will collect some boxes with handles.
- Kari can get bags for the poinsettias to have at the gift table.
- Amy Brown personally takes the food to the food shelf; she collects the boxes when we go upstairs; she drives her vehicle up to load, she wants to continue to do that
- Finance will match cash donations
- Steve will emcee, would like to discuss an outline, Jean will meet with him.
 - Jeannie had a written script.
 - Roughed out an outline for Jean to go over with Steve.
- Other notes:
 - Discussion about time off for the luncheon (paid/unpaid). You don't lose or gain pay for attending.
 - 8 people for G3; Mary will check with Paul.
 - Lisa will pick up the programs on our way up.
 - Jean is helping with the photos.

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.

Next meeting Wednesday, January 11, 2017 in the 49'er room.



Address all suggestions, questions, and concerns to:

Staff Personnel Committee (SPC)
PO Box B-36
