

**Staff Personnel Committee
Gustavus Adolphus College
Minutes of February 8, 2017**

Present	Area	Representative	Present	Area	Representative
x	Custodial	Jenny Graft	x	Dining Service	Mary Miller
x	Custodial	Kari Hinden	x	Dining Service	Mary Ann Felmlee
x	Office Support	Lisa Koppelman		Bookmark/Library/Print & Mail	Heidi Wobbrock
x	Office Support	Jean Noren	x	Campus Safety	Lisa Octigan
	Facilities			Human Resources	

Chair Jean Noren called the meeting to order at 8:30 am.

Approval of December/January meeting minutes – everyone received a copy. A few typos need to be corrected.

Last month’s minutes approved.

Welcome Mary Ann who is replacing Ted on the committee representing Dining Service.

Human Resources report:

- No representative present.
- They had employee enhancement days last week - good attendance.
 - Committee member who attended said the self defense program was very good.
 - Interest in having more sessions, for people who weren’t able to attend, or even for students.

Department Reports:

- Bookmark/Library/Post Office
 - No representative present.
- Custodial
 - Formed a committee (7-8 Custodians) to brainstorm ideas on how to make their job better, problem-solving issues is now meeting weekly. Steve Howe (new interim director) leads the meetings.
 - They’ve posted 3 positions.
 - This week they have an outside firm doing an assessment - what they do, where they need staffing, etc.

Discussion of departmental/divisional assessments, HRC assessment (for accreditation), and the ACTS strategic planning.

- Marketplace
 - 2 position openings right now. They’ve interviewed for Marketplace supervisor. PM Cook position is also posted.
 - Not many attended employee enhancement days but member who attended

found it very beneficial.

- Good feedback on Courageous Conversations session.
 - In Custodial at least, there is some feeling that attending those sessions is about 'getting out of work' so some people look down on attending.
 - Sense that you had to sign up to be able to attend deterred some from attending. It turned out you did not have to sign up, but there was no way to know that in advance.
 - Touring week is a good week to do it.
 - Advertise it and support it better (departmental support for those that want to attend).
 - Departments should work amongst themselves to cover for each other to be able to attend.
 - Suggestion to make descriptions clearer - like the one called 'speed dating' was not about dating. It was 2 minutes of information on different topics.
 - 'Hiring 101' was not just for those that hire - for anyone who supervises someone.
 - Some people only saw a sign-up sheet with only the topic name (no details/description).
 - Not everyone has access to emails.
 - Also unclear that the separate sessions were not a series (not a session 1 and 2 of a program).
 - More education to supervisors to encourage attendance.
 - Jean will try to circle back to Taylor with this feedback.
- Facilities - no representative.
 - Campus Safety
 - Just finished interviews for Assistant Director positions.
 - Academic/Administrative
 - January - webinar on taking notes (10-12 attended).
 - Nursing now has Mattson Hall, all students now in one building.
 - Education is now moved to Anderson Hall.
 - Kendall Center (in Anderson) is having an open house tomorrow.
 - February they will have an open discussion meeting - possibly tour Anderson.

All Employee Meeting on Thursday 2/9/17 at 3:30pm in Alumni Hall.

- Next meeting will be Thursday, May 18th at 2:30pm (Alumni Hall).
- Generally trying to have 3 per year (start of each semester and end of academic year).

Old Business:

- Holiday luncheon: Jean sent a recap to Julie Kline with what was spent on prizes.

New Business:

- SPC Box: Nothing was in the box.
- Have received feedback that people might like one party instead of 2 separate ones (Support Staff, Administrators/Faculty) to get to know more people.
 - It has been shared with the President's Office.
 - Hard to find a time that would work for those groups (Custodian/Dining Service morning/lunch works better, faculty works better after their last final)
 - The end of the year picnic is the time when everyone is invited.
 - There was one comment that the picnic is stupid.
- Recommendation: add 'courageous conversations' to New employee orientation
- New employees will now spend first day in HR.
 - Suggestion to fully cover safety - tornado, fire, etc.

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, March 8, 2017, in the President's office.



Address all suggestions, questions, and concerns to:

Staff Personnel Committee (SPC)
PO Box B-36
