

**Staff Personnel Committee
Gustavus Adolphus College
Minutes of March 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	x	Bookmark/Library/Print & Mail	Heidi Wobbrock
x	Office Support	Jean Noren	x	Campus Safety	Lisa Octigan
x	Facilities	Dean Willaert	x	Human Resources	Taylor Ziemke

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

Welcome Dean Willaert (Facilities) and Taylor Ziemke (Human Resources) who are joining the committee.

Review of February meeting minutes. No changes.
Last month's minutes approved.

Human Resources report:

- 13 positions are posted right now.
- Taylor read through the minutes related to Employee Enhancement Days and apologizes for not everyone knowing the descriptions, they will take that into consideration for next year to make sure everyone knows the sessions and what they entail.
 - As the sessions went on the groups increased in numbers; nice to see the turnout.
 - Increase word of mouth for next year, they worked hard on it.
- Julie Kline is likely to be back in the office next Monday.

Department Reports:

- Bookmark/Library/Post Office
 - Nothing to Report.
 - Upcoming events?
 - Graduation - Heidi does the Graduation announcements and Grad Finale (April 18).
 - Book Mark inventory process is changing this year because of Reunion Weekend (moving to June 2-4).
 - They used to inventory directly after Graduation but cannot do that this year during Reunion Weekend.
 - May be closed several days during Spring Break (based on if they close for inventory).
- Custodial
 - Interviews are happening for the posted positions.
 - Haven't seen results from the outside assessment yet.
- Dining Service/Marketplace

- Cook positions still posted.
- New Marketplace supervisor - Bobbi Sellner.
- Facilities
 - Current/Upcoming projects?
 - Landscaping on Anderson - will be working on after Graduation.
 - Flipping equipment to get ready for Spring.
 - Putting in a block at Three-Flags for planting (before Spring).
 - Question about landscaping/planting, decides when things are planted at entrance, and who does that and are any plants saved?
 - Landscaping does the planting.
 - Whether there are flowers at entrance sign depends on the weather.
 - Bulbs pulled and saved for next year, some plants are annuals and aren't saved..
 - Administrative Assistant position is posted (currently a temporary person is in the position).
- Campus Safety
 - Department was restructured, we had a Director, Assistant Director/EHS Manager, and 2 Sergeants.
 - Dale Plemmons moved to Finance (new title - Director of Environmental Health, Safety, and Risk Management).
 - With that move, changed to a 2 Assistant Director model (Sergeant positions were eliminated).
 - Assistant Director of Patrol Operations and Investigations - Walt Timmerman (was a Sergeant).
 - Assistant Director of Assistant Director of Emergency Preparedness - Melinda Heikkinen.
 - New hire - arriving from Seattle University where she was an Assistant Director.
 - Has experience as Washington Army National Guard statewide Sexual Assault Prevention and Response leader.
- Academic/Administrative
 - Group toured Anderson last month.
 - Positive feedback about that building, and those who have moved there and impact on their productivity.
 - Lisa will be attending the March 21st meeting to discuss key requests (with new Locksmith Tim who replaced Nancy) and the Campus Safety restructure.

Old Business:

- Taylor received the thank you note for the College matching to food shelf donations; she will scan it for us.
 - Matched (up to \$500, we raised \$469)
- Human Resources - still working on employee orientation.
 - Barb Lundgren is serving as Interim while Julie is out.
 - Next meeting Taylor can give an update on employee orientation plans .

- Original plan was to move to a first-day with HR model, but that might be pushed back/planning on hold while Julie was out.
 - Working with GTS on automating more systems (like the staff applications), and processing new hire documentation before the first day, so everyone has what they need on their end to get their jobs done.
 - There is a lot to cover in the first day: Title IX, Strategic plan, departmental specifics, and likely include a lunch with their department.

New Business:

- SPC Box: Nothing was in the box.
- What is the campus smoking policy?
 - No smoking in College buildings.
 - Could not find anything in All-College policy designating a certain distance from the building being required.
 - Discussion of smoking locations outside buildings - not having designated spots there just leads to people throwing butts on the ground.
- Are there any plans to tie in with the Super Bowl? Have seen other communities/business doing construction projects related to it, might be an opportunity for visibility.
 - Jean can mention something to Jolene, see if Marketing has any plans.
 - How can we be more intentional about it.
- Please share with your areas that HLC (Higher Learning Commission) here March 13-14. 4 important people on campus Monday and Tuesday.
 - Important meetings for the College.

Announcements and Reminders:

- No reminders.

Call for Agenda Items for Next meeting:

- No new items for next meeting.

Motion to adjourn & seconded 9:07 am.

Next meeting Wednesday, April 12, 2017 in the Konferensrum (Jackson Campus Center, formerly called the faculty/staff lounge).

