

**Staff Personnel Committee
Gustavus Adolphus College
Minutes of September 21, 2016**

Present	Area	Representative	Present	Area	Representative
x	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
x	Facilities	Nancy Petrich		Human Resources	Julie Kline

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

Approval of June meeting minutes – a copy of the June meeting notes was handed out at the meeting.

Last month’s minutes approved.

Introductions around the table. Barb Langemeier is attending for Julie Kline today.

Human Resources report:

- Barb Langemeier reported that HR Director Julie Kline is in training today and apologizes for missing this meeting.
- Request for feedback on the HR 101 Sessions -
 - Positive feedback. Good attendance. Nice to get a sense of what the plan was.
 - Nice forum; felt like could comfortably give input.
- Benefits Advisory Committee - looking for input/participation.
 - High priority is to look at changes/cost savings.
 - Julie has been meeting with brokers.
- In her first 90 days, Julie’s main focus is on compliance issues here at Gustavus; more will come after that.
- Come see the office, meet the staff. Her goal is for inclusion, conversation. She wants direction from everyone - that’s her mission. They have a new board and information outside the office too.

Department Reports:

- Bookmark/Library/Post Office
 - Heidi will talk to her group about representation; the Library has more employees in the support staff designation after the change to national overtime pay laws.
 - Discussion of bylaws.
- Custodial
 - Still short-staffed.
 - Discussion of status of computer access for the department.
 - They are getting computer training.
 - They can officially use public computers to check their emails.

- Can there be a memo or an email sent out to the community that custodial employees do need computer access?
 - Sent by HR or Facilities?
 - Discussion of past computer access issues.
 - Custodians can use computer at human resources and facilities.
 - Need access to be able to log their time for payroll, but that is where they are moving toward.
- Marketplace
 - Many in the Marketplace don't have to use computer for their job, and do not have computer access/experience.
 - Some experience frustration, anxiety when forced to do things online.
 - Dining service needs additional computer training as well.
 - New uniforms - supervisors in gold.
 - Cell phones are banned from use in Marketplace; please assist by reporting to supervisor/Dining Service office if you see that.
 - Some feedback about the Holiday luncheon - will discuss more formally at next meeting.
- Facilities
 - New name - Facilities, and some re-organization is occurring.
 - Nancy retiring as of Oct 7th, will not have a representative at the next meeting.
 - Facilities and Custodial are merging more formally - does there need to be 3 representatives from that area?
 - Their departments are also doing computer training - however they are getting trained on Macs but work on PCs in their offices.
- Campus Safety
 - Nothing to report.
- Academic/Administrative
 - Nothing to report.
 - Julie spoke to the Academic Administrative Assistant group at their meeting. The other Administrative support group has not met yet.

Old Business:

- Christmas party - will there be any changes (attendees, service awards, etc)?
- Barb took notes to take back to Julie and we will discuss the party at the next meeting.

New Business:

- SPC Box: Nothing was in the box.

Announcements and Reminders:

- Elect a new vice-chair next meeting.

