

**Staff Personnel Committee
Gustavus Adolphus College
Minutes of April 12, 2017**

Present	Area	Representative	Present	Area	Representative
x	Custodial	Jenny Graft	x	Dining Service	Mary Miller
x	Custodial	Kari Hinden		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
x	Facilities	Dean Willaert	x	Human Resources	Taylor Ziemke

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

Approval of March meeting minutes – everyone received a copy.

Last month’s minutes approved.

Human Resources report:

- Residential Life positions (AC/Assistant Director) closing soon.
- Internal moves - Anna Lokensgard moving from Finance to Admissions; Amy Brown moving from Dining Service to Facilities.
- Barb Lundgren is back in HR.
- Julie Kline is back in the office.
- Ideas for support staff service awards - Barb was going to look at her previous notes.
 - Jean will share a google doc of the feedback about service award suggestions that was collected last year.
- Question/Discussion about Custodial positions that were posted.
 - There was a gap between when the interviews were done and attempted hiring - so when they attempted to hire the candidate(s) had taken other positions. Human Resources doesn’t currently know who is still in the pool or if they will need to be re-posted.
- Barb Langemeier has left - Renae Stierlen now takes the Payroll Specialist position. Nicole Goebel moving from Advancement to the Benefits Specialist position.

Department Reports:

- Bookmark/Library/Post Office
 - No representative present.
- Custodial
 - Some frustration on hiring process- that they thought they would be able to hire 3 people but then it was delayed and now seems like it’s back to square one.
 - They wanted to see recommendations from the outside assessment first before hiring, which affected the timing.
 - Results from the consultants that came several months ago haven’t been

released yet; but they are preparing for what might be recommended..

- Dining Service
 - Howard Anderson (used to be on this committee), his mother passed away this weekend and they have a card for him in Dining Service.
 - Staffing:
 - They are still looking for a PM cook. A similar thing happened that they had applicants but then pulled in more interviews so by the time they offered the person had taken another job.
 - Amy Brown's positions will be open, she's moving to Facilities.
 - Marketplace supervisor Dave Ferch will be leaving in June.
 - Some concern about cleaning in the Campus Center.
 - Concerns can/should be reported to Custodial director.
 - Custodial did have another person quit.
 - EYDR getting a facelift - columns that look like stone; illuminated sign.
 - Question about job descriptions and when they change.
 - Julie spoke during Enhancement Days about doing this in the future - evaluating position descriptions (people reviewing their own job descriptions with option to edit).
 - With 750 employees it's hard to update every position
 - Discussion of evaluation process.
 - Ongoing discussions are happening.
 - Julie does exit interviews - she reaches out to everyone.
 - Step increases are still occurring. Discussion of grades and steps.
- Facilities
 - Baseball field is going to be re-done in turf.
 - Anderson landscaping starting next week.
 - Gearing up for Commencement.
- Campus Safety
 - New Assistant Director has started (Melinda Heikkinen).
- Academic/Administrative
 - Their group will be doing a campus tour.
 - President's Council on Diversity, Equity, & Inclusion starting Blueprint for Progress, kickoff event today.
 - <https://gustavus.edu/president/pcdei/>

Old Business:

- Jean mentioned Superbowl to Jolene/Tim.
 - Saw a commercial - web page asking for volunteers.
 - <https://www.mnsuperbowl.com/>
- Smoking policy -
 - Discussion of possible processes for desire for smoke-free areas and/or campus.
 - Policy changes/recommendations need to be submitted to the Board.

- Discussed the pet policy.
- There was some prior campaign about being a smoke-free campus, Lisa will ask Nissa Fell in Health Service who she remembers having some involvement in the past.
- For an issue with a specific building/area - speak to that building manager/Supervisor about the use of that space (for smoking).

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 9:26 am.

Next meeting Wednesday, May 10, 2017 in the Konferensrum.



Address all suggestions, questions, and concerns to:

**Staff Personnel Committee (SPC)
PO Box B-36**
