

**Staff Personnel Committee
Gustavus Adolphus College
Minutes of May 10, 2017**

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

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

Approval of April meeting minutes – everyone received a copy.

Last month’s minutes approved.

Human Resources report:

- Jobs open now - interviews have begun for 4 positions (CARE director, PEaCH director, Admission counselors (3), Asst Athletic Trainer); 12 other open positions in process (phone interviews, interviews)
- Thomas Flunker was interim director of Diversity Center and he’s now been hired full time.
- Deena Schuster has been hired for Auxiliary Services accounts coordinators, starts June 1 (Amy Brown’s prior)
- Daniel Sandberg - Residential Life Assistant Director starting in July.
- Abbey Lane - Residential Life Area Coordinator starting in August.
- Carlton Littlejohn - Football co-defensive coordinator, in August.
- Leaving: Chaplain Brian Konkol, Area Coordinator Danielle Paris; Jacalyn Wettergren retired from the Book Mark

Department Reports:

- Bookmark/Library/Post Office
 - Short-handed - Jackie retired; Diane is also in Post Office.
 - Book buy-back during finals
 - Spring sale coming up - May 15-23 (20% off mostly store-wide)
 - Book Mark - Open Commencement weekend Sat 11-3; Sunday 10-5
- Custodial
 - Nothing to report.
 - 2 open custodial positions in hiring process.
- Marketplace
 - Hiring process for Night Cook (offer has been made and accepted)
 - Employee survey - heard was sent out as an email.
 - Will it be sent/distributed in paper form?
 - Julie (Human Resources) is working with Fath and Steve about an option for that.

- Taylor will follow up with Julie about paper form; Jean will follow up with David Menk who manages the surveys .
 - Dave Ferch - currently in the hospital; poster up to sign for him.
- Facilities - No representative present.
- Campus Safety
 - Nothing to report.
- Academic/Administrative
 - Concerns brought up at Admin Asst meeting:
 - Feedback regarding combining the staff and administrator holiday events - feedback strongly dislike.
 - Support Staff holiday luncheon -
 - Administrators are already present there - attending for their staff being recognized, singing, serving, carving.
 - There is a sense of recognition of service at that event that would hate to lose.
 - Dining Service does feel that recognition/break.
 - Like that it's an appreciation.
 - There are logistical elements to the timing and benefits as well.
 - Support staff - get mid-day meal, also a ham or a turkey.
 - Admin/Faculty -evening event alcohol/spouses invited - they do not get a turkey/ham certificate.
 - Seems well thought out.
 - People seem to expect a lot - some places don't have parties like this at all.
 - Feedback about the picnic - positive. People like the picnic and hope it continues.
 - Suggestion that summer students should be officially invited to attend.
 - Inviting student adds complicating factors - many aren't hired in time for the named invitations, would they be eligible for the prizes, many students are needed to work during that time so offices can attend, student hours are paid out of department summer budgets so not all departments could pay student employees to attend.
 - It's a thank you for employees of what we've done the whole year
 - Invitations won't be sent to students; departments can use discretion on how they handle their workers staffing.

Old Business:

- Tobacco Free campus - there is a process.

New Business:

- SPC Box: Nothing was in the box.
- All Employee Meeting - May 18 - 2:30pm in Alumni Hall
- Picnic is May 31st at 11am - Illusionist/Magician will be the entertainment
 - Invitations will be going out shortly, must return tab to be entered for prizes
- Question about party for next year - nothing has changed at this point; who is responsible for which aspects?
 - Staff Personnel Committee purchases the prizes.
 - Human Resources coordinates the service awards.
 - College Administration (Cabinet) would need to propose or approve any changes to the structure of the parties themselves.

Announcements and Reminders:

- No reminders.

Call for Agenda Items for Next meeting:

- No new items for next meeting.
- June 14 - skip June meeting
 - No new members, it's during Gustie Gear Up.
- Next meeting Sept 13th

Motion to adjourn & seconded 9:26 am.

Next meeting Wednesday, September 13th, 2017 in the Konferensrum room.



Address all suggestions, questions, and concerns to:

Staff Personnel Committee (SPC)

PO Box B-36
