

**Staff Personnel Committee
Gustavus Adolphus College
Minutes of January 10, 2018**

Present	Area	Representative	Present	Area	Representative
x	Building Services	Jenny Graft		Dining Service	Mary Miller
x	Building Services	Kari Hinden		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		Human Resources	Taylor Ziemke

Chair Jean Noren called the meeting to order at 8:33 am.

Approval of December meeting minutes – everyone received a copy.
Kari needs a copy of November minutes.

Last month’s minutes approved.

Human Resources report:

- Taylor was unable to attend, but Jean had some notes to pass on:
 - Save the dates! Employee Enhancement Days - Feb 5th through 9th.
 - Barb Lundgren and Renae Stierlen will be moved over to the Finance office by the end of this week.
 - Payroll or tax questions should now go to Finance - Benefits will continue as an HR function.

Department Reports:

- Bookmark/Library/Post Office
 - \$568 raised for Food Shelf, Heidi will submit for the College match (\$500).
 - 185 pounds of food.
 - Holiday pay question - the wording of the policy requiring work shifts around holiday hours is confusing, and different departments seem to handle it differently.
 - From staff handbook, page 22: “To be eligible for holiday pay, the employee concerned must work the scheduled shift before and the scheduled shift following the holiday, unless on an approved paid leave of absence or approved day off.”
 - Heidi will send the question to HR to get a response to the specific situation, but also a broader clarification.
- Building Services
 - Coats are provided to other areas who work outside (grounds/landscape services), but building services workers performing this function (snow removal) are not provided with any outerwear.
 - Building service custodians are required to shovel entrances when it snows. They have to shovel 10 feet out from the door of their

buildings. They have specific assignments of where they have to shovel.

- Seems best to start as a request with department head, then follow up based on the result. Jenny will try to connect with Larry on the policy.
- There are likely some areas subject to policies/regulations, could try contacting human resources.
- Paper mail - slow to arrive; they get mail once a week on Thursdays.
 - For example the employee health screening mailing info had not reached them, while screenings were already taking place.
 - Delivering mail to all their buildings is time consuming.
 - Is there some other location where they can get a mail slot?
 - Might not check boxes in Campus Center often either.
 - Also not everyone checks email.
 - Maybe for those time sensitive things they need to reach out to those sending messages that they need more time for some areas to receive it.
 - Such as for the upcoming Enhancement Days - Custodial and Dining Service - reach out about making sure they get notified.
 - Jean will touch base with Taylor about sending a targeted message to Custodial (with option)
 - Could they put a mail pickup at timeclock locations (they are rolling those out, in cluster locations). Or a bulletin board. Jenny will check on this with Larry as well.
- Health screenings - they arrive at work at 5am, and by the time they get a notice, only late times are available.
 - Lisa O will follow up with Health Service about the mailing (arriving a week later for Custodial) and the limited early availability (if someone gets an 11am appointment, that's working 5 hours without eating) as input for next year.
- Marketplace - No representative present.
- Facilities - No representative present.
- Campus Safety
 - Nothing to report.
- Academic/Administrative
 - All Employee Meeting Thursday Feb 15th 3:30-4:30pm, Alumni Hall
 - Progress on Strategic Plan priorities.
 - Next all employee meeting - Thursday, May 24th 2:30-3:30pm, Alumni Hall

Old Business:

- Luncheon feedback:
 - Food shelf - for next year maybe get red totes that we can put signs on and keep year to year; boxes were too damaged to save.
 - Discussion of thank you notes and donations.
 - Overall good feedback on the name drawing.

- Everyone thought it looked nice and felt nice.
- Ideas
 - Nice idea to have a little gift at the table for the place settings so everyone leaves with something.
 - Bag of hershey kisses.
 - Drawing ideas - internal donations that can be bundled:
 - Theatre tickets
 - Promotes internal events and community.
 - Hockey game (include t-shirts that we got); concession vouchers.
 - Add a bit too them to round them out (dinner and a show)
 - Some people didn't want the poinsettias they 'won' based on birthday at table.
 - We could instead say that those that stay to help can take any many poinsettias as you want?
 - People didn't have to take them, could just decide if anyone at table wanted one.
 - Clean up went really quickly.
 - It was announced at the meal that we're thankful for Dining Service's work on the party - is there another way to get that message out?
 - Can ask Mary/Mary Ann when we see them at next meeting the best way to convey thanks.
 - Food Shelf, thank you posted to Inside Gustavus (pub 1/11/18):
 - **Thank You...** Thank you to all Gustavus employees for your contributions to the food drives that took place at your holiday parties! Collectively we received nine Turkey/Ham vouchers, 185 lbs of food, and \$568 in monetary donations! The College is also matching matching \$500.00 in monetary donations for a total of \$1,068.00 being donated to the Saint Peter Food Shelf.

New Business:

- SPC Box: "Would you please look into the policy of placing non-campus sanctioned signage in such a prominent location as the library's foyer. The large sign taped up between the doors appears to be a quasi-political sign that to me doesn't need to be posted on any of our buildings as we are a campus that carries this statement through our values and ethos. Thank you for your time and attention to this matter."
 - Not sure who does the approval for that space (Campus Activities or Library)?
 - Message of poster is in line with strategic plan (diversity, equity, and inclusion) and the same poster is displayed in the Diversity Center and elsewhere.
 - Supporting the strategic plan and mission/values through signage seems appropriate.
 - We believe different areas ordered a batch of them to put around campus, including the Chaplain's office.

- Question for Campus Safety -
 - Getting a parking permit.
 - Can get a one-day green parking permit from Campus Safety (they can meet you at your vehicle). For any longer-term, register in person in Campus Safety.
 - Employees can have as many stickers as they need - but every vehicle must be permitted before parking (cannot park in Visitor parking ever).
 - You can pull into the semi-circle in front of Norelius Hall to come around to Campus Safety's side entrance when registering.
 - Any curb you can park for 15 minutes with your hazards on (the exception is three-flags circle - cannot leave a vehicle there unattended at all - someone has to be in the vehicle).
 - Campus Safety can provide a jump start on College property - anyone can call.
 - We do not have the equipment to do car unlocks.

Announcements and Reminders:

- No reminders.
- Service awards - talk about next time.

Call for Agenda Items for Next meeting:

- Service awards.

Motion to adjourn & seconded.

Next meeting Wednesday, February 14, 2018

8:30 AM - 9:30 AM Staff Personnel Committee - Konferensrum (ICC 203A)



Address all suggestions, questions, and concerns to:

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