

**Staff Personnel Committee
Gustavus Adolphus College
Minutes of October 11, 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 Felmler
x	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 8:31 am.

Approval of September meeting minutes – everyone received a copy.

Last month’s minutes approved.

Human Resources report:

- Nicole Goebel, Benefits - there will be 2 additional benefits 102 sessions next week - there will be an employee-l coming out soon with dates/times listed. Open enrollment dates and schedule will also be released.
 - Encourage everyone to attend an open enrollment session and bring a fired. October 30th-November 10th open enrollments; meetings the week of October 30th.
- New Employee Orientation - Taylor brought a sample of what’s given to new employees.
 - Gustavus Sesquicentennial coffee table book from the Book Mark, folder with new employee paperwork (I9, W4), Julie’s business card, Book Mark 30% off coupon, Gustavus ACTS strategic plan, Annual Security Report flyer, Title IX info, new employee checklist for their first day/first week/first month, mandatory trainings, support staff payroll schedule, holiday schedule, “nice to know” and “need to know” lists of options and benefits, campus map. They also receive a water bottle, a keychain (from Print & Mail), and a Gustavus pin.
 - Effective Sept 1st, HR started new employee orientation first and third Tuesday of every month. Those are the days that new employees should be starting (sometimes there are exceptions for positions that need to start right away). They work with you on that but try to keep it first and third so the group attends NEO so they get to know others who start on the same day. Beneficial to get to know other departments.
- Worked with GTS on creating an online application.
 - GTS built it for them (took 5+ months) and it went live last week. It gathers everything and sends to hiring managers.
- How many attend the orientations?
 - Can vary - usually 5-7, last week was 3-4. Anyone who works more than 50%.

- When an offer is made for a candidate, then they get the supervisor checklist.
- Faculty will be doing the online application as well.
- What would people like to see if they attended NEO?
 - Campus tour
 - Benefits to employees (tickets, etc)
 - Security awareness session from GTS
 - SPC is not asking for employees to attend actual orientation, but perhaps sessions like during Enhancement days that allow for people to attend information they might have missed; build that understanding and community experience with new employees.
 - Nicole is handing enhancement days this year - Taylor will discuss this with her (they are still generating ideas).

Department Reports:

- Bookmark/Library/Post Office
 - Nothing to report.
 - Question about sales during Nobel Conference.
 - Can depend on topic and attendance. The t-shirts sold out first day this year.
- Custodial
 - Is there any feedback on the new recycling program (containers, labeling, co-mingling).
 - Better - easier to understand; where they are is good (if they aren't available people won't do it the correct way - where they are people are more conscious of it.)
 - Gone really well - with first-year students it's all they know.
 - Areas that had a curbie that was athen removed, garbage would be stacked where the curbie was.
 - It's harder in Campus Center because there are so many. They have big signs on them now, so that's nice.
 - Harder to put the bags/liners in.
 - Single sort in offices seems to be nice, convenient.
 - New director
- Marketplace
 - New supervisor Ameer; will also have a new PM Cook (Tom) starting November 16th.
 - Question about refills.
 - Can get a 'green' discount when bring in own cup (15 cents), but only on coffee.
 - Question about if some areas get something called 'free coffee friday'?
 - Don't know anything about that.
 - Might be a nice idea to offer to employees (for their birthday, or certain day a month). But no one is aware of that currently being a program anywhere.
 - Coffee does have to get re-made regularly, so a pot about to be poured

- out might be used.
 - When you're in the Marketplace if you hear things that are inappropriate (foul language); would love if you'd report that/bring it to someone's attention (like Steve, HR).
 - Workers should be mindful of their language.
 - Also not supposed to be using their personal phone.
 - Has gotten better.
 - No reason someone at a food station would have to use phone for their duties (unlike Custodial, Facilities who have to be in contact that way).
 - Facilities - no representative present.
 - Nothing to report.
 - Campus Safety
 - Annual Security Report was released (is done annually by/on October 1st and includes the prior 3 calendar year's mandatory crime statistics).
 - Email that went out about a perceived threat on social media - determined there is no ongoing threat to the community.
 - Academic/Administrative
 - Jerry Nowell will present to them about Concert (web page editing).
 - The academic group will also be having a discussion meeting in the morning.
 - Question about if people are able to attend sessions or if they need to use PTO.
 - Would depend on departments - some have to be working; some would have to ask off to be able to go.
 - Catering staff - hired for 40 hours but don't always work 40 hours (they average at least 30 hours)
 - Talk to supervisor first, because it hasn't come up to HR yet.

Old Business:

- No old business.

New Business:

- SPC Box: Nothing was in the box.
- Employee awards (due today).

Holiday party

- Dec 20th (evening of the 19th is when faculty/admin have their party)
- Handed out task sheet and ran through division of duties, tasks for preparing for next meeting/party.

Announcements and Reminders:

- No reminders.

Call for Agenda Items for Next meeting:

