

**Staff Personnel Committee  
Gustavus Adolphus College  
Minutes of November 08, 2017**

| Present | Area           | Representative | Present | Area                          | Representative   |
|---------|----------------|----------------|---------|-------------------------------|------------------|
|         | Custodial      | Jenny Graft    | x       | Dining Service                | Mary Miller      |
| x       | Custodial      | Kari Hinden    | x       | Dining Service                | Mary Ann Felmlee |
| x       | Office Support | Lisa Koppelman | x       | 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 8:34 am.

Approval of October meeting minutes – copies handed out at meeting.

Last month's minutes approved.

Human Resources report:

- Benefit enrollment going on through November 10th; in WebAdvisor.
- Questions should be directed to Nicole in HR.

Department Reports:

- Bookmark/Library/Post Office
  - Scratch-off coupons were sent out from the Book Mark.
  - Now is their quieter time, until the holidays.
- Custodial
  - Nothing to report.
- Marketplace
  - Bakery has their holiday bake sale going on. Jeri Miller emailed them out but Mary Ann brought extra copies with prices and what's available.
  - Jim Dontje had microgreens from the greenhouse - sunflower shoots were tasty. Might be something coming to the marketplace (in the deli).
- Facilities
  - Installing new risers in the Chapel (outside company).
- Campus Safety
  - New officer starting November 12, Stephanie Bauman.
- Academic/Administrative
  - Nothing to report.

Old Business:

- Holiday luncheon planning
  - Entertainment -
    - Discussion of 'elf yourself' and idea to do for party.
  - Gifts - spoke to Finance
    - Gifts cannot be gift certificates/gift cards for monetary value, but can

be like for a voucher for 2 pizzas (like the turkeys/ham certificates, because it's specific).

- If the College gives you any money, then it counts as taxable income.
- Gift value is complicated as well - has to be for a specific item.
  - Leave the tags on it, and can take to the Book Mark to exchange sizes.
- We cannot ask for donations from businesses (consulted Advancement).
- People like looking at the gift table. Getting ideas for theme baskets/bundles.
- Fun to get back to calling a name - identifying the coworker who you know and are excited for each other.
- Fewer gifts - drawing names for those 25.
- Looked into place setting party favors - would cut into the budget too much to do it.
  - Idea - put a message out on the table with a ribbon. Put a quote.
    - Email quotes to Mary and she will put them together and get them printed in color.
  - Heidi might be able to order a treat in bulk; she and Mary will consult.
- Gift committee members will split up to do purchasing.
- Alcohol - if it's donated we'll accept it but we won't spend our funds on it.
- Jean will share what she has from last year in terms of gift records.
- Invitations -
  - Proof reviewed of invitation and program.
- Food Shelf Donations -
  - Confirm monetary amount; will also put on faculty/admin announcements
  - Heidi will confirm with Finance and notify Lisa O & Jean.

#### New Business:

- SPC Box: Nothing was in the box.

#### Announcements and Reminders:

- No reminders.

#### **Call for Agenda Items for Next meeting:**

- Any final party planning issues.

Motion to adjourn & seconded 9:22 am.

**Next meeting: Wednesday, December 13, 2017**

**8:30 AM - 9:30 AM - Konferensrum (JCC 203A)**



Address all suggestions, questions, and concerns to:

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

A series of 12 horizontal lines provided for writing suggestions, questions, and concerns.



