

**Staff Personnel Committee
Gustavus Adolphus College
Minutes of December 13, 2017**

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

Chair Jean Noren called the meeting to order at 8:35 am.

Approval of November meeting minutes – everyone received a copy.

Last month’s minutes approved.

Human Resources report:

- Barb Lundgren and Renae Steirlen who do payroll will be moving to Finance (effective like January 1st).
- They are working out what goes under Payroll and what is handled in HR.
- Ann Johnson (in Advancement for 16 years) will now be the HR business partner (moving into HR office). Moving over into the office around February 1st.

Department Reports: Everyone is busy!!

- Bookmark/Library/Post Office
 - Holidays sale.
 - Business after hours (Saint Peter Chamber event for community members) being hosted in the Book Mark - Tuesday 12/19 5-6:30pm.
- Custodial
 - New full time employee started yesterday - Christine Veldman.
- Marketplace - Nothing to report.
- Facilities
 - Be more aware of equipment - especially with snow removal. Watch out for snow blowers, etc.
- Campus Safety - Nothing to report.
- Academic/Administrative
 - Cookie party yesterday.

Old Business:

- Holiday luncheon planning -
 - Program/Invites - all ready; programs will be picked up that morning to put on tables. Lisa has list of RSVPs and will be coordinating service award photographs.
 - Entertainment - G3 will tie in Book Mark ugly sweaters - 15 minutes.

- Sold out of ugly sweaters in a day and a half
- Steve will not be here to be able to be MC
 - Made recommendations for possible replacements, Jean will follow up, as well as confirming Chaplain.
- Gifts -
 - Done up in bundles/baskets.
 - Departmental donations - Book Mark donated a tool chest, Athletics donated a large quantity of items, Kathy Lund Dean again donated a food/gift basket.
 - Coordinated gift again for the non-Gustavus dishwashers.
- Food Shelf -
 - Will have table set up night prior for Admin/Faculty party (make sure the money jar is held and brought back out for tabling at our party). Jean can take the money jar Tuesday night and bring it back Wednesday morning.
 - Donation table - set up downstairs so don't have to move them between the two events.
 - Amy Brown again offered to assist.
- Name announcements for prize drawing -
 - Jenny and Mary will be announcing names.
 - Lisa will bring the cut list of names to draw from the list of RSVPs.
- Jean has a detailed outline/overview for day-of, will put in the google team drive for future reference.
 - Service awards - Julie will not be able to attend so Taylor will check with Nicole if she can do that part of the ceremony.
 - We'll leave the service awards in their boxes to ease the handouts.
 - Jean will do the speaking on behalf of the committee.
- Table layout -
 - Lisa will confirm with Margi - 2 tables on right for gifts/prizes; 1 on left for service awards; 2 downstairs for food shelf; 1 for punch under stairs.

New Business:

- Meeting has run over time so will need to cover the box note at next meeting.
 - 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."

Announcements and Reminders:

- No reminders.

Call for Agenda Items for Next meeting:

- SPC box.
- Service awards.
- Party feedback.

Motion to adjourn & seconded January 10, 2018..

Next meeting - Wednesday, January 10, 2018
8:30 AM - 9:30 AM - Konferensrum (ICC 203A)



Address all suggestions, questions, and concerns to:

Staff Personnel Committee (SPC)
PO Box B-36
