

**Staff Personnel Committee  
Gustavus Adolphus College  
Minutes of February 14, 2018**

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		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 8:30 am.

Approval of January meeting minutes – everyone received a copy.

Last month’s minutes approved.

Human Resources report:

- Enhancement Days - 30 hours of professional development was offered for employees.
  - 145 people attended sessions last week.
  - They are working on a survey for enhancement days - for those that attended and those that didn’t (to assess why people didn’t attend).
- There was a hired speaker Kim Schultz, who gave a presentation on authentic living and her work with refugees; she will be coming back March 7th for a one-act play. More information coming soon about the play.
- Catching up from last week - currently have 11 jobs posted on the HR job site
  - (3 posted in the last week). Director of Prospect Management, Gift Planner, Principled and Planned Giving Officer (Advancement); Custodian (one was filled yesterday); PM cook position that was approved yesterday by Cabinet (Dining Service); Director of Maintenance Services, Construction Project Manager (Facilities); Assistant Comptroller (Finance); Information Support Specialist (GTS, starting interview process); and Provost and Dean of the College (being handled by a search firm).
- Question about Wellbeing speakers in Fall -
  - HR was not involved with those programs, not sure if will be happening in Spring.

Department Reports:

- Bookmark/Library/Post Office - no representative present
  - Nothing to report.
- Custodial - Nothing to report.
- Marketplace
  - Night cook is leaving.
  - Steve Braun - worked in the Wok for a while, made burritos. They found out he passed away over the summer. His obituary is posted on their board.

- Best way to send thanks to Dining Service (follow up from last month's meeting):
  - They post thank you notes on the board and everyone reads them. They do work hard for their own party.
- End of Mary Miller's term - recommendation Traci Stoffer to replace her.
- Mary Ann can stay on an additional year for the transition (for an additional term).
- Facilities
  - South mall project - more heavy equipment back there.
  - Cutting trees currently.
  - Will start digging in the next week or two.
  - Be careful! Look where you are walking around equipment.
- Campus Safety - Nothing to report.
- Academic/Administrative
  - All Employee Meeting is on Thursday at 3:30pm in Alumni Hall.
  - Is there any feedback or information that can be shared about the budget survey from last March?
    - Jean will try to follow up (budget survey message was sent out by Kris Hank).
  - Question about other employee satisfaction survey sent last year.
    - They've mentioned it at the All Employee meetings; seems to be in review/action plan stages.
    - Some items being addressed in employee enhancement days.
  - Would be nice to get some kind of statement of outcomes from community surveys.

### Old Business:

- Ideas for gifts - review of suggestions collected in the past
  - Jean and Taylor did a review of prior survey and current items.
    - Observations - increments are not scaled/consistent
    - Prepared a spreadsheet for SPC of current gifts, price point, and recommendations from prior survey.
    - This is only support staff feedback, collected by the Committee prior year (when Barb Lundgren was interim head in HR).
      - Jean will follow up with Philly from Advancement about their gift structure and purchasing.
  - Talk to people for ideas to see what you think.
    - Gustavus blanket, Travel mug, Jacket [clothing items are not recommended - too difficult to deal with gender/sizing issues].
  - There are tax and budgetary requirements; we will not have the final say. We are just brainstorming.
  - Money is spent in other areas (a fruit tray is \$28, so that is more than someone gets for 15 years of service).
  - Cash for first three years? But then there is no physical reminder

- People seem to want functional versus decorative.
- People would rather have the day off than money.
  - Choice of item or time off.
- Some people have maxed their PTO, so a day off isn't as useful.
  - Let them pick day off or day's pay.
- Offer new option and let them choose (old or new), and then evaluate if no one is choosing an option (so if nobody chooses the clock or orrfor for a certain number of years, phase it out; but would take some time because there aren't those awards every year).
  - Don't want to hurt College's relationship with Swedish Kontur. Traditions.
- Send out survey to administrators?
- Offer way to complete it that is not via email.
- Timing for review is good because the Cabinet will be talking about gifts and taxes.

New Business:

- SPC Box: Nothing was in the box.

Announcements and Reminders:

- No reminders.

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

- No new items for next meeting.

Motion to adjourn & seconded 9:25 am.

**Next meeting : Wednesday, March 14, 2018, 8:30 AM - 9:30 AM - Konferensrum (JCC 203A)**



Address all suggestions, questions, and concerns to:

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

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