

**Staff Personnel Committee
Gustavus Adolphus College
Minutes of April 11, 2018**

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

Chair Jean Noren called the meeting to order at 8:32 am.

Approval of March meeting minutes – everyone received a copy.

Last month’s minutes approved.

Human Resources report: No representative present.

Department Reports:

- Bookmark/Library/Post Office - no representative present.
- Custodial
 - Issue on breaks that start on a College holiday (like the Friday before this year’s Spring Break was Good Friday), that leaves garbage/mess until the Monday after.
 - Write up a summary and Jean will see how to pass that on.
 - *Update after meeting: Jean used information provided to draft an email to Larry Teat who said he appreciated the feedback and was going to review with his department to see how to best service the community around breaks.*
- Marketplace - no representative present.
- Facilities - no representative present.
- Campus Safety
 - Assistant Director left at the end of March to be Director of Safety and Security at Hamline.
- Academic/Administrative
 - Nothing to report.

Old Business:

- Service Awards - proposal was presented to 3.3/3.4 strategies group.

- People liked the idea of multiple options; something for everyone, streamlined, and a certificate to hand someone.
- Other feedback - felt corporate, that some people might not want to promote consumerism.
 - St Johns, Hamline, Butler University, Purdue, Notre Dame - other higher education groups that use this program.
 - The service is able to do a charity choice gift donation, will need to check due to our non-profit status.
- Could you offer both options?
- Budget - they asked about shipping.
 - Varies depending on the specific item (\$7, \$11, etc).
 - They order what they like and it ships to their house and then Gustavus would have to pay for the shipping.
- Can we support local businesses?
 - Challenges with tax laws concerning gift cards.
- 1 yr/3 yr recognition: Length of service awards cannot be within first 5 years due to tax laws.
 - But could still do recognition (like frost-your-own).
- There was discussion at that group - could try something different and always go back. That group was asked to come up with their own ideas.
- Status right now: 3.3/3.4 group are having discussions.

New Business:

- SPC Box: Nothing was in the box.
- There is an Administrative professionals day in April - is there a way to do that at the institutional level for more groups to show you're appreciated (like Custodians).
 - Would be nice to have acknowledgement. Thanks for everything that you do.
 - If there is a new Staff Association, maybe some sub-section of that can work on developing recognition systems (training leaders, sending notices to the community about recognizing different groups, etc).
- Plan for SPC for next year:
 - We don't know the status of the proposed Staff Association, and will likely need to support the holiday party process, so we will continue to meet in the Fall as we await those possible changes or recommendations.
- Next year's representatives, have them attend May meeting.
 - Custodial - Kari returning (Jenny can assist with party/meetings backup).
 - Dining Service - Lisa O will email Mary Miller - they had mentioned a possible replacement, will see if that person will be a representative next year and if they can come to the May meeting
 - Lisa K/Jean returning.

Announcements and Reminders:

- No reminders.

Call for Agenda Items for Next meeting:

- No new items for next meeting.

Motion to adjourn & seconded 9:34 am.

Next meeting Wednesday, May 9, 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**
