

**Staff Personnel Committee
Gustavus Adolphus College
Minutes of May 9, 2018**

Present	Area	Representative	Present	Area	Representative
	Building Services	Jenny Graft		Dining Service	Mary Miller
	Building Services	Kari Hinden		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
	Facilities	Dean Willaert	x	Human Resources	Taylor Ziemke

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

Approval of April meeting minutes – everyone received a copy.

Last month’s minutes approved.

Human Resources report:

- There are six current jobs posted on the web site: Custodian, Assistant Director Campus Safety, Chaplain And Director of Campus Ministries, Mental Health Therapist, Construction Project Manager, and Director of Maintenance Services.
- The Director of Career Development position is being managed by a search firm, so the job posting will be on their page (and then our site will have a posting that matches theirs).
- Julie has been leading Emerging Leaders sessions; the first one was at the end of April. It is a six month program, two days per month (April - September).

Department Reports:

- Bookmark/Library/Post Office
 - Introducing to the Committee Danielle Burger from the Book Mark, she will be replacing Heidi as the Book Mark’s representative for next year.
 - Book Mark Specialist - ordering supplies, clothing, managing student employees (Jackie and Diane’s former responsibilities).
 - Will have been here a year on July 10th
 - 21st-29th - 20% off discounts across store.
 - Getting ready for summer camps.
- Custodial - no representatives present; had a departmental meeting scheduled during this time.
 - Seasonal breaks issue (when students leave on/after a Holiday when staff are not scheduled in buildings so trash sits over the weekend/break). Follow up notes were added to April meeting notes; Jean was able to connect with Director Larry Teat.
- Marketplace - no representatives present
- Facilities - no representatives present
- Campus Safety -
 - Accepting/reviewing applications for our Assistant Director of Campus

Safety - Emergency Preparedness position.

- What does that entail?
 - Our department has a structure with two Assistant Directors - one with a focus on Patrol and Investigations (supervising patrol training and procedures, investigating incidents, managing officer scheduling) and one with a focus on emergency management and planning.
 - From job description:
 - Manage College's Emergency Preparedness Program - emergency management certification, organizing and ensuring training of campus emergency response team, conducting drills and writing emergency plans.
 - Directly responds to or dispatches officers to respond to all incidents on campus; Supervises Campus Safety Officers during an assigned shift.
- Academic/Administrative
 - The administrative assistants had an office supply swap that went well, promoting cost-saving by sharing supplies one area may no longer need.
 - In April - Provost's office sponsored a recognition breakfast for academic administrative assistants.
 - Both groups of Admin assistants are having an off campus social on Friday.

Old Business:

- Service Awards - still pending review by the 3.3/3.4 Strategic Action plan group.

New Business:

- SPC Box: Nothing was in the box.

Announcements and Reminders:

- Upcoming employee meetings:
 - All-Employee Meeting - Thursday, May 24th 2:30pm (Alumni Hall).
 - Gustavus Employee Picnic - Tuesday, June 5th, 11am-1pm (Evelyn Young Dining Room).

Call for Agenda Items for Next meeting:

- No new items for next meeting.

Motion to adjourn & seconded 8:55 am.

Next meeting Wednesday, September 12th, 2018 at 8:30am in the Konferensrum.



Address all suggestions, questions, and concerns to:

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