

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

Present	Area	Representative	Present	Area	Representative
x	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		Human Resources	Taylor Ziemke

Chair Jean Noren called the meeting to order at 8:30 am.

- Approval of May meeting minutes – a copy of the notes was passed out to review.
- Last month’s minutes approved.

Human Resources report:

- Jean spoke with Taylor who is not able to attend.
 - New Employee on-boarding is the 1st and 3rd Tuesday of every month and is going well.
 - They took feedback from different areas on information new people received,; they now have a checklist of all the topics they need to cover and steps to take. HR trying to make it more streamlined for new employee process - and so that the same message given to all new employees.
 - Feedback from Book Mark - their new employee ended up going through it and knowing more than some existing employees. They also got a folder they can refer to. She was impressed and they thought what she learned was good too.
 - As you get new employees and hear feedback, pass that on for continual improvement.
 - Jean will follow up and get the new employee packet and checklist to share.
- Larry Teat starting October 2nd - new Director of Building Services in Facilities.

Department Reports:

- Bookmark/Library/Post Office
 - New employee Danielle - Jackie retired and Diane is full time in Post Office now, so now she’s a more combined position.
- Custodial
 - Going to single sort recycling - all in one bins.
 - Many are used to single-sorting at home.
 - If it’s large shipping cardboard, please don’t try to shove those into the smaller co-mingling containers. But any small cardboard can go in.
- Marketplace
 - Staffing postings/changes:
 - Hired Steve Berg as new night cook.

- Hiring again for a departure 2 weeks ago.
 - Amy Schwegman is new Marketplace supervisor.
 - David Ferch - memorial service was in July. Many attended service in Waseca and it was a beautiful tribute to him.
 - Suggestion regarding bulk mailings/booklets - those advertising pamphlets that go out to everyone; might be a waste to send to everyone, would be more economical to allow employees to opt-in for those instead of sending to everyone.
 - So many get thrown away - some may really want to receive it but others do not.
 - Some can find the information online.
 - Need more training about recycling, composting.
 - Add to NEO, Enhancement Days, etc? Train students too.
 - Refer to President's Council on Sustainability.
- Facilities
 - Baseball field getting close to completed.
- Campus Safety
 - Posting for a full-time officer position; part-officer officer.
 - Lisa is attending a feedback forum on the future Lund Center renovation, anything to suggest/comment?-
 - Windows to look outside when working out- more light.
 - Better fans to cool down when working out.
 - Sidewalk isn't great outside - hard to transport food there (uneven, can cause tripping).
 - Any current safety issues can be reported to Dale Plemmons.
- Academic/Administrative
 - Administrative Assistants are meeting Tuesday the 19th; Marni Dunning speaking about advising program Starfish.

Old Business:

- Employee Survey -
 - Presented to Cabinet and they are working on action plans.
 - David Menk said they Received 4 paper surveys and the rest were online.

New Business:

- SPC Box: Nothing was in the box.
- Annual Support Staff Holiday Luncheon - starting to plan that next month.
 - Lisa K & Mary - in charge of gifts, add 2 new people.
 - Discussion about the gifts/door prizes and how it compares to the annual picnic (where not everyone expects a gift/prize).
 - Try a strategy where we have fewer but higher quality gifts.
 - Some items are given by department donation, not all are purchased.
 - Possibly then having something at each place setting.

- Change wording on invitation to indicate something like '10 prizes available for those that RSVP'd.'
- Poinsettias are 'extras', how to invite the taking of those for those that want them.
- Need volunteers to stay and help clean up.
 - Jean will reach out to Steve to ask him about MCing again this year, and re-visit discussion about recruiting clean-up volunteers in addition to serving volunteers.
- Review Service Awards - suggested project for Spring.
 - Do an evaluation of the service awards and prepare suggestions to present to the Cabinet
 - Not just the support staff awards but for faculty/administrators as well - to unify and evaluate those awards.

Announcements and Reminders:

- No reminders.

Call for Agenda Items for Next meeting:

- No new items for next meeting.

Motion to adjourn & seconded 9:30 am.

Next meeting Wednesday, Wednesday, October 11, 2017 in the Konferensrum room.



Address all suggestions, questions, and concerns to:

Staff Personnel Committee (SPC)
PO Box B-36
