

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

Present	Area	Representative	Present	Area	Representative
x	Custodial	Jenny Graft	x	Dining Service	Traci Stofer
x	Custodial	Kari Hinden	x	Dining Service	Mary Miller/ Mary Ann Felmlee
x	Office Support	Lisa Koppelman	x	Bookmark/Library/Print & Mail	Danielle Burger
x	Office Support	Jean Noren	x	Campus Safety	Angie Hanson
	Facilities	Dean Willaert	x	Human Resources	Taylor Ziemke

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

Approval of September meeting minutes – everyone received a copy.

Last month’s minutes approved.

Human Resources report:

- Benefit Enrollment 10-29 thru 11-2. There will be 5 sessions. Nicole Goebel highly recommends coming to one of them. Free swag will be available.
- 8 open positions (you can find job postings on the Gustavus Human Resources website).
- New HR website went live yesterday. Check it out!
- Julie Kline has resigned.
- Nicole Goebel has donated a fitbit to SPC for the Holiday Party.
- Taylor will be on maternity leave starting in November.
- Starting to plan Employee Enhancement Days.

Department Reports:

- Bookmark/Library/Post Office
 - Deadline approaching for Design a T-Shirt.
- Custodial
 - Nothing to report.
- Marketplace
 - New Catering Supervisor - Connie Weber
 - Nobel/Board of Trustees/Homecoming week was busy and we got through it!
- Facilities
 - Chief Operating Engineer position is posted.
- Campus Safety
 - Interviewing for part time positions.
 - Clery Act posted. This is a federal statute requiring colleges and universities participating in federal financial aid programs to maintain and disclose campus crime statistics and security information . You can find more information by searching for Clery Act on the Gustavus website.

- Academic/Administrative
 - A question was raised regarding the service awards not presented in spring of 2018. Per Human Resources, there was a miscommunication between Human Resources and Alumni and Parent Engagement. The names were announced at the President's Opening Reception. Gifts will be handed out shortly by Alumni and Parent Engagement Office.
 - Employee Award Nominations are being taken. Deadline to nominate is October 12th.
 - Archives Tours available. 10/10, 10/15, 10/26, 10/30.

Old Business:

- Survey will be sent out by HR. More details to come..

New Business:

- SPC Box: Nothing was in the box.
- Holiday Party Responsibilities

Announcements and Reminders:

- Next meeting is November 14th..

Call for Agenda Items for Next meeting:

- No new items for next meeting.

Motion to adjourn & seconded [10:00] am.

Next meeting Wednesday, November 14, 2018 in the Konferensrum room.

Wednesday, September 12, 2018

8:30 AM - 9:30 AM Staff Personnel Committee - Konferensrum (ICC 203A)

Wednesday, October 10, 2018

8:30 AM - 9:30 AM Staff Personnel Committee - Konferensrum (ICC 203A)

Wednesday, November 14, 2018

8:30 AM - 9:30 AM Staff Personnel Committee - Konferensrum (ICC 203A)

Wednesday, December 12, 2018

8:30 AM - 9:30 AM Staff Personnel Committee - Konferensrum (ICC 203A)

Wednesday, January 9, 2019

8:30 AM - 9:30 AM Staff Personnel Committee - Konferensrum (ICC 203A)

Wednesday, February 13, 2019

8:30 AM - 9:30 AM Staff Personnel Committee - Konferensrum (ICC 203A)

Wednesday, March 13, 2019

8:30 AM - 9:30 AM Staff Personnel Committee - Konferensrum (ICC 203A)

Wednesday, April 10, 2019

8:30 AM - 9:30 AM Staff Personnel Committee - Konferensrum (ICC 203A)

Wednesday, May 8, 2019

8:30 AM - 9:30 AM Staff Personnel Committee - Konferensrum (ICC 203A)

No meetings June, July, August



Address all suggestions, questions, and concerns to:

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