

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

Present	Area	Representative	Present	Area	Representative
x	Custodial	Jenny Graft	x	Dining Service	Traci Stofer
	Custodial	Kari Hinden		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	Nicole Goebel

Chair Jean Noren called the meeting to order at 8:36 am.

Approval of October's meeting minutes – everyone received a copy.

Last month's minutes approved.

Human Resources report:

- Gustavus Staff Council will be introduced at Employee Enhancement Days pending Cabinet Approval.
- Service Awards are going to be handled differently moving forward. Please watch for more information to come through a memo from HR that will be sent out in the coming weeks.
- Taylor is on maternity leave and will be returning in January 28th.
- Employee Enhancement Days are February 4-8. Planning has started for the events for that week, more details to come.

Department Reports:

- Bookmark/Library/Post Office
  - Design a T-Shirt winner announced. Cliff McDonald won the contest. He is a junior art major. T-Shirts will be available soon to purchase in Bookmark.
  - Christmas has arrived at the Bookmark! Please stop in at the store to see the AMAZING decorations and gifts available.
  - Holly Days are coming up - Watch for for the calendar of upcoming sales during the month of December.
- Custodial
  - Larry Teat has left Gustavus
  - With Larry's departure, Paul Matzke has accepted an interim position as Assistant Director, Building Services.
- Marketplace
  - There is a Marketplace Supervisor position open.
- Facilities
  - Nothing to report
- Campus Safety
  - 2 new part time officers have been hired.

- Tim Sisk will be moving into the Campus Safety office. His role will remain the same.
- Academic/Administrative
  - Holiday Cookies and Cocoa will be December 11th.
  - Finance: Last check run will be December 20th. Please get all of the RFP's in before December 20th.

Old Business:

New Business:

- SPC Box: Nothing was in the box.
- A question was brought up in regards to what happens to the leftover food from the Holiday Party, which brought up an even larger question, What happens to any leftover food in Dining Service.

After speaking with Kevin Birr, Dining Service Assistant Director of Operations he stated that there is very little food leftover. There are processes in place for what happens when this does occur. Any cooked food that was never put out to serve will be reused or made into different dishes. Anything that has been put on the line but not emptied (ie. 1/2 a pan left of a dish) will be composted as it can not be reused or donated. We do donate food that is nearing the expiration date and that we won't be able to use before the expiration date. We work with groups around the area that take donations. Any further questions can be directed to Kevin Birr or Steve Kjellgren.

Announcements and Reminders:

- Next meeting is December 12th..

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

- No new items for next meeting.

Motion to adjourn & seconded 9:55 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**

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