

**Staff Personnel Committee  
Gustavus Adolphus College  
Minutes of March 13, 2019**

Present	Area	Representative	Present	Area	Representative
x	Custodial	Jenny Graft	x	Dining Service	Traci Stofer
	Custodial	Kari Hinden		Dining Service	Mary Ann Felmlee/Mary Miller
x	Office Support	Lisa Koppelman		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 8:36 am.

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

Last month's minutes approved.

Special Guest Kathi Tunheim joined the meeting this morning.

Human Resources report:

- There are 7 open positions on the website
- There are 2 new interns working in HR. They are working on updating the Staff Handbook.
- Online evaluations are going well. 326 self evaluations have been completed. Building Services and Dining Service evaluations are due this Friday, March 15th.
- The Gallup survey is launching next week. Look for details in your Gustavus email.
- There is a Benefit survey coming soon. Look for details in your Gustavus email.
- Care Share website is launching soon.

Department Reports:

- Bookmark/Library/Post Office
  - Nothing to Report
- Custodial
  - Travis Jordan has accepted the Director of Physical Plant position. Congratulations Travis!
  - Idea for Inside Gustavus - Post a blurb about the different positions at Gustavus and what those employees do day to day.
- Marketplace
  - The Kitchen Cabinet is having a Name the new Cafe contest. You can enter your idea in the Dining Service office.
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- Facilities
  - Nothing to Report
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- Campus Safety
  - The Campus Safety office is adding office space.
  - The Gustavian Weekly has moved to Olin.
  - There are 2 Campus Safety Office positions open (1 part time, 1 full time)
- Academic/Administrative
  - There is a meeting with Finance next week to talk about all things Finance and go over year end procedures.

Old Business:

- No old Business
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New Business:

- No new Business
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Announcements and Reminders:

- No announcements.

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

- Next month we will review (nothing to review)

Motion to adjourn & seconded 9:28 am.

**Next meeting Wednesday, April 10, 2019 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)**

