

**Staff Personnel Committee
Gustavus Adolphus College
Minutes of September 12, 2018**

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

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

Approval of May meeting minutes – everyone received a copy.

Last month’s minutes approved.

Committee representatives: Mary Miller and Mary Ann Felmlee will share one position.

Human Resources report:

- Brought a listing of the current job postings.

Department Reports:

- Bookmark/Library/Post Office
 - Doing Dec-out your dorm competition
 - Poster sale is rescheduled - September 19-20
 - Doing a t-shirt contest - design a t-shirt and will be sold in BookMark
 - Game day specials during football games
 - Halloween sale at 31% sale in October
 - Holly-days sales in November/December
 - Dorm delivery for books and any other class supply - increased from last year
- Custodial
 - Four new supervisors
 - Move In Crew system seemed to work well
- Marketplace
 - Freshman banquet- special needs are up (i.e. 40 vegetarian meals)
 - Dairy alternative requests are increasing
 - Sweet potatoes, fajitas, new variety of gluten-free items
 - Additional new items will be added to the regular menu
 - New catering system has been implemented: watch for new invoices
 - Still in need for additional supervisors
- Facilities
 - Nothing to report.
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- Campus Safety
 - Nothing to report.

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- Academic/Administrative
 - Busy beginning of the school year.
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Old Business:

- Service Awards proposal from last spring: a quick employee survey will be sent out to receive feedback regarding the possibility of moving to a new service award system.
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New Business:

- Gustavus Staff Council (including exempt/non-exempt employees) - feedback sessions will be planned during Employee Enhancement Days to gather interest for the council, nominations and voting will occur in February.
- Traci Stoffer - volunteered to be the Secretary/Note Taker for SPC
- SPC Box: Custodial and Dining Service will create a Comment Box at their areas to receive additional feedback from support staff.

Announcements and Reminders:

- No announcements.

Call for Agenda Items for Next meeting:

- Next month we will review the Holiday Party Timelines

Motion to adjourn & seconded 9:28 am.

Next meeting Wednesday, October 10, 2018 in the Konferensrum Room.

Wednesday, September 12, 2018

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

Wednesday, October 10, 2018

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

Wednesday, November 14, 2018

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

Wednesday, December 12, 2018

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

Wednesday, January 9, 2019

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

