Staff Personnel Committee
Gustavus Adolphus College
Minutes of January 11, 2012

Representatives Present:
Kirk Beyer (Human Resources); Anna Lokensgard (Academic/Admin Support); Tracey Peymann (Academic/Admin Support); Andy Biedermann (Bookmark/Library/PO); Rick Dahn (Custodial); Mike Kolek (Custodial); Victor Cerritos (Marketplace); Nancy Petrich (Physical Plant); Lisa Octigan (Campus Safety)

Chair Mike Kolek called the meeting to order at 8:34 am.

Approval December meeting minutes – everyone received a copy. Mike noted the PTO accruals was not a personal request. Hasn’t yet been posted, Nancy will follow up she did give the list. Minutes will be edited for posting online and in library reserve binder.

Last month’s minutes approved.

Kirk Beyer’s report:
- Thanks for work on the Christmas party. It was excellent again.
- Coming up – employee health screening; can sign up for that now. Through Health Service this year. Filling up fast – first few days are full already. Letters will be sent to remind people of their scheduled time. Information was sent out; sign up soon if interested.
- Employee Enhancement Days – Feb 1st and 2nd – Personal Strengths and how to identify and use those. Wednesday the 1st – Kirk will conduct session. Thursday, Kathy Tunheim will be talking about life gifts and how to use those. Dale Plemons is arranging for CPR training for Jan 31st (Tuesday). Hoping to be able to get a classroom in Lund for this year. Rochelle Dosch planning Lunch and Learn for that period. Once plans are set, there will be an HR newsletter with the full information. Stay tuned.

Department Reports:
- Bookmark/Library/Post Office – nothing to report
- Custodial – nothing to report
- Marketplace – nothing to report
- Physical Plant –
  - Christmas party input – someone asked if some items can be at a separate table, an hors d’oeuvres table because plate too full by the end of the line.
    - In the past – hors d’oeuvres were set up in back, but had to walk past to go through line for food, caused congestion. Switch was intentional. Can discuss again next year.
    - Or have a separate salad plate? But hard to balance two plates going through the line.
- Campus Safety – nothing to report
● Academic/Administrative – nothing to report
  o Someone asked why they weren’t getting paper copies of minutes – these are now posted online.
    ▪ https://gustavus.edu/committees/spc/

Old Business:
● Employee Tobacco Survey – results are tallied but not posted yet. They are working on a public forum to be held sometime in February.
● Recycling information - did get some information and Nancy will follow up so something can be included in HR newsletter.

Christmas Party –
● Anna will send a list to Lisa of people for thank you notes.
● Thank you note from St Peter Area Food shelf
  o “Thank you very much for your donation of 235 pounds of food and $272.00. The hams were an especially nice thing to be able to offer to our clients for Christmas. There are many area families having a difficult time. We are so grateful for your help. – St Peter Area Food Shelf”
  o Nancy will coordinate the College matching the funds raised.
● Musicians - eat before we open the doors? When the food is ready might affect that. And one person who served and then performed didn’t get a chance to eat (cold plate of food at table until after performance).
● Splitting up the gifts seemed to work well; prizes went smoothly. Three full tables helped so it was spread out so people could look.
● Skipped bigger prizes – nobody mentioned it. Didn’t have any separate large things. Good way to do it if there is a big prize donated.
● Didn’t hear any complaints about time.
● Someone approached Anna about donating items for next year– she directed her to contact Kirk for next year since Anna won’t be on the committee next year.

New Business:
● SPC Box: “Why are the support staff asked to donate food/money to the food shelf whereas the faculty/administration was not asked to do the same thing?”
  o It’s our choice – it’s not mandated.
  o The faculty/admin party isn’t planned by the SPC. It’s done through the President’s office and is just hors d’oeuvres in the evening.
  o Nobody is forced to give anything.
  o Administrative/Faculty don’t get hams or turkeys.
  o Could we have that collection available for a longer period of time?
    ▪ Could identify to contact Nancy if you want to donate outside of the party time.
  o We could announce that faculty/admin can contribute as well. Or make it an all-day thing. Or set up in front of the book store.
  o Next year – Nancy will say Gustavus community can contribute – not limited to support staff. Might get more donations that way.
Student donations? – Can they donate extra food from their meal plans? Some groups have done that during tabling, contact Steve on that and what the options are.

Announcements and Reminders:

- Anna and Tracey will be attending the Administrative Assistant meeting to discuss the Staff Personnel Committee with that group in February, will be looking for at least one replacement.
- Kirk will not be attending the Feb 8th meeting.

Call for Agenda Items for Next meeting:
- Nothing.

Motion to adjourn & seconded 9:02.

Next meeting Wednesday, February 8th in the 49'er room.

Address all suggestions, questions, and concerns to:

Staff Personnel Committee (SPC)
PO Box A-22