Staff Personnel Committee  
Gustavus Adolphus College  
Minutes of January 12, 2011  

Representatives Present:  
Kirk Beyer (Human Resources); Anna Lokensgard (Academic/Admin Support); Tracey Peymann (Academic/Admin Support); Mike Kolek (Custodial); Sheila Volk (Marketplace); Victor Cerritos (Marketplace); Nancy Petrich (Physical Plant); Lisa Octigan (Campus Safety)  

Chair Mike Kolek called the meeting to order at 8:33 am.  

Approval of December meeting minutes – everyone received a copy. Accepted with one correction (David Menk’s name).  

Last month’s minutes approved.  

Kirk Beyer’s report:  
- Health Screenings Jan 31st - Feb 4. and Feb 7th through 11th. Still have a lot of openings. Everyone should have received a notice through campus mail explaining health screenings.  
- Enhancement Days 1st and 2nd of February.  
  - Will also have Lunch and Learns in that schedule.  
    - Tuesday: Chiropractic clinic - 5 essentials for wellness.  
    - Wednesday: Rachelle Dosch working with dietitian to schedule something about nutrition.  
  - Chris Heeter wants to bring a dog or two to her presentation, so can’t stay in Guest House. Driving from Ham Lake so will have later start time to accommodate. Don’t have the others scheduled for that Wednesday yet other than Lunch and Learn.  
- Inordinate number of people falling on campus - caution everyone to be very careful when walking. Some of the injuries have been serious. Challenging winter for the Physical Plant.  
- Thanks for the Christmas party - heard many good things about it.  
- How is the new office?  
  - Great. HR is now in Admin. Up the stairs from the back, around the corner to the left next to President’s Office where Marketing used to be.  

Department Reports:  
- Bookmark/Library/Post Office – Colleen no longer working during the day, will need to find a replacement. She’s on call as needed and no longer full time. Lisa will try to find a volunteer to fill in until the next elections.  
- Custodial – Note from custodian about GustieWare - not only students leaving GustieWare - faculty and staff as well. GustieWare thrown right in the trash. Send
out a group email to everyone on faculty/staff listing what they should do with GustieWare - imploring not to throw away?
  ○ Can Dining Service put something in Inside Gustavus? Sheila will contact someone. Maybe at the beginning of 2nd semester since not everyone here for J-term.
  ○ Dining service staff are not going to pick up GustieWare, the users are supposed to be bringing it back.

- Marketplace – People asking what or who are the grade levels, is there a way we can get a posting of what the Grade levels are?
  ○ Should be in the reference section of the library.
  ○ Kirk will ask Nadine to send a copy over to Sharon for Dining Service.
  ○ Sharon leaving at the end of this month.

- Physical Plant – Working on offices for Center for Servant Leadership/ Linner lounge. Going to be done in 2 phases; remodeling Linner in this phase, next will be opening wall between Career Center and bumping it out more. Then old Community Service space will become new Linner Lounge (during Phase 1). Not sure when Phase 2 will begin.

- Campus Safety – EHS position interviews begin next week, bringing in 2 candidates for all day sessions. Look for notices about open community sessions to meet the candidates. January 18th and 24th.

- Academic/Administrative – Is there a central location (like HR) that anyone can call for a substitute/on call employee list, rather than each department trying to hunt someone down on their own? Can HR send out inquiry among Gustavus community?
  ○ When people leave, HR asks if they are interested and keep them on an on call list. There are a number that initially do that and then after a while don’t want to do it anymore. Do have a list, not very long. Also difficult, some only want to work certain times of the year (not during winter). Don’t have enough folks, and those willing to work are already working.
  ○ Refresh or update that list lately?
    They have left it up to the individuals to let us know if they want to work here. People who have worked at Gustavus. If departments want help finding someone, sometimes they call with certain person in mind. Or they use a temp agency. If a department contacts HR - they request the department call the person directly, since the department knows what they need.
  ○ If a department has a name of someone who hasn’t worked here before? That’s fine. Have been able to fill a number of those even recently.
  ○ When departments call HR if someone is available they let them know.
  ○ Department should go to HR for that list, if they have someone in mind should call HR anyway.

Old Business:
- Thank you notes for the Christmas Luncheon will go out this week - sample passed around to the group and approved.
- St Peter Food shelf - matching check has been sent out. We raised $180 (then matched by the College so $360 total) and 254 pounds of food.
• Party feedback?
  ○ Only comment was the length. Possibilities to try to shorten could be having the performance on the stage while people are eating or something to try to make it not as long. Have some of the drawings throughout instead of all at the end?
• Parking notice discussed at the last meeting?
  ○ Has been submitted to Inside Gustavus but hasn’t been sent out yet.

New Business:
  • SPC Box: Nothing was in the box except the Thank you Note from the Food shelf.

Announcements and Reminders:

Call for Agenda Items for Next meeting:
  • David Menk - survey results. Lisa will contact him to schedule.

Motion to adjourn & seconded 8:59am.

Next meeting Wednesday, February 9th in the 49’er room.

Address all suggestions, questions, and concerns to:

Staff Personnel Committee (SPC)
PO Box A-19