Chair Jeannie Peterson called the meeting to order at 8:35 am.

Approval of December meeting minutes – everyone received a copy.
Small corrections/notes:
  ● Make sure that the attachments that are noted in the minutes get attached to the online copy.
  ● One bullet indentation was too far over.

Last month’s minutes approved.

Kirk was not able to attend the January meeting but Jeannie reviewed the Enhancement Days program discussed in last month’s minutes (February 3, 4, 5). We expect something to come out in the HR newsletter with more information.

Department Reports:
  ● Bookmark/Library/Post Office – nothing to report
  ● Custodial – nothing to report
  ● Marketplace – nothing to report during meeting. Deb asked that information about the new Dining Service mug program be added, the following information was posted in Inside Gustavus:
    ○ Mug The Market Place...The Market Place is looking for mugs. Any kind of mugs! Clean out your campers and basements and cupboards and bring in all those crazy, ugly, funny, dust-collecting mugs. Share your mugs with the campus and we’ll have a KaffeeKlatsch in the Evelyn Young Dining Room! The mug racks will hold vessels up to 4 3/4 inches tall -- so get out your measuring sticks and round up those mugs! Just drop them off at the tray carousel -- we’ll wash them up and send ‘em out to the Market Place for the campus to enjoy! When you see someone with your mug, be sure to say: "Hey, I loved that Mug!"
  ● Physical Plant – nothing to report
  ● Campus Safety – nothing to report
  ● Academic/Administrative –
    ○ Question about taking leftovers from the Christmas Luncheon with them in GustieWare.
      ■ GustieWare shouldn’t be taken off campus.
Dining service works to minimize waste and follow any food safety regulations.

The luncheon is a holiday buffet with intentions of sharing a meal together during that time. It is not to be a “doggy bag” meal.

- Why does our luncheon not serve alcohol?

The support staff is a full sit-down luncheon at noon, rather than an evening with just appetizers like the Administrator/Faculty party is where alcohol may or may not be served.

Old Business:

- Christmas party went well.
  - We’ll keep discussing ways to improve the name calling/time but we might have done all we can to improve that process.
  - Some people were upset that their name was called when they were going through the line and then they didn’t get what they wanted.
    - Should we do wrapped presents? That way someone wouldn’t miss out on a specific prize?
      - Like the idea of seeing what you get so it’s something that you really want. Current committee vetoes wrapped gift idea.
    - Standing in line when your name is just luck of the draw. We cannot wait until everyone has been through the buffet line to start drawing names.
  - Maybe instead of SPC stopping to eat, we all take turns reading names so it goes continuously throughout the meal.
  - Other people got only positive comments about the name drawing.

- Food Shelf donation totals -
  - There was 222.4 pounds of food (this includes the turkey/ham weights) & $557.00 cash.
    - Food shelf sub-committee noted that increase in monetary donations was due in large part to faculty contributions.
    - Last year: 211 pounds of food and $330 in cash donated.
  - Why do we do this during the party?
    - This is a traditional time when people expect it, when a large number of employees are gathered in one place, when we have people to man the donation table and Physical Plant is prepared to help with transporting the donations, and when the College does matching on the monetary donations.
    - Next year we plan to have it included on the Admin/Faculty party invitation (which would then also reach retirees that only get the mailed invitation).

- Perk’s page - Teri has passed it on to Barb Lundgren in Human Resources.
  - The ongoing issue is how to keep it current without having to update it every month.
    - There is not one person that owns/knowns this information or will keep it updated.
● It will have to be entirely vague/general statements, ‘For information about possible cell phone discounts, contact Telecommunications’. Employees and offerings change very frequently, and they don’t want to post anything online if it will be out of date.

■ It’s not necessarily just a support staff issue so we don’t want full ownership of it.

○ Jeannie and Teri plan to meet with Barb about it.

New Business:

● SPC Box: Nothing was in the box.

No Announcement/Reminders or agenda items for next meeting.

Motion to adjourn & seconded 9:05 am.

Next meeting Wednesday, February 11, 2015 in the 49’er room.

Address all suggestions, questions, and concerns to:

Staff Personnel Committee (SPC)
PO Box B-36