Staff Personnel Committee
Gustavus Adolphus College
Minutes of January 8, 2014

Present	Representative	Area
x	Anna Mae Barklow	Custodial
x	Tim Traxler	Custodial
	Howard Anderson	Marketplace
	Debra Johnson	Marketplace
x	Jenny Tollefson	Office Support
x	Teri Bauman	Office Support

Present	Representative	Area
	Kirk Beyer	Human Resources
x	Jeannie Peterson	Bookmark/Library/Print & Mail
x	Lisa Octigan	Campus Safety
	Nancy Petrich	Physical Plant

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

Approval of December meeting minutes – everyone received a copy.

Last month's minutes approved.

Kirk was not able to attend January meeting.

- Employee Health Screening info was sent out campus mail.
- Enhancement Days schedule has not yet been released.

<u>Department Reports:</u>

- Bookmark/Library/Post Office – nothing to report
- Custodial –
    - Revisiting the issue of flyers in buildings, someone wanted to know if there was any way that all flyers can be consolidated onto one sheet and posted in the building each month.
        - Committee discussed that it would most likely be too difficult to do that way – who would pay to print it, many things are done short notice, each organization designs and prints their own, and how would those be consolidated. Some go through just the date of the event, others for much longer term (e.g. there is one sign talking about J-term 2015; Christ Chapel flyers stay up all semester). It's a good idea but most likely unrealistic in carrying out – much harder than getting individual flyers taken down, which is still being discussed
        - But what if they aren't taking them down?
            - Report issues in ResHalls to Charlie Potts; in the Campus Center to CAO desk.
            - There is no designated person currently in each Academic building, which is part of the issue.
        - The Academic Administrative Assistants group will talk about this issue at their next meeting and the possibility of designating a point of contact in each academic building and/or having a date stamp.

        - Will also follow up on a bulletin board in Beck Hall that Nancy was looking into from Physical Plant, or more info as to where to post signs.
    - Why does Gustavus not close when we have the extreme cold weather?
        - It is a residential campus with many students already here who still need services. Decision comes from the cabinet level about school closings/postponements.
        - An email went out letting students and employees know that classes would resume as scheduled and to use your own discretion about deciding to take PTO and coordinating with your supervisor if you wanted to take time off on the days with cold weather. However, there are some people who don't have access to email, don't check it at home, or don't access email on regular basis. They didn't get that information. Can it be put out over the emergency broadcast?
            - Since the email was just a confirmation that everything would still be in session, it was not like a closing notification or alert where they might send it using more methods. It would fall to a department's supervisor to communicate that information for those that don't receive emails.
                - Some discussed on the committee preferring that an alert go out to everyone for things like that so they receive it as a message/text and not just an email.
            - The group discussed when alerts are sent to voicemail versus email, etc, since Lisa assists the communications group that uses the Emergency Alert system. They want to maintain the system so that as many people as possible are signed up to receive alerts in an emergency, and in the past people have expressed anger at alerts sent out late night or early morning that were not an 'emergency' and asked to be removed. Notifications about closings or late starts are posted to the web page, announced to media, and in some cases pushed out as a voicemail to campus phones.
            - Lisa will bring it up (email notifications) as an issue at the next communicators group meeting.
            - If they do announce a school closing and send a notice at 6am, custodial is already here.
                - If the school closes and you are here working, you get time and a half.

- Marketplace – no representative present.
- Physical Plant – no representative present.
- Campus Safety – nothing to report
- Academic/Administrative – nothing to report

Old Business:

- Computer access for Custodial department – Larry will work on that now that break /holidays are over. Thanks to Anna Mae for continuing to follow up on this issue.
- Christmas Party Follow-up:
    - Entertainment was good. They did a great job.
    - Gifts – had 10 poinsettias left at the end for people to get if they hadn't gotten a prize. For a second consecutive year, everyone got a prize.
    - Didn't hear anything negative about timing or anything else regarding party; the new setup worked really well.
    - Will work next year on better communication with the emcee. Had to break in to continue reading the lists of names throughout program for door prizes.
    - A turkey/ham certificate was left on a table and was donated to the food shelf, didn't know person was coming back for it.
    - Food shelf donations were down – the setup in the campus center didn't get much. Maybe encourage departments to collect on their own to bring. Consider a department challenge? Food shelf section of the committee can go the day before to pick up boxes if departments do their own collection.
        - Follow-up after the meeting: Physical Plant confirmed with the food shelf that 211 pounds of food were donated, along with $240 in monetary donations with $90 dedicated toward the back pack program through the food shelf so $330 in total donations. That amount will be submitted for fund-matching by the College.

New Business:

- SPC Box: Nothing was in the box.

Announcements and Reminders:

Call for Agenda Items for Next meeting:

- Enhancement Days follow up and Title IX training clarifications.
    - Some people have received notices about attending Title IX training in the Campus Center and others haven't, the committee discussed who might be receiving those.
    - Follow-up after meeting: The Provost's office seems to be scheduling sessions and contacting certain departments/academic support staff, independent of what is scheduled during enhancement days. A list is being maintained of those who've attended as all employees are required to attend Title IX training in the near future

Motion to adjourn & seconded 9:13am.

Next meeting Wednesday, February 8:30 am, 2014 in the 49'er room.

Address all suggestions, questions, and concerns to:

Staff Personnel Committee (SPC)
PO Box A-22