Chair Mike Kolek called the meeting to order at 8:36 am.

Approval of September meeting minutes – everyone received a copy.

Last month’s minutes approved, with one change:
  - Amend minutes to change sentence – mention of custodial standards/cutbacks was out of concern for custodial; not a criticism. Last month’s minutes will be amended.

**Kirk Beyer’s report:**
  - Founder’s Day is November 2nd. Norelius and Shulz awards presented in Chapel that day (Friday).
  - New private space for lactation; off the President’s Dining Room. Restroom that has been changed to make suitable for that purpose.
  - Enhancement Days – February 5th and 6th. In the process now of putting speakers together. One speaker will be talking about Title IX. Consultant/attorney who specializes in these investigations will be there during enhancement days to meet with different groups and answer questions.
    - Separate meetings with faculty and support staff.
    - If you hear something, pass on to Pete or Kirk, or Paula O’Loughlin but Academic Department Chairs have bigger responsibility as Responsible Employees.

**Flu Shots:**
  - We have given a total of 230 to employees and over 600 to students.
  - Health Service does still have flu vaccine left. Employees and students can call x7630 in advance to schedule an appointment for a flu shot - please remember to bring your insurance card!

**Department Reports:**
  - Bookmark/Library/Post Office – nothing to report
  - Custodial – nothing to report
  - Marketplace – nothing to report
  - Physical Plant –
Summer projects are completed. Renovations in Olin Physics area; Geotherm almost completed.

Gearing up for CinCC.

- Campus Safety – nothing to report
- Academic/Administrative – nothing to report

Old Business:
- Nothing – Christmas party will be in new business.

New Business:
- SPC Box: Nothing was in the box.
- Christmas Party.
  - Food Shelf Donations – solicit from whole community instead of just support staff.
  - Assignments of positions for working on the Christmas party planning.
  - Discussions of suggested changes from January minutes – Food Shelf donation solicitation; hors d'oeuvres (with punch, on landing, or separate tables as people come in, if can be done in a way that avoids congestion); gifts structured like last year with draws throughout the program; entertainment beginning while people eating.

Announcements and Reminders: none.

Call for Agenda Items for Next meeting: Touch base about Christmas party again.

Motion to adjourn & seconded 9:07am.

Next meeting Wednesday, November 14, 2012 in the 49'er room.

Address all suggestions, questions, and concerns to:

Staff Personnel Committee (SPC)
PO Box A-22