Staff Personnel Committee
Gustavus Adolphus College
Minutes of October 13, 2010

Representatives Present:

Kirk Beyer (Human Resources); Anna Lokensgard (Academic/Admin Support); Colleen Bell (Bookmark/Library/PO); Rick Dahn (Custodial); Mike Kolek (Custodial); Sheila Volk (Marketplace); Victor Cerritos (Marketplace); Nancy Petrich (Physical Plant); Lisa Octigan (Campus Safety)
Tracey could not attend due to the flu shot clinic today.

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

Approval of September meeting minutes – everyone received a copy.

Last month’s minutes approved.

Kirk Beyer’s report:

- Flu vaccine 7:30am-12:30pm in Alumni Hall today (Oct 13, 2010). Need your insurance card.
- David Menk sent out an employee survey through email. That is an important survey - number of things they are asking.

Health Service is wondering if there are some services we can provide to employees - if there is any interest in that, even if on limited basis. Please be on lookout for that and please participate. If you don’t have online access, they are supposed to be making paper copies available.
  - Q: How long will it be open?
  - A: Not sure.

Majority of questions have been in previous surveys - can see trend data. Things improving or things we’ve slipped on. By doing periodically it’s very helpful - the more that complete the survey the more reliable the information is.

Custodial doesn’t seem to have heard about it yet. It did go through Physical Plant office and they made copies so hopefully will be going out campus mail.

Comments:
  - Good point about the trend.
  - Measuring the work climate on campus.

And asking about benefits - things that you’d like to change. Don’t do it every year, but haven’t done it since 2006. Faculty worked with us to put some additional questions on there, rather than having their own survey.
Don’t know when the results will be done. IN the past have been shared with campus community. Could invite David to meeting to go over the results.

- Human Resources office will be moving to Administration building. Office space has been remodeled but not sure when moving. Installing doors today. But doesn’t mean quick move - president’s office moving into that space while president’s area is renovated. Thinking maybe January. Other construction projects going on as well.
  - Q: What will go into Uhler the old HR space?
  - A: It will be ResHall only. They will fill in that stairwell. There is no real drain in that stairwell. Every big rain, water goes in the door and down the hallway.
  - Q: How long has HR been there?
  - A: Kirk has been here 17 years, and moved into temporary space then. Donita had already been there 2 years.

President announced at campus meeting - CVR, CSC, and Church Relations will be joining into Center for Servant-Leadership. They’ll be renovating Linner Lounge and CVR to combine. That will start in January. Old Community Service area will be redone to become Linner Lounge.

**Department Reports:**
- Bookmark/Library/Post Office –
  - Question - List generated for clerical luncheon with the President, how was it decided who is clerical and who isn’t? Andy and Bud weren’t invited. Question as to where that list comes from. Clerical vs. support staff - who would be invited.
  - Kirk - Often get information from Datatel, and what can happen is Datatel for semi-annual report, College has to send information to the Education Department, list all employees by 9 different job categories. Service and Clerical are two of those categories – but they have their own definitions of what is clerical and what is service. They could have been put in as service rather than clerical. When they pulled list from Datatel used that code - Nancy is not listed as clerical in there. Guess as to what happened.
  - Colleen will follow up with Pat in the President’s Office.
- Custodial - nothing to report.
- Marketplace – nothing to report.
- Physical Plant –
  - Busy with remodeling/construction.
  - Hiring for position in Grounds.
- Campus Safety –
  - Parking. People asked last time about alternatives to the city road that is now closed to non-permit parking. There are no immediate changes for any parking allocations, but check the Wahlstrom lot – there are some employee spaces available there that would be closer to Pittman.
- Academic/Administrative - nothing to report.
Old Business:

- Question from last month about dependents/spouses attending activities, using Lund:
  - Renae checked - just need to tell them that they are a dependent child and who their parent is. Don’t have to have a card. If you go to Lund you sign in and can list that. For sporting event, just have to say parent works here and entitled to come.

New Business:

- SPC Box: Nothing was in the box.
- Christmas task assignments: Tuesday, Dec 21st (after checking with Dining Service)
  - Entertainment - Colleen
    - Will contact Dean W, Steve W, Paul Matzke, media services, Invocation
    - Someone expressed not liking the audience participation portion (during performance – bells).
  - Gifts - Rick, Tracey, and Anna (bringing Tracey)
    - Budget: $500 again
    - Talking about changing gift distribution setup - will talk about next time.
    - Usually do $200 from bookstore; $100 from dining service.
    - Days off - whatever we did last year. Full day and 2 half-days. Don’t have to be present to get the full-day off.
    - Boxed gifts should all be big things.
  - Program/Invitations - Lisa
    - Should have awards people RSVP if they would be there for picture; worked well last year.
  - Menu Planner - Shelia & Victor.
    - Lisa will send them a copy of last year’s menu for changing for this year.
  - Foodshelf - Nancy

- Day of party
  - Punch bowl: Sheila & Victor
  - PDR photographs: Mike Kolek
  - Alumni stairwell bouncer: Colleen Bell
  - Announcing names/gifts: Mike Kolek
  - Thank you notes: Lisa

Announcements and Reminders:

- New employee orientation Oct 26th
  - Invitation will go out to those hired this calendar year
- October 25 - Retiree Health Insurance (renews Jan 1st) letting them know about changes and costs.

Call for Agenda Items for Next meeting:

None.
Motion to adjourn & seconded 9:06am.

Next meeting Wednesday, November 10th in the 49’er room.

Address all suggestions, questions, and concerns to:

Staff Personnel Committee (SPC)
PO Box A-19