

**Staff Personnel Committee
Gustavus Adolphus College
Minutes of November 10, 2010**

Representatives Present:

Kirk Beyer (Human Resources); Anna Lokensgard (Academic/Admin Support); Tracey Peymann (Academic/Admin Support); Colleen Bell (Bookmark/Library/PO); Rick Dahn (Custodial); Sheila Volk (Marketplace); Victor Cerritos (Marketplace); Nancy Petrich (Physical Plant); Lisa Octigan (Campus Safety)

Anna Lokensgard called the meeting to order at 8:34 am.

Approval of October meeting minutes – everyone received a copy.

David Menk - employee survey won't be ready until January so we'll contact him then about attending an SPC meeting.

Last month's minutes approved.

Kirk Beyer's report:

- November 17th - Lunch & Learn: What's Yours is Your Heirs, Or Is It?
 - Estate conservation; planning so estate doesn't go into probate.
 - Cost \$3 to get lunch and bring it in to the meeting.
 - Call Rachelle Dosch or email her (x6468; rdosh@gustavus.edu).
 - Will be in the upcoming HR newsletter.
- November 18th - Lunch & Learn: Creating a Holiday Spending Plan
- 12 Days of Wellness - Calendar of things to do and mark off activities (take a nap, exercise), to reduce stress.
- Technology training classes - any employee that's interested in those is welcome to take those classes. 9-10am; under Technology you can find out classes and when they are going to be taught.
 - American Scandinavian Yuletide Breakfast - Tuesday, December 14th at 8am; \$8.50.
- February 1st, 2nd, 3rd - Enhancement Days
 - 2/1 - The Truth Fairy: Lighthearted, entertaining; thought provoking topics. You the Everyday Hero; doing small positive things through the day can help everyone out.
 - 2/1 or 2/2 - Paul Batz, Gustavus Alum. What Really Counts (co-authored book). Launching the book February 3rd so not sure yet if he can make it Feb 1st or 2nd but wanting him to come and make presentation and attendees get copy of his book.
 - 2/1 - Chris Heeter: Personalities at Work; What Sled Dogs Know that We Don't. Effective teamwork and communication. She does trips for women to the outdoors; tight schedule for her because until January 31st she's on a dogsled race.

- Question for Tracy - is there still flu vaccine? What should they do?
 - Tracey - Call to be sure there is a nurse available, let them know you're an employee and they'll schedule it.
 - Q: Are there so many vials that need to be used?
 - A: Have quite a bit left. Ordered it in 2 batches, first for students, second batch for employees. Different lot number, pre-printed forms for the staff and students, so 2 separate batches but can use leftover students if run out of employee batch. Season is upon us, so the sooner the better.
 - Q: Can we include that in HR news?
 - A: That would be great. They can stop in, but to make it more convenient for the employees make an appointment. Can bill other insurance than Gustavus, or can pay cash \$25.
 - Q: How many have been given?
 - A: 200 at clinic in Alumni Hall; 30-35 since then. A few at the Chill Out. People are still coming in.

- Q: Luncheon on the 17th - that starts at Noon. Get question a lot, 1pm employees - if they want to go to that they have to use PTO?
- A: It's at 11:30 and 1pm - 2 different times on that Wednesday. 11:30 Lunch buffet; 1pm cookies and beverages. On the 18th, the Holiday Spending one is the 18th and that's at 11:30am.
- They'd have to use PTO time to attend the 11:30am session.

Department Reports:

- Bookmark/Library/Post Office – nothing to report.
- Custodial -
 - Concern over the increase volume of Gustie Ware that is being found in the dorms. Are any changes being made on the return policy? Seems like as the year goes on, things get worse. Can more signs be put out or something? Drop off spot in the ResHall?
 - In Rick's building; they find 2-3 containers a day (with food in them) get put in bag, and once a week gets hauled back to Dining Service.
 - What custodial does with those found varies from Hall to Hall - some custodians take them back themselves, some Marie takes over. Not sure what other Halls are doing.
 - Contact Gustie Greens? They've taken an active role in that before.
 - Was brought up to them last year and they did do something, not sure what.
 - Don't want to do a contest because then they will hoard it.
 - Mass email before breaks?
 - That happens at Thanksgiving - stacked up 5 feet high. They put it by the comminglers.
 - They want a drop-off spot, but who is going to be picking it up?
 - Makes it more convenient for them not to bring it back.
 - If it's really nasty/moldy - then it gets thrown away.

- A way to have a drop-off to get them out of their room quicker; then drop-off returned on a more regular basis.
- Problem is the picking up - if the group will do that responsibility. Contact the advisor? Anna will try to make contacts on this issue.
- Marketplace – nothing to report.
 - Q: Cisco - food service company that we do business with, and they do complimentary tickets for trip; they give it back to the employees to win in a lottery. Last time was 2 years ago.
 - A: Haven't heard about it yet this year.
- Physical Plant –
 - Had supervisor meeting about projects for next year. Norelius will be getting passenger elevator.
 - Bathroom remodel in NRL as well.
 - Looking at Chapel, replacing those windows in the summer but not confirmed.
 - After HR moves into Admin; Community Service will move down into HR while they make changes in Campus Center (Linner Lounge). CVR staff will work out of the library during construction.
 - Summer - Tennis Campus in NRL?
 - They will be in A and C section. They did do that in a previous year.
- Campus Safety – Jason Stratman is leaving, last day December 31st.
- Academic/Administrative - nothing to report.

Old Business:

- New Employee Orientation in October. Good turn out, 24 signed up. Had a tour. Did a lunch with the President. Idea came up for new Staff and Administration – being paired up with some kind of mentoring program; - asked to bring back to this committee.
- Student Affairs started doing that this year within the division.
- Faculty does that - mentoring. (They have funding through the Kendall center for that program). Expectation that you work with the faculty member occasionally. Not sure how that translates to administrative.
- Can see that a new Administrative Assistant would benefit from that. To know who to contact would be helpful for them.
- And finding out about all the extra perks - can go to the weekend movies with your family; tickets to CinCC; free theatre tickets. Don't learn unless really in touch with what's going on - job related.
- How do you find individuals willing to do that who will be good mentors. And how do you ensure the information is fairly uniform that goes out. If you ask for volunteers - might get a handful to a dozen, but we have more than that with new employees.
- And those people are often doing a lot. Ideas of how we could implement that would be helpful.
- Was a handbook handed out to new employees during orientation?
 - Yes, that included info on the Lund center; Grandlund on Chapel doors and what they meant; tour. As a new employee - general information general to

Gustavus, what we try to cover in new employee orientation; but also job related information that needs to come from individual departments. For the administrative assistants that would be very good. Most other departments, you have coworkers you can ask, information right there.

- Academic/Administrative assistants both have monthly meetings - maybe those groups could organize within themselves. Would give their group more purpose too. Usually they have a topic every month.
- Brings up previous topic of which employees are in which category - for some it's not so black and white which group they belong to. Never know which group they really belong to.
- Colleen contacted Pat about classification - and she said it was taken care of.
 - Large, integrated data system. Disadvantage is people go there and run a report.
 - Gribly entries - Human Resources doesn't really manage that.
 - Pulling a report - how they run the report is how they get the information. No one set place that pulls information.
 - Who maintains the database?
 - Many departments have access and authority to make changes to different cogs of the big wheel of data.
 - Used to have Colleague and Benefactor. Colleague was employee; Benefactor was Advancement tool. When bought this system, there were 2 sides, and they were merged. If there was conflicting data, some data overrode other data. So question is, who is responsible for which part? When an employee comes in, HR puts them in the database with the information they have and their family.
 - Could be in there as vendor, employee, student, parent. All different areas put them in differently. Three people work in Administrative Computing working full time with the database. But there are a lot of different people who have the authorization to make changes in the data. Admissions - student; Advancement - Donors; HR - employees. Isn't just one area that inputs data. So all these different fields, so when they write a report they have to make sure they've entered the right fields.
 - Don't put employees in until they start service here. So every summer they get requests for list of new faculty, but not put in until September 1. Becomes complicated in that regard. To get an email address have to have employee ID, if they have ID they get an address and might not even be here yet.
 - How to request a list - contact the Administrative Computing staff.
 - They'll ask questions to see where to pull the data from to get what data you want.

Christmas Party:

- Entertainment - Colleen
 - Room reserved; Dean will be MC; Steve will do pictures.

- Sent email to Media Services requesting mics, podium, and piano; and asked for help throughout program.
- Rachel Larson will do the invocation.
- Emailed Paul Matske; Barb Rodning asking more specifics. Have not heard definitely but they are discussing it with the people.
- Invitations - Lisa
 - Handed out drafts of the 3 items: Invitations; Programs; Service Award recipient announcement/picture invite.
 - Will try to add RSVP to the invitation so they can RSVP for both at same time (luncheon, pictures).
 - Drawing - everyone eligible, the RSVP is used for a head count not for the gift drawings – all the names go in and all eligible for the day off, other gifts must be present.
 - Colleen asks that the invitations go to the mailroom flat so the names can be put on and Lisa will make sure that's specified on the print request.
- Dining Service - Sheila
 - Had menu approved by Margi and sent to Lisa (same as last year's).
 - Will check again with Margi to confirm any changes.
- Food Shelf - Nancy
 - Talked with Amy.
 - Sent letter to HR to put in November newsletter.
 - Spoke to Ken and asked if College would be interested in matching our cash funds. Last year we had \$419; If we're around that amount the College will match it.
 - Poundage last year was 125.7 pounds. Donations of hams/turkeys - 127 pounds.
 - Hams/Turkeys - Will be doing that again. Econo has to order in September so that's been done.
- Gifts - Anna
 - Sent out gift request email; Al Behrends brought a box of CDs.
 - Typically order \$100 worth of frost your owns from Dining Service; \$200 spent in Book Mark at 20% off; The rest try to spend in community downtown.
 - Did use some gift cards last year - feel for preference on that?
 - Gender issues?
 - Kirk had meeting with Barb Larson Taylor and Members of the business community in St Peter - ways to establish stronger connections with the College - they do appreciate we do this sort of thing; highlights the businesses in Saint Peter.
 - Anna does tell them when we've shopped before that it's for our Christmas Party (don't get a discount but lets them know).
 - What percentage of people who attend the Luncheon get a prize?
 - 60%
 - Don't worry about gender, if you get something you can't use you re-gift it or give to someone else at the table.
 - Have to keep the value under \$25 value to avoid them becoming taxable income.
 - Giveaway process – Change this year?
 - Choice – have them come to table to pick?

- Was at events this year where they did it that way (but with raffle tickets); they picked your number and you came up to choose, had 15 seconds to pick and draw next name. Encourage people to look beforehand. To keep things spread out so it doesn't get so crowded. Worked surprisingly well.
 - Put where they can see them
 - Could wrap some gifts up so there are some mystery boxes - part of that too.
 - Wrap some average things, more like grab bag. But for larger gifts do it like we've done before.
 - Wait for the person to get to the table before drawing the next name.
- How many tables? Put table up front like last year - spread out.
 - Better to have too many - 3 tables.
 - Awards on one side, gifts on the other.
 - Service awards – need 1 table.
 - Thank you notes - Lisa will work on for next meeting and confirm who receives them (check with Anna, etc) and then look at in December and send in January.

New Business:

- SPC Box: Nothing was in the box.

Announcements and Reminders:

Call for Agenda Items for Next meeting:

- Christmas Luncheon again.

Motion to adjourn & seconded 9:36.

Next meeting Wednesday, December 8th in the 49'er room.



Address all suggestions, questions, and concerns to:

Staff Personnel Committee (SPC)
PO Box A-19
