Staff Personnel Committee
Gustavus Adolphus College
Minutes of November 14, 2012

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<tr>
<th>Present</th>
<th>Representative</th>
<th>Area</th>
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<tr>
<td>x</td>
<td>Anna Mae Barklow</td>
<td>Custodial</td>
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<td>x</td>
<td>Mike Kolek</td>
<td>Custodial</td>
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<td>x</td>
<td>Victor Cerritos</td>
<td>Marketplace</td>
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<td>x</td>
<td>Jeri Miller</td>
<td>Marketplace</td>
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<tr>
<td>x</td>
<td>Jenny Tollefson</td>
<td>Office Support</td>
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<td>x</td>
<td>Tracey Peymann</td>
<td>Office Support</td>
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<th>Present</th>
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<tr>
<td>x</td>
<td>Kirk Beyer</td>
<td>Human Resources</td>
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<tr>
<td>x</td>
<td>Jeannie Peterson</td>
<td>Bookmark/Library/Print &amp; Mail</td>
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<tr>
<td>x</td>
<td>Lisa Octigan</td>
<td>Campus Safety</td>
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<tr>
<td>x</td>
<td>Nancy Petrich</td>
<td>Physical Plant</td>
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Chair Mike Kolek called the meeting to order at 8:34 am.

Approval of October meeting minutes – everyone received a copy.

Last month’s minutes approved.

Kirk Beyer’s report:
- 4.6% toward social security is due to expire December 31st. Unless it is extended, we’ll see 2% more of pay go to taxes; so it is possible employees will see 2% reduction in their pay starting in January.
- 12 Days of Wellness – flyer in Human Resources newsletter.
- Online benefit enrollment was successful. Something new so some had questions but overall went well. Thank you for your participation in that.

Department Reports:
- Bookmark/Library/Post Office –
  - Therapy lights (for S.A.D.) – the library has one. Used quite a bit through winter. Is there another one on campus; can Library get another one?
    - Contact the Dean of Students and request funds to purchase more – primarily used for students.
- Custodial – nothing to report
- Marketplace –
  - Last day for baking orders to be turned in to Dining Service.
  - CinCC, Holiday Party – coming up.
  - GustieWare – tubs in a lot of buildings and a schedule where someone picks them up; haven’t heard any complaints.
    - Confer – Confer student gets sent over with it. Beck – they carry theirs over.
    - They aren’t in every building; but if you have a lot contact Jeri to coordinate with Dennis.
- Physical Plant – nothing to report
- Campus Safety –
Parking row changes over Reading days. One row of Green in Stadium (Beck) lot became a special row of Red that is No Parking 2am-7am. One row of Red in the Olin lot changed back to Green.

- Thanksgiving – parking is enforced. Overnight parking for employees is at the Motor Pool. Students leaving vehicles should have a valid permit and be parked in Red permit parking (except in the restricted overnight row).
- Christmas break is when the lots close and all vehicles should be parked in the Bjorling lot.

**Academic/Administrative –**
- Flu shots still available in Health Service.

Old Business:

**Christmas Luncheon**
- Entertainment – Mike is waiting to hear back confirmations.
  - Discussion of timing of entertainment and how it worked last year, giving performers a chance to eat.
  - Jeri will contact Margi about earliest time they can be let in to eat before everyone else, and option of a tray to cover food for those that opt not to eat early.
    - Post-meeting update: A hot cart will be provided for keeping entertainers food warm.
- Menu –
  - Jeri looked in to the options of moving the hors d’oeuvres. It will cost $5 more per person to split the sides to a different table. Don’t have the budget to make that change.
    - Can the carving station be set up differently so people can continue to go through the line?
    - When do the administrators go through the line? After everyone has been served.
- Gifts –
  - Spread out over the program like last year, worked well.
  - Announcement in the HR newsletter soliciting gifts – no responses yet.
- Donations –
  - Notice went in HR newsletter and will soon post in Inside Gustavus.
  - Collect donations at the faculty/administrator dinner? Can a box be left out safely?
  - Ask Community Service/CSL if they can assist with collection box in the lobby that they pull in at night.
- Programs –
  - Confirm location for service award photos – feedback last year was that lighting wasn’t good.
  - Misc comments on drafts: Typo on spelling of service award recipient name, Lisa will re-check; no changes to the menu; make sure to add the College matching information to the section about food shelf donations.
New Business:
- SPC Box: Nothing was in the box.
- Should we send out another SPC announcement in the HR newsletter?
  - Maybe in February which is typically our shortest meeting.
- Link to committee minutes: gustavus.edu/committees/spc

Announcements and Reminders:
- None.

Call for Agenda Items for Next meeting:
- Last details for Christmas Luncheon.

Motion to adjourn & seconded 9:10am.

Next meeting Wednesday, December 12, 2012 in the 49'er room.

Address all suggestions, questions, and concerns to:

Staff Personnel Committee (SPC)
PO Box A-22