Staff Personnel Committee  
Gustavus Adolphus College  
Minutes of November 9, 2011

Representatives Present:
Kirk Beyer (Human Resources); Anna Lokensgard (Academic/Admin Support); Tracey Peymann (Academic/Admin Support); Andy Biedermann (Bookmark/Library/PO); Rick Dahn (Custodial); Mike Kolek (Custodial); Victor Cerritos (Marketplace); Jeri Miller (Marketplace); Nancy Petrich (Physical Plant); Lisa Octigan (Campus Safety)

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:

- TIAA-Cref Representative will be on campus Nov 21, 22, 23. To set up an appointment call 1-800-732-8353 (M-F 8am-8pm). Our representative is Juan, does a good job.
- Cellular open house – individuals from different companies and let employees know that entitled to some discounts. Flyer is on the back of the HR newsletter.
  - Discounts: Sprint 23%; Verizon 18%; AT&T 15%
    - Sprint – Monday, December 5, 10:30am-2:30pm, President’s Dining Room
    - Verizon – Tuesday, December 6, 10:30-2:30pm, Rundquist (JCC 210)
    - AT&T – Wednesday, December 7, 10:30-2:30pm, Linner Lounge (JSU 221)
- Q- How is the Title IX going?
  - A - Went to a 4-day training. Committee – Kirk is Title IX coordinator; Barbara Kaiser and Pete Meagher are deputy coordinators.
  - Reviewing policies and preparing recommendations.
- New Employee Orientation – 19 people attended.
  - Glenn Krarup was a student during the tornado. Lived in the Swedish house. During family week, he made a presentation on history of Gustavus to parents. Invited him to do that presentation for new employee orientation.
  - Took them to Chapel, campus tours, lunch with President Ohle, went over policies, representatives from Marketing and Communication talked about brand.

Department Reports:
- Bookmark/Library/Post Office –
  - Nothing to report.
- Custodial –
  - Discussed article in the Weekly about trash in Complex
- Issue with garbage overflowing in the hall, and bags from their rooms full of trash and lose trash by the bins. Not putting down the trash shoot.
- Someone leaves a box that’s not broken down after trash has been picked up and then people pile trash and pizza boxes on top of that. Would have been recyclable.
- Using showers to rinse trash cans rather than using bags/liners or using the slop sink.
  - Q- Following up on previous discussion, Nancy was working on new recycling signs for ResHalls?
    - A- Nancy will go to Chris to talk to each lead and find out how many are needed.
      - Good opportunity with the article in the Weekly to do the signs now.
      - Once trash is mixed in – recycle is turned in to trash.
      - Recycling taken to LJP Waste & Recycle.
    - On the ball with it being picked up this year – seems to be running well. Pass on to them we appreciate the good job they are doing. No problems with cardboard piling up this year.
  - Concern about getting re-paid if you lose money in a coke machine, issue was resolved.
    - If anyone loses money in any of the vending machines – contact Jeri Miller in Dining Service (x7608).
    - She contacts the Coke rep and he lets the local person know and they then will reimburse to him and then Jeri can get the money back to the person. Don’t have petty cash to do that, but get money back from Coke and then she’ll get it to the person. For the candy machines – have slips in Jeri’s office that can be filled out and then she gets it to the right person. Contact Jeri with any issues related to the vending machines.
  - Comment: Out-dated candy machines – some don’t even take dollars and would have to have exact change. Last summer they never re-filled it. Kids have money but there’s nothing in there. Stuff old or not working. Machines not being used because either not stocked or people don’t have exact change.
- Marketplace –
  - Getting ready for CinCC.
  - Thanksgiving order forms went out – due back by the 16th.
- Physical Plant – overview/announcements from Warren.
  - Starting decoration for CinCC on Monday.
  - SSC in planning – design will start early December.
  - Nobel - architects having meetings.
  - Phase 2 of west mall will take place next summer – plants, sesquicentennial plaza, skating rink (will be temporary this year)
  - Norelius will be the next Residence Hall to have its restrooms renovated.
- Freshening up Ice Arena – facelift.
- Solar collection – finished around Christmas time – on top of Lund.
- Small wind generator going up by Physical Plant in fields.
  - Chuck Niederriter will be monitoring. Will provide 1% or less for the College.
- GeoTherm loop put in West Mall towards Olin – will serve as part of cooling needs for the Physics department. They have an NSF grant they’ll be starting around J-term.
- Campus Safety –
  - Snow emergencies – sign up for the city’s Nixle service to be notified. [http://ci.st-peter.mn.us/nixle.php3](http://ci.st-peter.mn.us/nixle.php3)
  - All parking policies are in effect during snow emergencies – some policies are in place because of snow.
- Academic/Administrative –
  - Nothing to report.

**Old Business:**
- Follow-up: Nancy asked about work orders – Bob is going to work with work order program so that when a work order is generated, you get a message that there is a work order. And when it’s completed and signed off, you’ll get a report the work order is done.
- Christmas Party:
  - Entertainment-
    - Same plan as last year. Maybe when inviting G3 see about them performing while people are eating instead of after the meat-cutting area is moved.
  - Discussion of ways to shorten the program and if that is necessary.
    - Have the music during the eating.
    - Doing prizes throughout – call 5 names. If they’re in line they can wait until they get to their table.
    - Pre-draw all the names – listed owners by alphabetical. As you’re checking the board – see if you’ve won a prize and pick it up before you leave.
    - Offering punch downstairs – are people arriving too early?
  - Gifts –
    - Contacted about items from an employee’s personal business.
      - If it’s a personal business – if it is donated that’s fine.
    - Letting people chose the gifts last year went well.
    - Same amount for gifts as last year.
    - Will do day off again.
  - Nancy will submit note about food shelf donations in the December HR newsletter.
- Menu –
  - No suggested changes. Maybe check if there is a reason not to have the Snickers salad; if there are items that end up being
leftover/not as popular could change. Jeri will talk with Margi about options and give any changes to Lisa.

 Tasks for the day of:
  ▪ Victor and Jeri will man the punch table.
  ▪ Nancy will man the food shelf table.
  ▪ Mike will coordinate photographs in PDR (trying to arrange smaller groups to go first).
  ▪ Andy will be bouncer at Alumni hall stairway.
  ▪ Rick will read names with gifts with Anna’s assistance. Tracey will man the gift table during that.
  ▪ Group will arrive at 10am for any setup, and stay after for cleanup as needed.
  ▪ Lisa will send thank-you notes afterwards.

New Business:
  • SPC Box: Nothing was in the box.

Announcements and Reminders: none

Call for Agenda Items for Next meeting:
  • Final Christmas party planning.

Motion to adjourn & seconded 9:40am.

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

Address all suggestions, questions, and concerns to:

Staff Personnel Committee (SPC)
PO Box A-19