

**Staff Personnel Committee
Gustavus Adolphus College
Minutes of December 10, 2014**

Present	Area	Representative	Present	Area	Representative
x	Custodial	Anna Mae Barklow		Marketplace	Howard Anderson
x	Custodial	Tim Traxler	x	Marketplace	Debra Johnson
x	Office Support	Jenny Tollefson	x	Bookmark/Library/Print & Mail	Jeannie Peterson
x	Office Support	Teri Bauman	x	Campus Safety	Lisa Octigan
	Physical Plant	Nancy Petrich	x	Human Resources	Kirk Beyer

Chair Jeannie Peterson called the meeting to order at 8:32 am.

Approval of December meeting minutes – everyone received a copy.

Last month’s minutes approved.

Kirk Beyer’s report:

- Nothing to report. Merry Christmas.

Department Reports:

- Bookmark/Library/Post Office – nothing to report
- Custodial – nothing to report
- Marketplace –
 - Set for Christmas party.
 - New employee in the kitchen, Jesse Anderberg.
 - Some people approached Deb to pass on at the meeting, they appreciate the note taking of the SPC minutes (thanks Lisa for your work on that).
- Physical Plant – no representative present.
- Campus Safety – nothing to report
- Academic/Administrative –
 - Working on ‘perks’ page. Barb Lundgren in HR has requested a copy but Teri wants time to make sure it’s the most useful it can be and that it will make sense to a new employee. Teri and Jeannie will work more on it in January.

Old Business:

- BEC - Building Emergency Coordinators
 - Lisa talked to Dale and they are working on a template to issue to each building about assembling a team and collecting information in a uniform way. It’s not meant to be a single person for the whole building.
 - The goal is to have this program online for Fall 2015 so there is still a lot of work being done on the process.
 - Dale provided a memo that was sent in September about the position, and a slide about the BEC position for more information, Lisa will attach that documentation to minutes.
 - If there are issues with a building assembling a team, they can be brought to the Provost’s office.

- Are other buildings going to be doing this (like the Campus Center?)
 - Yes, but they are starting with the Academic buildings (spurred by the Provost's office).
- Party planning updates:
 - Gifts are purchased.
 - They will be wrapping presents in the Library conference room at 9am Wednesday.
 - Deb will double check on 4 gift tables.
 - Food shelf - It was too late to advertise the food shelf collection on the administrative dinner invites; however, it will be advertised on the Gustavus-1.
 - Confirmed "Day-of" tasks for the pictures, food shelf table, and punch table, etc.
 - Physical Plant takes the trees down after the party, we don't have to request it.

New Business:

- SPC Box: *"What is happening with the recycling? Last year things ran so smoothly we had schedules of pickups in the dorms and academic buildings. Now this year we are back to the way it was. Containers overflowing waiting to be picked up, not knowing when or if they will be. This means more messes on the floors when there is no room to pile any more in the blue curbies. Can we stick with the way it was last year and get it picked up quicker from the buildings? **Thank you.**"*
 - Sent to Nancy to follow up - Is it that the students aren't showing up?
 - Dining Service has this sort of pickup for Gustie Ware as well, and if a student doesn't show up then it doesn't happen. There is no full-time person to do it.
 - Things might have changed - minimum wage raise which means reduced worked hours, and reduced student allotments.
 - **Follow-up after meeting from Nancy Petrich:**
I spoke with Bruce Volek and Larry Dvorak on the recycling. Larry is going to have Bruce attend his next custodial meeting. Bruce showed me a rotating schedule that shows that when students or Grounds person finishes recycling they mark on the schedule at where they left off at collecting the recycling and the next person coming in will start from the next building on the list and go from there. The recycling is picked up in three different groups (cans, paper, and cardboard). If your Kirbys are full, call into the office and Bruce will have them emptied. If you feel that you need additional Kirbys you'll need to call Amy x7504 to set up a meeting with Bruce Volek.
- Lisa brought a petition and handed out printed copies, encouraging Presidential action on recommendations regarding diversity, equity, and inclusion. There isn't enough time before the Friday meeting with the President to have it distributed and re-collected, but wanted the group to be aware and for those present or who knew people who would want to sign this petition.

- Kirk gave an overview that the DEIC has been meeting this semester, they surveyed and have come back with their findings. This petition is calling for the campus community as a whole to support taking a look at the whole issue of racism and bigotry and how to reduce it at Gustavus.
- Teri received an email about it and will forward it out to the adminsupport and adsupport email lists as well.

Colleagues and friends,

Here at Gustavus last Friday, students organized an open forum to discuss racism on campus. The forum was called in the wake of yet another incident of conspicuous racism in our community. I spent an hour sitting across the table from an angry, teary-eyed African American student, listening to her explain her experience with race and racism on this campus. I've had too many of these conversations over the years.

At the meeting, President Bergman said that the race issue on campus was among the most important things on her agenda--a bold proclamation for a new college president who is still getting adjusting to life in a new environment. Please consider signing the petition below to let President Bergman know that we will support her in implementing the Diversity, Equity, and Inclusion Committee's recommendations for action to address bigotry and help bring our community together. Please also forward the petition to any other members of the Gustavus community, past or present, who can help us seize this opportune moment for real, comprehensive action. Students will present the petition to the President in connection with her meeting with the DEIC this Friday.

<http://bit.do/prezpetition>

Announcements and Reminders:

- Next month's meeting, Jan 14th, Kirk will not be able to attend.
- Employee Enhancement Days will be the 3rd, 4th, and 5th of February.
 - Jay Gubrud will be the invited speaker.
 - He will be talking about establishing relationships, being in the leadership driver's seat.
 - He has a number of Youtube videos on his web page:
 - <http://jaygubrud.com/videos-of-jay/>
 - Doug Minter – Plans to hold another student supervisors meeting during Enhancement Days.
 - On Wednesday the 4th, Phil Voight, will be doing Bystander Training: “It’s on Us.” This will be a Lunch and Learn with no cost, you will need to sign up in advance.

September, 2014

Building Emergency Coordinator Program

With the development of the Gustavus Adolphus College Emergency Operations Plan, Gustavus is including a new section entitled the Building Emergency Coordinator (BEC) Program.

This program will provide a system of campus contacts who will assist Campus Safety with gathering and distributing information related to potential emergencies on campus if and when necessary.

Campus emergencies do not happen often, but if they do, the planning and preparation information provided through the BEC Program will be essential to ensure safe evacuations and/or relocations of individuals on campus. The BEC will be called upon to assist in providing and distributing building or area information necessary to develop and maintain a viable building specific emergency plan. The goal of the BEC Program is to have a minimum of two contacts per facility and the BEC Contact List will be maintained by the Department of Campus Safety.

The Building Emergency Coordinator duties include responsibilities such as:

- 1) Acting as a liaison with Campus Safety to establish and maintain emergency procedures for the building or area.
- 2) Communicating with building or area occupants regarding established emergency procedures. Ensuring that emergency procedure information remains posted and in good condition.
- 3) Serving as an essential contact for a building or area in the event that emergency information must be distributed quickly. Act as a contact to receive updated information in the event of an evacuation or relocation.
- 4) Communicate with Campus Safety any pertinent information regarding evacuation participants and/or evacuation location(s).
- 5) Assist with implementing other appropriate emergency procedures as requested.

The Campus Safety Department is in need of Gustavus Community members to assist with maintaining a safe and healthful learning environment for students, faculty, staff and visitors. The cooperation that can be provided through the BEC Program will prove to be invaluable during emergency planning processes and preparedness actions. We look forward to working with those dedicated individuals.

Thank you!



Building Emergency Coordinators

- Act as liaison with Campus Safety
- Coordinate building emergency information
- Ensure emergency information remains posted
- Key contact to receive updated information
- Communicate evacuation locations and participants
- Need NAMES today



Building Emergency Plans

- Developed by each building group
- Building Emergency Coordinators are key contacts