Staff Personnel Committee  
Gustavus Adolphus College  
Minutes of December 12, 2012

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<th>Present</th>
<th>Representative</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>
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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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<td>x</td>
<td>Jenny Tollefson</td>
<td>Office Support</td>
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<td>Tracey Peymann</td>
<td>Office Support</td>
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<tr>
<td></td>
<td>Kirk Beyer</td>
<td>Human Resources</td>
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<td>x</td>
<td>Jeannie Peterson</td>
<td>Bookmark/Library/Print &amp; Mail</td>
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<td>Lisa Octigan</td>
<td>Campus Safety</td>
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<td>x</td>
<td>Nancy Petrich</td>
<td>Physical Plant</td>
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Chair Mike Kolek called the meeting to order at 8:36 am.  
Approval of November meeting minutes – everyone received a copy.  
Last month’s minutes approved.

Department Reports:  
- Bookmark/Library/Post Office – nothing to report  
- Custodial –  
  - Question about Christmas party – how many people are invited?  
    - This year so far: sent 281 invitations (including those sent to supervisors invited because a staff member receiving a service award); 170 yes responses as of this morning.  
    - 2011: 210 yes responses. Don’t have a way to know for sure how many attended.  
  - Discussion about turnout this year – some have to miss because the schools Christmas concert is that afternoon and many have children/grandchildren participating.  
- Marketplace –  
  - Hours are posted online under special hours; and made signs for the doors and will go out on Gustavus-l. Were going to be closed through the 6th but that might change, athletes are coming back.  
    - 7am-7pm on 12/20; 12/21 open until 10:30am at the Courtyard.  
  - Reminder: Put your catering orders in a week prior to when needed; last minute orders are hard.  
- Physical Plant – nothing to report  
- Campus Safety –  
  - Break parking is in the Bjorling parking lot (gravel section) for those leaving a vehicle over the break. For employees parking on campus briefly during that time – park in a lot that has already been cleared/scraped.  
  - Building hours – will be closed December 22nd through January 1st; 2nd through 4th Campus Center and Admin will be open 7am-6pm; Lund and Library are posting their own hours, and other academic buildings will be closed until January 6th when students return.  
- Academic/Administrative –
• Question about SelectAccount – Select Account mailings have offered paperwork to sign up for a debit card that isn’t available for us. Why isn’t it available?
• Can we have that as an option?
  ▪ Follow up from Kirk – It was recommended that we not offer that option because of our health reimbursement option. With our HRA, we are provided with a “free” initial $750 allotment. It’s been recommended we not offer the debit card due to the confusion that may come about with this initial “free” $750 allotment.
• The mailing comes from SelectAccount and not our HR so it keeps getting put in there.
  ▪ HR requested SelectAccount not include that but they are required due to contract with the group we are a part of, South Central Service Group.
• Request HR inform people that you’ll see debit card info but it’s not an option.
  ▪ Request to put in HR newsletter a notice that debit card isn’t an option and why.

Old Business:
• Christmas Party –
  ▪ Meal/Programs – Jeri brought a burgundy napkin to show the color that will be in the decorations and on the tables.
    ▪ What color for the program? The green and red paper options will clash with the burgundy. Cream or tan would look better with the burgundy (and a tan better with the white tablecloths). Jeri will check again on the colors and tell Lisa what color paper.
• Meal/Entertainment - Hot cart will be available for the performers – so can get food ahead of time and can eat after they are done performing. Mike mentioned it when he coordinated with the performers so they’d be aware.
• Meal - People can go back through the line with a clean plate.
• Entertainment – Dean will be MC, G3 will perform, Pastor Rod will do invocation.
• Gifts – Going well! People will pick out from what’s available like last year. Mike will read names – throughout, even as people are going through getting their dinner.
• Food Shelf donations – A sign indicating where to place food donations will be put up today between Print Services and the Book Mark for the entire Gustavus Community to participate. We are also accepting money via campus mail to Jenny Tollefson.
• Question about when Turkey and Ham Certificates will go out – they can be donated via Jenny to the food shelf or on the day of the luncheon.
  ▪ Certificates will go out on Friday, turkeys/hams available for pickup on Saturday.
Discussion of when SPC members will come the day of the party for setup.

- Gustie Ware – only picking up in the residence halls right now. If you have any in other buildings, take to ResHalls and they will get picked up (if that’s closer than taking to Dining Service).

New Business:

- SPC Box: “Why won’t Gustavus adopt the debit card system for our medical reimbursement? It is available and would be so much easier and nicer for us.”
  - Came up during department discussions, please see explanation above.

Announcements and Reminders:

- Discussion of move of Media Services under Student Activities and the location changes for some services, much still in transition.
  - Passports have been moved to Dining Service.
  - Laminating to Print Service.
  - Equipment/camera checkout in the Library (due to Media Services decisions not all equipment will be available that was offered before).
- January 2-4, library will be open to the public at noon, but staff will work regular hours. This is due to shortage of students on campus and available to work.

Call for Agenda Items for Next meeting:

- Debit card/medical reimbursement question, if there is any further discussion needed.

Motion to adjourn & seconded 9:20 am.

Next meeting Wednesday, January 9, 2013 in the 49'er room.

Address all suggestions, questions, and concerns to:

Staff Personnel Committee (SPC)
PO Box A-22