Staff Personnel Committee  
Gustavus Adolphus College  
Minutes of December 14, 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)

Chair Mike Kolek called the meeting to order at 8:35 am.

Approval of November 9th meeting minutes – everyone received a copy.

Last month’s minutes approved.

Kirk Beyer’s report:
- Not much to report. Kirk talked about Enhancement day- Commission 150. Possibly exploring employee's strengths. Looked at Sheepo and Strength Finders. Employees could identify their top five strengths. Possible Title IX discussion. Well-Being task force being looked at with Steve Bennett. Nancy talked about Enhancement Day in the past had included first aid and extinguisher training. Kirk explained what Enhancement Day is for new members. If anyone has any suggestions, please contact Kirk.
- Possible suggestion for Enhancement Day could be about recycling. Nancy will send a list of recycling items to Kirk to add to the HR news monthly letter.

Department Reports:
- Bookmark/Library/Post Office
  - Nothing to report
- Custodial –
  - Would like an updated PTO Accruals list to post.
- Marketplace –
  - Busy! Only accepting minimal orders on items due to the holidays and the bakery/kitchen busy with special events
- Physical Plant –
  - Please be aware of the grounds crew when blowing/removing snow. Be aware of where they are and be cautious around the machines.
- Campus Safety –
  - Campus Safety department report: Please note the Gustavus-I announcements about building hours and break parking. Mostly affects students but parking is enforced over break and January term, break parking for those leaving a vehicle (students) for the duration is the red-permit designated gravel section of the Bjorling lot. Contact Campus Safety if you have any questions about parking.
Academic/Administrative –
  o Anything regarding the smoking survey yet? No one has heard the results yet.
  o Cashier has been moved to the Financial Aid office at the top left of the steps. They are using the desk as an information desk for now.
  o Recycling discussion earlier (Enhancement Day – Kirk)
  o Anna suggested putting something on Gustavus-L regarding parking when it snows. Watch the white lines when parking in the lots, not taking extra parking space.
  o We got a few donations from the Bookmark and Al Behrends donated some new CD’s for the Christmas party. Nancy also has some items.

Old Business:
  • Christmas Party - RSVPs/head count: 204 yes; 27 no. (300 invites were printed). Lisa will follow up on the list of people for photos who haven’t yet replied and give the final list in the morning of who will be there at PDR at 10:45am. Will send program printing information this week for the tables and will update Margi/Jeri on the totals; assume a few more RSVPs will trickle in today/tomorrow. All other program/invite tasks completed; plus helped Mike confirm Dobo/Media Services support for event.
  • Dean Wahlund and Pastor Rod will MC the party
  • Mike reserved the PDR for photos
  • G3 Entertainment will have music while employees eat. They will eat before they perform.
  • All committee members should report to Alumni Hall at 10:00am to help set up.
  • Jeri will make sure there are enough tables set up. 1 Service Award table, 3 gift tables, 1 food shelf table and 1 punch table.

New Business:
  • SPC Box: 1. "I have no use for a very nice wristwatch. Not saying I don’t appreciate the thought behind it. Thinking possibly since there usually are not a big group of employees every year who reach the 25 year mark, maybe they could be given a choice of gifts a few months in advance."
    (Kirk stated that they aren’t sure how they will proceed with this. If you just give employees money, does it take away from the importance of the years of service?)
  • SPC Box: 2. "I have heard people say that they got their step raise and it was way above what the wage scale shows. How does this happen? People over the 10 year mark are really penalized."
    (Kirk stated that without knowing more facts regarding the above comment, he couldn’t really say why this would have happened. Possibly Flex dollars?)

Announcements and Reminders: None
Call for Agenda Items for Next meeting: None

Motion to adjourn & seconded 9:24am.

Next meeting Wednesday, January 11, 2012 in the 49'er room.

Address all suggestions, questions, and concerns to:

Staff Personnel Committee (SPC)
PO Box A-19