Staff Personnel Committee
Gustavus Adolphus College
Minutes of December 8, 2010

Representatives Present:

Kirk Beyer (Human Resources); Anna Lokensgard (Academic/Admin Support); Tracey Peymann (Academic/Admin Support); Colleen Bell (Bookmark/Library/PO); Rick Dahn (Custodial); Mike Kolek (Custodial); Sheila Volk (Marketplace); Victor Cerritos (Marketplace); Nancy Petrich (Physical Plant); Lisa Octigan (Campus Safety)

Chair Mike Kolek called the meeting to order at 8:36 am.

Approval of November 10, 2010 meeting minutes – everyone received a copy.

Last month’s minutes approved.

Kirk Beyer’s report:
- Invitations are out for the Christmas Luncheon.
- Providing hams and turkeys again this year - certificates come out next Wednesday. (Have to wait until they are ready at Econo for people to pick up).
- Nadine has names ready for the prize drawings.
- HR moving to Admin on December 22nd.

Department Reports:
- Bookmark/Library/Post Office – nothing to report.
- Custodial – 2 notes in SPC box.
  - Co-mingling (recycling) not getting picked up on regular basis. Smells, leaks, draws bugs. Hire extra students for this job?
  - Physical plant coming and getting it from the ResHalls. Have enough students but not all show up.
  - Nancy will talk to Bruce Volek about it.
  - Q: Is it normal to have leaking - liquid in the recycling?
    - Yes - to get them to even put in the recycling it’s an accomplishment.
    - Holes in the curbies so that can create a mess.
    - In SHR the co-mingling is kept in basement, not outside. Attracts fruit flies.
    - Issue with them being cleaned out? Fills up as quickly as they are emptied - have to call every time to have it emptied.
    - Nancy thought it was an every day pickup; If they know when they’re coming can coordinate loads better.
  - Hiring in Custodial for the 5am positions - someone comes over at 7:15.
    - Budgeted position has to go through President’s council.
    - Kirk thinks requests have been approved.
Difficult when someone is out and you think it’s short-term and becomes longer term. Can’t hire someone if expecting them to come back.
Q: Do they have a list of temps that they can call?
A: Not sure.
Can have on-call positions as well.
She relies on floaters - most of them have am positions. Tennis dome float after 7am - they are the only morning floaters.
More people sick more often this time of year. Plus some out for extended leave.

- Marketplace – nothing to report.
- Physical Plant – 1 note from the box.
  - Summer workers - painting crew student workers aren’t supervised.
  - Nancy will submit to Steve and check with Warren to see if someone can oversee students. Limited to who they pull in. Only so much can spend for summer work - relying on the students to be on their own in different areas. When hire contractor - not hiring him to supervise students. Will check into it.
  - Update from Nancy after meeting: Warren will talk with the carpenter/paint shop about summer supervision.
- Campus Safety –
  - Jason leaving - hiring to fill his position as EHS and Assistant Director of Campus Safety.
  - Q: Who will handle workers comp?  
    A: Ray would - he is out through January as well but will handle things remotely.
  - Q: When will it be open parking?  
    A: Park according to permit color - enforced during the day except when college is closed since overnight parking is always enforced.
  - Suggestion: Send reminder - park not leaving gaps in between. Send to email list to remind people; be considerate.
- Academic/Administrative – nothing to report.

Old Business:
- Gustavus Greens – GustieWare.
  - Anna contacted them - they’ve discussed same issues – there’s a GustieWare bin at front of library. Have bins Res Halls - but who will do it at the halls?
  - If you have it, call them, and they’ll send someone to pick it up. Call Kevin Birr if there is GustieWare to be picked up. He requested keys be added so they have keys to get into dorms to pull out the GustieWare. Nancy suggests trying that.
  - Marie takes bag once a week.
  - Sheila will check with Kevin how he wants to do that and put out notice.
- Christmas Luncheon
Entertainment - Dean MC; Steve photos; Paul Matzke and Barb Rodning getting singing group together; PDR reserved; Rachel Larson is doing convocation. Sent request to Media Services.

- Reserve a table for the group and special guests.
- Check if they are going to sing before or after eating.

Gifts - haven’t shopped yet and haven’t received any donations this year. Might have to do some begging.

Invitations went out - will give list of those attending the pictures to Mike to coordinate.

- Food shelf donations - in HR newsletter; in Inside Gustavus; Gustavus-l the 17th and the 20th will come out on that. Does Nancy need to arrange tables?
  - One is for punch, one for the food shelf. Sheila will check with Margi about the tables.
  - Tracey has the box.

- Gifts - have people pick the gifts themselves - try that this year. Announce ahead of time at the opening, that they can check out the gifts to scope out what they want.
  - Have gifts arranged, have someone at the table to make sure people are picking one gift; know what to do.

- Meet at 10am the day itself.
  - Sheila & Victor - punch bowl.
  - Mike - photos.
  - Colleen - bouncer at Alumni.
    Can get velvet rope to go across the stairs. Sheila thinks they are in the storage room; Kevin or Margi will know.

- Then help clean up after.

New Business:
- SPC Box: 3 items covered in department reports section.
- Next month - visit from David Menk?
  - Results compiled in January; will have him attend February meeting.
- Colleen and Lisa will work out why some people didn’t get the service award invitations.
  - Update after meeting: Lisa left the 5-year recipients off of the excel file when pasting from word, will get them sent right away.

Announcements and Reminders:

Call for Agenda Items for Next meeting:
- none.

Motion to adjourn & seconded 9:13am.

Next meeting Wednesday, January 12th in the 49’er room.
Address all suggestions, questions, and concerns to:

Staff Personnel Committee (SPC)
PO Box A-19