Staff Personnel Committee  
Gustavus Adolphus College  
Minutes of February 8, 2012

Representatives Present:  
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 8:33 am.

Approval of January meeting minutes – everyone received a copy.

Last month's minutes approved.

Kirk Beyer's report:  
- Kirk was unable to attend this month's meeting.

Department Reports:  
- Bookmark/Library/Post Office – nothing to report  
- Custodial – nothing to report  
- Marketplace – nothing to report  
- Physical Plant – nothing to report  
- Campus Safety – nothing to report  
- Academic/Administrative –  
  - Employee Health Screening in Health Service - Looking for any feedback.  
    Have done 250. Majority of people say it was more convenient on  
    campus. One more day tomorrow and then will take notes for last year.  
    - Less intimidating.  
    - Quick results.  
    - Fantastic – quick and results the next day.  
    - Better than previous years, finding the vein, etc.  
    - Tracey noted that next year might be able to do more people in  
      fewer days, things often went faster than they expected.

Old Business:  
- PTO accrual list has been posted for Custodial.  
- HR newsletter – back page was list of the recyclables. Was that helpful?  
  - Yes.

New Business:  
- SPC Box: Nothing was in the box.  
- Elections –  
  - Will look more at this at March/April meetings.
Will talk about open administrative support position at the Administrative Assistant group meeting that Tracey and Anna will be speaking at.

Custodial – suggestion to send something out asking for volunteers. Will do that in place of a nomination ballot since often people are nominated who do not want to serve.

- By-laws – look at them and see how can we update them? Outdated, doesn’t mention Campus Safety at all. Possibly split the Academic/Administrative positions so rep for each group?
- Put a reminder in the HR newsletter that there is an SPC box with a sample of the note that is on the back of our monthly meeting notes.
- Should the by-laws be sent out to everyone so they know more about the committee?
  - The ballots have the current representatives and an explanation of the committee with the web page link and the web page.

**Announcements and Reminders:**
- None.

**Call for Agenda Items for Next meeting:**
- By-laws.

Motion to adjourn & seconded 8:49am.

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

Address all suggestions, questions, and concerns to:

**Staff Personnel Committee (SPC)**
PO Box A-22