

**Staff Personnel Committee  
Gustavus Adolphus College  
Minutes of March 11, 2015**

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
x	Physical Plant	Nancy Petrich		Human Resources	Kirk Beyer

Chair Jeannie Peterson called the meeting to order at 8:31 am.

Celebrating work on the extras page, Jeannie brought cupcakes from Cheri. Thanks Jeannie!

Approval of March meeting minutes – everyone received a copy (has not yet gone out to custodial@gustavus.edu).

Last month's minutes approved.

Kirk Beyer's report: not present.

Department Reports:

- Bookmark/Library/Post Office – nothing to report
- Custodial –
  - Issue in Beck Hall - Groups reserve rooms in the building over the weekend and Custodial isn't being notified that services will be needed (if food is being served, if cleanup will be needed from previous events).
    - After noon on Friday, there are no custodial services. If you have a weekend event, contact Custodial to notify them of need of food/trash services.
    - The committee discussed how groups are notified of requirements when they make a reservation - Jane Chounard (who does reservations in Beck Hall) gives them a handout.
      - Might be able to more explicitly list what Custodial 'services' would be and when to contact them.
      - Scott Broady might be a possible contact in Campus Activities to assist with getting that information to student groups.
      - Discuss how other buildings handle weekend reservations - check how Confer, Nobel, etc. handle it.
- Marketplace –
  - Still collecting mugs.
  - Getting geared up for Graduation, Summer Programs.
- Physical Plant –
  - Question about the email that went out about Voluntary Retirement.
    - Contact HR if you have questions.
- Campus Safety – nothing to report

- Academic/Administrative –
  - Someone stopped Jenny to ask about trash/recycling in classrooms. Disposable coffee cups are going into the recycling and then the recycling ends up non-recyclable or trash.
    - Disposable coffee cups can be put in the compost in the Campus Center, but not in any other building's recycling.
    - If there is any food or drink in the recycling it becomes trash.
    - There are signs in the ResHalls indicating what can go in the recycling containers, she will ask about getting those for classrooms.
    - Coffee cups are compostable not recyclable, please put them in the trash (or in the designated compost bins if there is one).
    - Can this be better advertised somehow? Can the *Weekly* do an article?
      - Teri will put something out for editing and then can submit to **Inside Gustavus**; suggestion to the *Weekly* on Submit Your News. Jeannie will talk to a student she knows on the *Weekly*.
  - New director of CICE begins on July 1st. Academic Administrative Assistants would like this director to be aware that a position in that department was eliminated that is very much needed/required. International travel expense processing is now falling on administrative assistants and it's overwhelming.
    - After a discussion about who oversees this department and the Director, which included what made this issue so complicated, we proposed they submit a letter outlining the issues. The SPC would then pass it on to the appropriate administrative or supervisory personnel as a support staff grievance.

#### Old Business:

- Computer policy for Custodians - Larry says current policy hasn't changed. Custodians are still currently not allowed to use public computers. He is looking into which buildings are compatible, if the leads are interested in having something in the closet. No final decision has been made.
  - Custodial, Physical Plant, and GTS directors have discussed this at various stages. Need to determine the total number of rooms and total cost and come back to the table.
  - GTS is waiting on estimated number of closets so they can estimate the cost to put equipment in closets (networking, etc.).
- Dining Service - Following up on Kirk's question about scheduling a social security meeting for their department. The people Deb spoke with (approximately 15 so far) expressed interest and Steve approved; recommending it be scheduled in the summer (June/July).

#### New Business:

- SPC Box: Nothing was in the box.

#### Announcements and Reminders:

- Need to reschedule April 8th meeting to the week earlier or prior. Can't do April 1st

because on break, so the next meeting will be on April 15th in the 49er room.

**Call for Agenda Items for Next meeting:**

- Elections. Deb, Howard, Tim, and Teri are coming to the end of their first terms. If they do not want to serve another term, they need to find a replacement. Otherwise, their names will go on the ballot to be affirmed for a second term.

Motion to adjourn & seconded at 9:18 am.

**[Note date change!] Next meeting Wednesday, April 15, 2015 in the 49'er room.**

Meeting date change due to Academic Support Staff Breakfast.

