Chair Jeannie Peterson called the meeting to order at 8:33 am.

Approval of February meeting minutes – everyone received a copy.

Last month’s minutes approved.

Kirk Beyer’s report:

- Staff Reclassification Committee meeting will be March 20th
- Spring Fitness Challenge – registration through March 28th; Challenge will be April 7th – May 2nd
- March 17th – Lunch and Learn on the topic of Insomnia. If you register in advance, you can go through the buffet for $5 and your name will added to a drawing.
- Next week – TIAA-Cref is offering more individual counseling sessions; no cost and can bring spouse/partner. There will be meetings in March and May – call for an appointment or go online to Gustavus TIAA-Cref webpage to sign up.
  - Some have reported that it is hard to understand.
    - The one-on-one sessions with Juan are personalized unlike larger meetings.
    - They did have a retiree health plan meeting. They sent it out to those 60 and above; 75 invitations were sent out; 30-35 employees attended. That had a lot of information; comment may have been about that meeting?
    - If someone has specific feedback about larger or individual sessions or the representatives, please let Kirk know.

Department Reports:

- Bookmark/Library/Post Office –
  - Discussion of emergency alerts. Thank you acknowledged for most recent message being sent via text in addition to email. Would also like to get messages sent to landlines/mobile devices. Lisa gave this feedback to the communication group.
- Custodial –
  - With all of the budget cuts and staff shortages – why is custodial department servicing personal offices of administration, faculty, and staff?
Can’t these adults empty their own trash, take GustieWare back to the Caf, dust computers, etc? Maybe if a department cannot function without the custodial services – they can fund it from their own budget.”

- Would be better to get GustieWare bins in every building. There is one in every residential hall. That has been a big help, much easier for custodians.
  - **If there is no bin in your building/on your floor, talk to Steve Kjellgren about it.**
  - Catering has been going around and picking GustieWare up.
- Some offices are being cleaned every day, but not all buildings are being handled the same. In Beck, offices are dusted and vacuumed once a week, and it has been that way since it opened.
- The Campus Center is a bigger, more public building that might need more services. They did have an opening/shortage – the position has just been filled.
- All buildings may not be treated the same – departments should communicate directly with custodians about their needs.
- As we are all feeling the effects of staff cuts, please tidy your own personal space and keep communication open with your custodial staff.

- Marketplace –
  - Closed during Spring Break. Courtyard Café will have hours. March 28th close early (7pm) through Sunday, April 6.
- Physical Plant –
  - Card Access – will be expanding to the rest of the residence halls.
- Campus Safety –
  - Sergeant Mike English is retiring after 14 years at Gustavus. There will be a reception for him in the Three Crowns room on his last day, March 28th, from 4:30-7pm.
- Academic/Administrative – nothing to report

**Old Business:**
- Signs and posters in academic buildings. The Academic Administrative Assistant group will be meeting about assigning a point of contact for postings and designating locations for postings.
- The ResHall component that initiated the issue (signs on glass) has been resolved.

**New Business:**
- SPC Box: Nothing was in the box.
- Student employment –
  - There is a request/suggestion for a roundtable discussion for student employment supervisors with Doug and Aimee. Requesting a different format to what was done during Employee Enhancement Days. This
would be a follow up to that meeting as well as a gathering to provide discussion format initially requested by this committee.

- Great ideas at Employee Enhancement days, everyone walked away with something different; could have easily used another hour. There are still questions about how are students placed and different kinds of funding. A lot of new people don’t really know that and they have policies not everyone is aware of or currently understands.
- We could submit a list of questions in advance?
- Discussion of date and location. We will suggest a Friday in April during the faculty meeting time that is often open for others. Jeannie will work on drafting a message to be sent to Doug and Aimee and send it to the group for feedback. Once meeting time established with Doug and Aimee, a notice will be sent to the supervisors’ email list that Aimee has and posted within Inside Gustavus and on the –L.

Announcements and Reminders:

- Elections – Jeannie, Anna Mae, and Jenny are up for re-election for a 2nd term.

Call for Agenda Items for Next meeting:
- Confirm election candidates.

Motion to adjourn & seconded 9:14am.

Next meeting Wednesday, April 9, 2014 in the 49’er room.

Address all suggestions, questions, and concerns to:

Staff Personnel Committee (SPC)
PO Box A-22