Chair Mike Kolek 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:

- We received a thank you card from the food shelf for $400 donation (College matching of employee donations).
- Staff Reclassification committee meeting March 26. Any requests for review due by March 20th.
- Discussion about the lack of printed Griblys this year. Human Resources used them in the past - not just for current year; used for reference, employment verification. If we can’t do the student one, can we at least have one for employees?
  - Both Administrative Assistant groups have been gathering feedback on this issue as well and are interested in having it brought back. 12/16 (non-academic Administrative Assistants) who responded to email poll would like paper Gribly brought back.
  - If something found in a building, Gribly often used by Custodial staff for looking up students
  - Necessary when you aren’t at a desk and need that information quickly. Departments really need one.
  - Could there be an order system so it’s not unnecessary printing. We learned that the majority of the cost is the set up – not the actual printing. Is there some way to set that up without a lot of cost, print as requested/as needed?
  - Where do we go with request – President’s Cabinet? Cost came out of student services in the past. Discontinued as a cost saving measure. Is there a way to do it in a less costly way?
  - Proposal made to recommend a special or pre-order status to eliminate unnecessary printing/production.
- RetireWise sessions finished up. There were a range of attendees (just graduated to just retiring). Did a good job of explaining between different investment options in understandable terms. They are willing to offer it again but want to have at least 20 people. Kirk will be talking with them in the next few weeks to see what to do next.
- Suggestion made to post some good comments about what people had to say about it. Have people who have been there recommend it to other people.
- Ideally would like to be able to do it once a year. If interest grows could offer it more than once.
  - Kirk will be gone next month.

**Department Reports:**
- Bookmark/Library/Post Office –
  - Lunch and Learn – George Elliot offered one for students. Request to bring it back for Faculty and Staff.
    - In the past that was offered through GHP.
    - Once there was one after the Cholesterol Screenings but Health Service office didn’t sponsor it.
    - Laura Kelly is in charge of GHP. Could forward requests to her and see if one can be set up. She would do coordinating and then work with Kirk on budget if helping with cost of the meals.
    - Kitchen cabinet is sponsoring one today that does include employees.
    - There wasn’t a Lunch and Learn this year during Enhancement Days. Would love to see that come back. Easier for Custodial to get away during Enhancement Days – that week is Touring Week so nice when offered then. Kirk will note that feedback.
- Question: “Why doesn’t our campus have a universal first aid supply available to us? Meaning all departments have the same supplies provided by Campus Safety/Health Service with semi-annual inventories or restocked on an ‘as needed’ basis?”
  - And/or a First aid list – for departments to have on hand of what should be stocked.
  - Can ask Safety Committee representative. Lisa will ask Assistant Director of Campus Safety/Safety Manager Dale Plemmons, who also heads the Safety committee.
  - Follow-up after meeting from Dale:
    - Below is a link to the October 2012 Safety and Health Committee minutes posted on the Campus Safety website: https://gustavus.edu/safety/osh/safety-committee/documents/SHCMinutes10-18-12.pdf
    - At that meeting, I provided a handout to the Safety Committee members regarding the OSHA recommended minimum contents of a first aid kit. I specifically stated to the Committee that Campus Safety does not provide funding for kits or supplies and each Department is cost responsible for first aid kit contents. Below is the MNOSHA weblink for basic first aid kits:

Please let me know if you need additional information.

Thanks,
-Dale

- If it’s beyond a band aid – would prefer you contact Campus safety. Officers carry fully stocked medical bags.
- Don’t want every department to stock up on too much stuff that might expire.
- Could be put on list of suggested items – this is what you should know the officer will have with them when they arrive.
- Contact Campus Safety – and also note the employee accident/injury report form that should be completed within 24 hours for any campus employee injury: [https://gustavus.edu/safety/osh/documents/ACCIDENT-INCIDENTREPORT2013.pdf](https://gustavus.edu/safety/osh/documents/ACCIDENT-INCIDENTREPORT2013.pdf)
- What about First Aid flip chart that was once distributed with quick reference about first aid/emergency response? Who distributes that?
  - Follow up after meeting: Jeannie sent a scan of the chart they received at the Enhancement Days CPR training that was produced by [http://www.scems.org/](http://www.scems.org/)
  - Follow up from Lisa: Dale said those are only distributed to those that take the CPR training.

- Custodial –
  - Question about Spring Break parking:
    - During Spring Break lots will closed for cleaning as in previous years.
    - Students will be towed to Bjorling lot.
- Marketplace – nothing to report
- Physical Plant –
  - Question about PTO donation - *If you want to donate PTO to a certain person – can that be done?*
    - No – a person has to be on an approved FMLA leave and has to have requested donations. We have always gotten more than enough.
      - The individual that would need the time, have to be on approved FLMA, they have to run out of time, and then request additional PTO.
    - So if this scenario has happened and you want to give your time just to that person?
      - You can request that it go to a certain person, but if more than one person is in need it will applied to everyone who qualifies.
• If you offer to give 10 hours but if that person has received more than enough, are you just giving up 10 hours in this pot?
  - If there is no need for it, we won't charge your account for it.
  - If there are two or three people at the time, will go into the pot to whoever as needed
• Does it ever happen there is more than one person?
  - Has happened more than once. They process approximately two FMLA a week (childbirth, health issues, etc.).
• **Anyone gone due to personal illness or injury more than 3 days should be requesting one.** If a person is gone more than 3 days, depending on reason, we need to have them request a slip from their treating physician saying they are capable to come back to work and any restrictions so can make sure that the work we ask them to do fits within restrictions. Protects employee and coworkers (so someone doesn’t come back too soon). This also starts tracking hours for short-term disability qualifications.
  - Compost facility will be built out by Physical Plant – Jim Dontje has a grant for kitchen waste.
    - Unclear at this time if they will have any option for people picking up the compost for personal use. Might be a licensing issue – providing a product – liability issue.
    - How will it be collected?
      - Things that come out of Dining Service – instead of taking it to LJP it will stay on campus. Gets ground up. ResHalls and Academic Buildings won’t be affected – only kitchen.
  - Nobel – design and development still continuing.
  - Summer projects – Still reviewing projects for approval.
  - Work orders – working with GTS on an iService program to be able to log in a work order. Bob will set up a class for those that have questions. Once a work order is submitted, if they need more info they can send it back to you. It won't be a definite work order until you've been replied to that the work order has been issued. So the process would be to submit the online work request, that request will be approved or sent back for more info, and then after approval it will be an actual work order.
• **Campus Safety** –
  - Spring Break lot closing list, has been distributed to some offices already and will be on Gustavus-l announcements. Flier from Residence Halls with full schedule will be attached to meeting minutes.
• **Academic/Administrative** –
  - Question about program for mentoring new staff. There is a need for new support staff getting general information and guidance from someone also in that position or a position of similar responsibilities (as they could
be the only person in building doing their job). Chair/Department heads don’t always have details on what’s getting done and how – rarely is person leaving able to come back and train in new system.

- Discussion about getting on the Gustavus-l list – it is opt-in so you have to sign up.
  - Why aren’t people just put on?
    - Contact Teri Bauman for follow up – why people aren’t added by default; if there is some issue, restriction.
    - Follow-up after meeting - The link for being added to the Gustavus-l list is: https://gustavus.edu/news/gustavusl.php

- Can there be a list of all the email lists that are out there and how to get on them? Then give that also to new hires.

- Is there anyone willing to be a mentor? If there is a list of mentors, Kirk would be willing to pay for a lunch.
  - How would the matching occur?
  - Get Kirk a list of willing mentors and Human Resources can coordinate.
  - Jeannie will send out survey requesting list of available volunteer mentors from both administrative support groups.

- New Employee Orientation Day – who is invited?
  - For any new employee. They get an invitation. For any new regular full or part-time employee (not temporary or seasonal).

**Old Business:**
- Elections
  - Lisa will send out volunteer ballots for Dining Service and Custodial.
  - Tracey will send out an email to recruit for her area representative position.

**New Business:**
- SPC Box: Nothing was in the box.

**Call for Agenda Items for Next meeting:**
- Elections again.

Motion to adjourn & seconded 9:29am.

**Next meeting Wednesday, April 10, 2013 in the 49'er room.**
Address all suggestions, questions, and concerns to:

Staff Personnel Committee (SPC)
PO Box A-22
SPRING BREAK...
LEAVING A VEHICLE ON CAMPUS?

If you are leaving your vehicle on campus during Spring break, you must park in the GRAVEL section of the BJORLING lot. Look for the BREAK PARKING signs to park in the correct area.

Any vehicles not moved to this location by Monday, April 1st will be TOWED at the owner’s expense ($70 minimum charge).

SCHEDULE OF PARKING LOTS TO BE CLOSED

The following Parking Lots will be closed for overnight cleaning according to the following schedule. **Student vehicles will be towed on Monday, April 1st** if parked in any lot other than the area designated with Break Parking signs in the gravel section of the Bjorling Lot. Employees should note the lot clearing schedule and park according to permit color in alternate lots.

- **Lots CLOSED from 5:00 p.m. Tues., April 2 until Wed., April 3 at 4:00am**
  - Norelius Lot (Green section)
  - Norelius Lot (Red section)
  - Arboretum Lot (between Fine Arts/Interpretive Center)
  - Sorensen Lot (west of North/Gibbs/Sorensen)
  - Stadium/Beck lot

- **Lots CLOSED from 5:00 p.m. Wed., April 3 until Thurs., April 4 at 4:00am**
  - Visitor Lot (north of Campus Center)
  - Lund Lot (south of Lund Center)
  - Olin Lot (south of Olin / International Center)
  - Uhler Lot
  - Swanson Tennis Center Lot
  - Chapel Circle (west of Christ Chapel)
  - Southwest Lot (north of Southwest Hall)

- **Lots CLOSED from 5:00 p.m. Thurs., April 4 until Fri., April 5 at 4:00am**
  - Nobel Lot (west of Nobel)
  - Heating Plant Lot (east of Heating Plant)
  - Rundstrom Lot
  - Sohre/Wahlstrom Lot
  - College View Lot
  - Bjorling Lot (west of Bjorling/south of Prairie View)
  - Arbor View Apartments Lot
  - Pittman Lot
  - Chapel View Townhomes Lot