Chair Mike Kolek called the meeting to order at 8:33 am.

Approval of March meeting minutes – everyone received a copy.

Last month’s minutes approved.

Kirk Beyer’s report: Kirk was unable to attend the April meeting.

Department Reports:
- Bookmark/Library/Post Office –
  - Book Mark is having their Spring Cleaning sale.
- Custodial – nothing to report
- Marketplace –
  - If anyone is planning picnics – turn in request as soon as possible. Next few months will be very busy with banquets and catering and good to get yours on the schedule.
- Physical Plant – nothing to report
- Campus Safety –
  - All employee stickers will expire 8/31/13. Replacement stickers will be available in July.
    - Registration will be available online (for those with an active email username and password) or in the office.
  - Academic/Administrative – nothing to report

Old Business:
- Elections –
  - Custodial
    - No one responded they would be willing to serve.
    - Follow-up after meeting: Mike spoke with Tim Traxler who is willing to serve.
  - Dining Service
    - Howard Anderson volunteered.
    - Jeri Miller is willing to serve a second term.
  - Office Support
    - Teri Bauman volunteered.
  - Since in each area only one person is willing to serve per open spot – we will not send out any additional ballots.
• Lunch and Learn – would like that to be part of Enhancement Days in the future.
• Jeannie reports that Jenny has a list of possible mentors from the Academic group, will present at next meeting and will possibly be collecting names from the Administrative side as well.

New Business:
• SPC Box: Nothing was in the box.
• Question about the forum for Administrative and Support staff, has information gone out about that?
  - The date and times were in an original email, but no location and it has not gone out on Gustavus-l. It doesn’t seem like the staff one was very well publicized.
  - Follow-up after meeting: An employee-l was sent out. The sessions will be Thursday, April 11th at 8:30am and 2pm in Alumni Hall.
• SPC Binders: not everyone has one. Lisa will put one together for the new Custodial person. For the other new representatives the existing rep does have a binder to pass on.

Announcements and Reminders:
• The new members will attend the June meeting. Will need to have an election during that meeting for a new Chair since Mike is one of the representatives leaving.

Call for Agenda Items for Next meeting:
• Follow up on Gribly question from previous month.

Motion to adjourn & seconded 8:56am.

Next meeting Wednesday, May 8th, 2013 in the 49'er room.

Address all suggestions, questions, and concerns to:

Staff Personnel Committee (SPC)
PO Box A-22

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________