Staff Personnel Committee  
Gustavus Adolphus College  
Minutes of May 13, 2015

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<tr>
<th>Present</th>
<th>Area</th>
<th>Representative</th>
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<th>Representative</th>
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<tbody>
<tr>
<td>x</td>
<td>Custodial</td>
<td>Anna Mae Barklow</td>
<td>x</td>
<td>Marketplace</td>
<td>Howard Anderson</td>
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<td>x</td>
<td>Custodial</td>
<td>Tim Traxler</td>
<td>x</td>
<td>Marketplace</td>
<td>Debra Johnson</td>
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<td>x</td>
<td>Office Support</td>
<td>Jenny Tollefson</td>
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<td>Bookmark/Library/Print &amp; Mail</td>
<td>Jeannie Peterson</td>
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<td>x</td>
<td>Office Support</td>
<td>Teri Bauman</td>
<td>x</td>
<td>Campus Safety</td>
<td>Lisa Octigan</td>
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<td>x</td>
<td>Physical Plant</td>
<td>Nancy Petrich</td>
<td>x</td>
<td>Human Resources</td>
<td>Kirk Beyer</td>
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Chair Jeannie Peterson called the meeting to order at 8:32 am.

Approval of April meeting minutes – copies were handed out at the meeting and approved.

Kirk Beyer’s report:

- Valleyfair opens this weekend - tickets are available in the Human Resources office.
- The Provost’s Committee on Diversity, Equity, and Inclusion (DEIC) is looking for a support staff representative to attend their brainstorming meeting on May 28th, 9am-12pm in Linner Lounge, and are hoping the SPC can make a recommendation or find a representative. Please contact Cindy Johnson (x7043). Jeannie also forwarded our committee an email that included a template for inviting a representative to share with our departments.

Department Reports:

- Bookmark/Library/Post Office
  - Has Gustavus contacted the new children’s museum in Mankato to get discounts for Gustavus employees?
    - Lisa can look into this because her husband meets on a regular basis with the Museum group. She will try to get an answer by the next SPC meeting.
- Custodial
  - Concern about if the retirees will be replaced, Custodial has 3 retirees.
    - That would be a good question for the all-employee meeting on May 19th to bring up during the question and answer period.
- Marketplace
  - Gearing up for Graduation.
- Physical Plant
  - Nothing to report.
- Campus Safety
  - Permit parking is enforced through Graduation.
- Academic/Administrative
  - The academic administrative assistants are still discussing the issue of credit card reconcilement for January Interim Experience Travel Courses. Jenny will propose they work on a reporting system to streamline information with Finance and CICE. The proposed action reflects their dedication to meeting
the new needs resulting from current staff reductions.

Old Business:
- Compost/Recycling bins - The *Gustavus Weekly* had a write-up under “Sustainability Movements...” with a graphic about compost vs. recycling bins in the April 17th issue. This was a follow-up to the concerns expressed at our March meeting regarding the differences between the recycling bins.
- Elections - Custodial coordinator wanted to limit SPC representatives from two to one representative.
  - Our by-laws state that Custodial have two representatives. If they want that to be changed, it should go up the supervisor chain to Warren and Ken to have our by-laws amended.
  - The position is a 12-14 hour commitment a year.
  - Lisa will contact Larry regarding this idea/change.
    - *Follow-up after meeting:* Lisa spoke with Larry who said a second representative can be named, he’ll speak with Tim and then solicit for people who are interested.
- Retirement/Social Security meeting with Dining Service - Can Steve contact Kirk to do a session about retirement/social security. People who attended (who were up for retirement this year) found it really helpful.
- Retirements - On May 20th the Administrator and Faculty members retirement dinner will be held. There is a $15 charge per person, Advancement is coordinating. There will also be a service recognition meeting in the Chapel on Wednesday the 20th at 4pm.
  - The group discussed options for adjusting the Christmas party knowing that there are 18+ retirees who will be recognized at the December luncheon.
  - Could we look at the changes the Admin/Faculty party is making and make similar changes: A years-of-service recognition at the Chapel; limit the speaking time to 3 minutes or less; have a single person introducing all retirees rather than each retiree’s supervisor?
    - Kirk recommends inviting Glen Lloyd from Alumni and Parent Engagement to our next meeting since he’s planning the Admin/Faculty dinner. Jeannie will contact him to see if he can attend an upcoming meeting.
    - Also discussed possible changes to the gift drawing procedures to accommodate the anticipated increased length due to retirements, will discuss again at future meetings to finalize.

New Business:
- SPC Box: We received a thank you note from the Saint Peter Food Shelf for the $557 monetary match to the holiday party donations.
  - Make sure to add to our annual notes that we need to specifically request the matching after the holiday party, an RFP needs to be submitted to Finance.

Announcements and Reminders:
Call for Agenda Items for Next meeting:

- Invite new potential members to the June meeting. These are still not confirmed, so hopefully there will be time to do a ballot ratification before the June meeting.
  - Follow-up after meeting: Howard Anderson will return as Dining Service representative for next year. The previously announced replacement will not be serving.

Motion to adjourn & seconded 9:07 am.

[Note location change!] Next meeting Wednesday, June 10, 2015 in Linner Lounge.
Address all suggestions, questions, and concerns to:

Staff Personnel Committee (SPC)
PO Box B-36