Staff Personnel Committee  
Gustavus Adolphus College  
Minutes of June 13, 2012

<table>
<thead>
<tr>
<th>Present</th>
<th>Representative</th>
<th>Area</th>
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<tbody>
<tr>
<td>x</td>
<td>Rick Dahn</td>
<td>Custodial</td>
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<tr>
<td>x</td>
<td>Mike Kolek</td>
<td>Custodial</td>
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<tr>
<td>x</td>
<td>Victor Cerritos</td>
<td>Marketplace</td>
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<tr>
<td>x</td>
<td>Jeri Miller</td>
<td>Marketplace</td>
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<td>x</td>
<td>Anna Lokensgard</td>
<td>Office Support</td>
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<td></td>
<td>Tracey Peymann</td>
<td>Office Support</td>
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<td>Kirk Beyer</td>
<td>Human Resources</td>
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<tr>
<td>x</td>
<td>Andy Biedermann</td>
<td>Bookmark/Library/Print &amp; Mail</td>
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<tr>
<td>x</td>
<td>Lisa Octigan</td>
<td>Campus Safety</td>
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<tr>
<td>x</td>
<td>Nancy Petrich</td>
<td>Physical Plant</td>
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The incoming 2012-2013 committee members were also present:
- Jenny Tollefson replacing Anna Lokensgard for Academic/Administrative support;
- Anna Mae Barklow replacing Rick Dahn for Custodial; and
- Jeannie Peterson replacing Andy Biedermann for Book Mark/Library/Print & Mail.

Chair Mike Kolek called the meeting to order at 8:32 am.

Introduction of new members and goodbye to the outgoing members.

Approval of May meeting minutes – everyone received a copy.

Last month’s minutes approved.

Kirk Beyer’s report:
- Welcome to new members.
- Benefit enrollment online seemed to go very well. If you have any feedback from that he’d appreciate hearing that.
- Still have Valleyfair tickets available at discount.

Department Reports:
- Bookmark/Library/Post Office – nothing to report
- Custodial –
  - Question about campus mailings – is there a way to opt out of those that people don’t want; is there a reason that the Gustavus Quarterly came in an additional envelope.
    - Tim Kennedy/Marketing might be the person to ask. Will contact him about answers to these questions and if he can come speak to the group.
    - Andy will check if there was an issue with the machine for that mailing – one reason they might have used an envelope this time.
    - Could have some kind of drop box for collecting those that don’t want it (some use it for candidate visits; info packets).
- Marketplace – nothing to report
  - Busy with camps.
• Physical Plant –
  o Starting remodel in basement of Olin (Physics).
  o Lund hockey arena – working on boards.
  o Question about West Mall – is that prairie grass?
    ▪ Yes, also putting in other areas on campus - will see more prairie grass areas. There are information signs created by Cindy Johnson explaining why it’s growing out, etc.

• Campus Safety –
  o Summer parking – not enforcing permit colors (Visitor parking, handicap, etc are always enforced).
  o Student parking lots will change next year – yellow and red will merge into all red – take note of parking changes before school starts; some green areas may move (but there will not be any fewer green spaces).
  o Employee stickers good for another year.
  o Question about the campus notice that went out about June 14 Training exercise.
    ▪ MN tactical will be on campus – just doing a training in SSC, notified people so if they see them they won’t be concerned.

• Academic/Administrative –
  o Finishing up the fiscal year.
  o Summer hours, events going on; faculty/staff leaving and new coming in.
  o July 1 new Provosts starting.

Old Business:
• Bylaws – review updates drafted at last meeting that were sent out to committee for approval.
  o Where updated in 2007 to make clear the charge and responsibilities of the committee.
• Question about why the Book Mark/Library/Print and Mail are listed as by appointment instead of election.
  o Because of the small number of eligible staff for that representative position and difficulty finding representatives, it is listed like Campus Safety and Physical Plant that do their reps by appointment. That does not mean current representative has to serve forever.
• Motion to approve and second – Updated Bylaws are approved.

New Business:
• SPC Box: Nothing was in the box.
• Election of officers by ballot:
  o Chair: Mike Kolek
  o Vice-Chair: Jeri Miller
  o Secretary: Lisa Octigan
    ▪ Motion to destroy the ballots. Approved.
• Employee picnic was enjoyed and went well - thanks to those that planned it.
• Question about Memorial Day since in upcoming years it falls before Graduation.
Still a Holiday. If you're expected to be here you'll be paid accordingly. Different from Labor Day when all the offices have to be open for new students so that is not observed.

Announcements and Reminders:

- No meetings in July or August.

Call for Agenda Items for Next meeting:

- Lisa will contact Tim Kennedy about a meeting in the fall.
- Kirk will not be here on September 12.

Motion to adjourn & seconded 9:04.

Next meeting Wednesday, September 12, 2012 in the 49'er room.

Address all suggestions, questions, and concerns to:

Staff Personnel Committee (SPC)
PO Box A-22