

**Staff Personnel Committee
Gustavus Adolphus College
Minutes of June 9, 2010**

Representatives Present:

Kirk Beyer (Human Resources); Tracey Peymann (Academic/Admin Support); Colleen Bell (Book Mark, Library, PO) Rick Dahn (Custodial); Mike Kolek (Custodial); Sheila Volk (Marketplace); Victor Cerritos (Marketplace); Nancy Petrich (Physical Plant); Lisa Octigan (Campus Safety)

Chair Mike Kolek called the meeting to order at 8:35 am.

Approval of May meeting minutes – everyone received a copy.

Last month's minutes approved.

Kirk Beyer's report:

- Board of Trustees meeting shortly. Governance committee has proposed changes to the bylaws. Has been discussion on that. The bylaws have been reviewed by the faculty and the President's Cabinet. Kirk has read and made some suggested changes. June board meeting approving some bylaws.
- Due to current budget projections, step increases for support staff are suspended until further notice.
- Individuals on campus – annual audit is taking place and the auditors come in. You may see them in your area, they've interviewed HR. Happens every year.
- Kari Eckheart is taking on a new position, which is a grant-funded position in student services. So she's no longer coordinating wellness activities. Al Molde indicated a new volleyball coach has been hired and will be doing the wellness coordinating.
- There is a Twins game June 17 that the College has purchased tickets for. Discounted ticket is \$24 in sections 308 or 312. Upper level behind home plate. If you have desire to do that, President has authorized supervisors to allow employees to have unpaid release time. \$24 includes the bus ride up and back. Playing against the Colorado Rockies. Barb Larson Taylor is the person to see for tickets if you want to go.
- Target Center – Cirque De Soleil June 23, 25, 27 – Tickets are regularly \$42-\$62 and they will be discounted up to \$30 (tickets only \$27). Now that there's no Inside Gustavus hard to get that information out, but passing out handout to post.
- Mall of America savings pass. Have these available in the HR office. Discount coupons.

Department Reports:

- Bookmark/Library/Post Office –

- Summer hours 8-4 in Print and Mail services.
- **Question:** how will parking be affected by the new building?
- **Answer:** Keeping it the same for now, changes haven't been decided.
- Custodial –
 - **Question:** When we have the President's Picnic, Custodial student employees are sent home but other departments in the Physical plant are allowed to bring their students with them. Shouldn't it be the same for everyone?
 - **Answer:** They shouldn't be bringing students, it's only for employees. They don't turn people away, but student employees are not invited.
 - **Question:** During special events (like Graduation), Physical Plant employees worked overtime Saturday and Sunday with the exception of Custodial. Why wasn't anyone in Custodial asked if they wanted to help direct traffic, set up, tear down?
 - **Answer:** That's always the way it's been done. Traffic is done in coordination with Grounds, and it's generally been Physical Plant employees.
 - **Follow-up Question:** What is the procedure for who organizes and who asks who?
 - **Response:** Nancy will talk to Chris Sutton. It's normally coordinating Campus Safety with Physical Plant. Didn't know it was taken away for Custodians to get ready for things inside. Custodial doesn't work graduation or any of those things as far as outside work that is done.
 - Custodial would help the graduates with their gowns and hoods. That was at a time when the gowns were not the disposable kind like they have now.
 - **Follow Up from Nancy:** The weekend custodial staff takes care of the graduation needs for that Sunday.
- Marketplace –
 - **Question:** How important is it for us, the recycling. Plastics are going to the garbage.
 - **Response:** This time of year they don't recycle because they can't back the trucks up to the dorms (last week or 2 of the school year) because they can't get up to get it. Otherwise it's done.
 - **Response:** We do still recycle at the end of the year, last year someone made a comment that recycling went in the trash, so Physical Plant has someone get out there to do the recycling. If it's not being done, let Physical Plant know.
 - **Comments:** Not everyone in the kitchen has containers where they are working for recycling, not all the halls were notified not to put it in the dumpster at move-out. Recycling is going in to the garbage.
 - Recently figured out in office that paper has to just be paper, can't take it once you put a can or bottle in there. Once it's 'contaminated' it has to go in the garbage.
 - Other buildings they have them separate.

- They had small bins by desks for paper stuff. Then one separate for bottles and cans, because don't have that as often.
- Nancy: Recycle item list to know what's acceptable helpful?
 - Follow up from Nancy: I talked to Chris Sutton and she said that she would put out a list of the recyclable items on the Q. She also said she would work with Bruce Volek to get enough containers in the Dining Service areas to encourage more recycling to be done there.
- In Uhler they have the ones with holes, and separate one is more obviously for paper.
- **Question:** Gustie ware – will still have it next year? Is it being returned better?
- **Answer:** Yes, will still have it next year. Once more students know they can take it and bring it back – they aren't bringing it back more often. Sometimes they come back moldy. Probably bringing them back a little better.
- Physical Plant –
 - Norelius – C wing bathroom remodeling.
 - North-Gibbs-Sorensen, switching over elevator from cargo to passenger. Has to be done, state mandated. Replacing all the windows.
 - Q: Will the windows be smaller in those rooms now?
 - A: Yes, more like in Sohre and Pittman. Modular one they stick in.
 - More energy efficient.
 - North, Gibbs and Sorensen – doing abatement taking out tiles. Carpet will be put in.
- Campus Safety –
 - New stickers will be coming out this Summer, will send out notices once I have the stickers.
 - Red, Yellow, Green not enforced after Graduation until First-Year orientation.
- Academic/Administrative – Nothing to report.

Old Business:

- Elections: Rick & Anna will be back again next year.

New Business:

- SPC Box: Nothing was in the box except a belated ballot.
- Motion to leave Chair, Vice-Chair, Secretary the same.
 - Approved.
 - Chair: Mike Kolek; Vice-Chair: Anna Lokensgard; Secretary: Lisa Octigan

Announcements and Reminders:

- Next meeting is in September.
- Handed out coupons and SPC schedule for next year.

Call for Agenda Items for Next meeting:

Contact Mike or Lisa if you have something to add for the September meeting.

Motion to adjourn & seconded . 9:08am.

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

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Address all suggestions, questions, and concerns to:

Staff Personnel Committee (SPC)
PO Box A-19

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