

## **STAFF PERSONNEL COMMITTEE**

**Gustavus Adolphus College**

**Minutes of September 9, 2009**

Outgoing Co-Chair, Matt Dobosenski, called the meeting to order at 8:40am.

**Representatives present:** Colleen Bell (Bookmark/Post Office/Library), Mike Kolek (Custodial), Sheila Volk (Dining Service), Kirk Beyer (Human Resources), Anna Lokensgard (Academic/Administrative), Howard Anderson (Dining Service), Tracey Peymann (Academic/Administrative), Matt Dobosenski (Outgoing Member).

### **Human Resources Report-Kirk Beyer:**

- An Influenza-Like-Illness committee exists and meets weekly to address concerns and the means to cope with the surrounding issues.
- Seasonal Flu shots will be available to employees on Oct. 14<sup>th</sup> in Linner Lounge. The shots will be administered between 10:30 am and 4pm. Employees should bring their insurance cards with them or plan to pay \$25.
- The Gustavus Health Promotion for fall gets underway on September 14<sup>th</sup>. The program is titled “Walk Your Socks Off.” The first 125 participants to sign up will get a free pedometer. At the end of the program, participants will receive a pair of socks.
- The Norelius and Schultz Award committees are being formed. There is a need for 4 staff participants on these committees. Contact Human Resources to make a recommendation.
- The Advisory Benefits Committee is also looking for 3 staff members to serve. Again, contact Human Resources to make a recommendation of someone who would be a good candidate.
- The Holiday break for campus will be Dec. 24<sup>th</sup> to Jan. 3<sup>rd</sup>. Using floating holidays, the college is able to give us 7 paid days off.
- The Staff Reclassification committee will be meeting September 30. Employees who wish to have their positions re-evaluated need to have the necessary paperwork turned into this committee by September 25<sup>th</sup>.

### **Department Reports:**

There were no department reports as this was an organizational meeting.

Parking restrictions are in place for the school year and are being enforced.

### **Old Business:**

New members were briefed on the current method for communication of the minutes.

### **New Business:**

- Matt Dobosenski was thanked for his service as he turned over his leadership.
- Election of Officers: Chair Mike Kolek, Vice Chair Anna Lokensgard, and Secretary, Lisa Octigan.
- Meetings have been scheduled for the second Wednesday of the month through June. All meetings will be held at 8:30am in the 49er room.
- Chairman Kolek will print up coupons for meeting refreshments and disperse to members to use for future meetings.
- Dining Service representative, Howard Anderson, has indicated that he needs to step down. Dining Service will be instructed to hold an intradepartmental election or appointment to fill Howard’s seat.

There were no letters. Colleen Bell will keep the key for the box and be responsible for checking it.

**The next Meeting will be Wed., October 14<sup>th</sup>, 2009 at 8:30am in the 49'er Room.**

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