

**Staff Personnel Committee
Gustavus Adolphus College
Minutes of December 16, 2009**

Representatives Present:

Kirk Beyer (Human Resources); Colleen Bell (Bookmark/Library/PO); Anna Lokensgaard (Academic/Admin Support); Tracey Peymann (Academic/Admin Support); Mike Kolek (Custodial); Victor Cerritos (Marketplace); Sheila Volk (Marketplace); Bob Petrich (Physical Plant); Lisa Octigan (Campus Safety)

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

Approval of November 11th meeting minutes – everyone received a copy.

Last month's minutes approved.

Kirk Beyer's report:

- Questions about Snow Day seem to have all been answered.
- Looking forward to the Christmas party.
- First week of February (touring week) we'll be having enhancement days. Alumni hall reserved for 2nd and 3rd of Feb, Tues & Wed. Working with speakers to come in. One has committed to be here, Bob Ash, has a number of topics he can talk about. Providing world-class customer service, working with difficult people. Fran Sepler other person working with to come, was on campus 5 or 6 years ago to talk about harassment. Most places are advised to have annual harassment training for employees. She was well received last time she was here by supervisors and employees.
- Announcement: Donita Clifton will be retiring January 29th. Looking at best possible use of resources they have, reviewing if they can make changes in work processes. Not sure exactly yet how this will turn out. They have some recommendations to the President and Cabinet and once hear back will be posting to replace Donita.
- H1N1 vaccine: Public clinic in Mankato at MSU on Saturday. Shots are free and they have 8000 doses, first come first served – open to anyone. Encourage anyone interested to check that out. There have been news stories in the Free Press with times. Authorization forms accessible online so you can print and fill out in advance.

Q: How long has Donita been here? A: Donita has been here 25 years.

Department Reports:

- Bookmark/Library/Post Office – Nothing to report.
- Custodial –
 - Q: Is Cisco offering a trip this year? A: No - have not heard anything this year.
 - Q: Ham & Turkey Certificates? A: Went in mailboxes yesterday.

- Q: College closing. Person couldn't get in to work that day and called in. When the College is closed are we expected to come in during the closing? Some people were made to feel guilty if they were not there.
- A: Department issue. Some departments have to maintain services even if the campus is closed. If individuals can make it, departments will request anyone who can come in to come in.
- Q: What about those that came in earlier than the official start time?
- A: They receive regular time for hours worked plus holiday pay.
- Marketplace – Turkey and ham question covered already, our only one.
- Physical Plant – Nothing to report.
- Campus Safety – Regular parking enforcement over break and January term.
 - Discussed notifications for snow emergencies. Goes out as an email and a notice to voicemail. Text messages and home calls are reserved for immediate notice emergencies.
- Academic/Administrative – Email suggestion on the minutes, will bring up next month.
 - Q: Why did people receive 2 invitations?
 - A: Initial set of invites were put into the faculty boxes and not all were recovered, so the invitations were re-sent (on a different color of paper).

Old Business:

- Entertainment
 - Steve Waldhauser said yes to taking pictures of service awards.
 - Microphones were requested.
 - G3 will be singing for us that day, 15 minutes of program. Matt will make sure there's a piano/mics set up for them.
 - Brian Johnson will do invocation, asked to be there before meal start time.
 - Dean Wahlund will MC for us.
 - President's Dining Room has been reserved.
- Gifts:
 - Have Vikings tickets, Jan 3rd v. NY Giants
 - Sweatshirts from the bookmark
 - Going downtown to finish shopping today
 - Need someone to read off names
 - Kirk will bring bag of names, will be all the support staff employees
 - Discussion of gift table, having people pick their own gift? Would avoid people getting gendered gifts/thing they don't want. However, people like not always having to get up, and announcing it lets everyone know what it is. Decided to leave table at the back like last year
- Programs
 - Have gone out. Just need to print programs. One per place setting. Check decorations and see if a certain color would be better.
 - Will follow up with those who will be in pictures and send a list to Anna so they won't wait for people who aren't coming.
 - Will send final totals to Margi.
