

**Staff Personnel Committee
Gustavus Adolphus College
Minutes of February 10, 2010**

Representatives Present:

Colleen Bell (Post Office); Tracey Peymann (Academic/Admin Support); Rick Dahn (Custodial); Mike Kolek (Custodial); Victor Cerritos (Marketplace); Bob Petrich (Physical Plant); Lisa Octigan (Campus Safety)

Chair Mike Kolek called the meeting to order at 8:48am.

Approval of January meeting minutes – everyone received a copy. Date for next meeting was corrected. No other changes or corrections.

Last month's minutes approved.

Kirk Beyer's report: Kirk gone this week.

Department Reports:

- Bookmark/Library/Post Office – nothing to report.
- Custodial –
 - Q: Who is handling insurance? If they get a claim back to the insurance company?
 - A: New assistant is in the office. So going to Human Resources would be the best thing.
- Marketplace – Someone asked when is the Red Cross blood drive?
 - A: Usually in April.
- Physical Plant – Park right and stay off the roads. A lot of cars aren't parking in the spots so there is less parking available.
- Campus Safety – nothing to report.
- Academic/Administrative – nothing to report.

Old Business:

- Custodial Computer question: Rick talked to Chris Sutton. Indication was that computers in the office could be okay if kept to only campus pages access. Concern of looking at web pages outside of campus. She wouldn't want to have that come up as an issue. Could talk to someone at GTS. She didn't have any problem with doing it, would be beneficial for cutting down on paperwork and keeping people up to date. Agreed with things this committee talked about. But didn't want it to be able to go on outside sources. Next step is to talk to IT people and find out if computers available can be restricted. Wouldn't need to be new computers.
 - Q: How did this come up?

- A: Someone had brought this to Rick to see if it was possible for that department. We had discussed needing 10-12; one for each Residence Hall.
- Q: Is there anything in stock now?
- A: Bob indicates not now because they replace them in the summertime.
- Q: Why is it any different than in other offices? Honor system, why not like that?
- A: There hasn't been a need for them. Before only had one for whole department.

Chris is talking to someone at GTS about it.

If we're looking at summertime, there's time to talk about this again. Maybe by June can get something. Rick and Mike can go and talk to her about it. She was receptive to initial conversation with that one concern.

Could try it in one or two residence halls to see how it goes.

Q: Could they be wireless?

A: Wireless goes down in the summer. Wired is faster, they'd be wired.

- Thank you notes: Distributed for approval. Don't need to be signed by committee.
- Copy of minutes going to Custodial. They are going up, but a month delayed waiting for committee's approval. If nobody made comments to change anything, they could be sent out. They are supposed to be sent out a few days after the meeting if there are no suggested changes.
 - Lisa will transition to sending the notes sooner if there are no committee changes.
 - Just waiting on how Kirk wants it done for putting the notes up on the HR web page.

New Business:

- SPC Box: Nothing was in the box.
- Nothing new.

Announcements and Reminders:

- Enhancement days went well. Bob was very entertaining. Discussion of books that were recommended, inspiring stories. No Excuses.
- How was the CPR? It was booked up – all the slots were full.

Call for Agenda Items for Next meeting:

- None.

Motion to adjourn & seconded at 9:04am.

Next meeting Wednesday, March 10th 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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