

## SEAC Minutes – September 29, 2011

1. Welcome back!  
**In Attendance: Jamie Dresher (Campus Center), Rachel Boutillier (ITS), Austin Werth (Facilities), Mary Williams (Student Employment), Jeanne Arntzen (Theater & Dance), Mary Kary Briggs (Alumni House), Aaron Albertson (Library), Patty Pfalz (Biology), Jenae Schmidt (Financial Aid), Lucy Bauer (Admissions), Patty Jacobson (Bon Appetit), Anne Liu (Student), Stephanie Vilendrer (Student)**
  - a. SEAC intro – **SEAC is here to share concerns that student employers have and to discuss ways to improve the student employment program at Macalester, as well as support the Student Employment office and their programs.**
  - b. Jamie will take minutes- **Lucy will set a minutes schedule so each staff person will rotate. Please respond to the google invites whether or not you can attend a future meeting.**
2. Constituent list
  - a. Explanation – **Each staff member will receive a list of student employee supervisors which you will need to get in touch with a few times throughout the year.**
  - b. Emailed Abraham - **Lucy received this list and will forward us our lists soon.**
  - c. When you send the first email, bcc or forward me a copy. – **TASK: After we receive our list of constituents from Lucy please email an introductory email (feel free to use Lucy's email as a guide or copy/paste) and include information about the Fall Speaker.**
3. Fall Speaker & Spring Speaker
  - a. Date, time, who?
    - i. Fall Speaker – Denise Ward, Writing Effective Letters of Recommendation  
Oct 11, 1:30-2:30pm and Oct 13, 10-11am in JBD
    - ii. Spring Speaker – **Mary will talk to Ted Rueff from Health and Wellness about doing a session on students in crisis and how supervisors can tell and handle those types of situations and where to refer them.**
  - b. **Any ideas for future topics?**
4. Student Employment Budget Change Proposal (Mary)
  - a. **We will manage students based on hours instead of based on dollar amounts. Mary needs to start gathering information from supervisors. A request form was given to all members of the committee to discuss. Minor changes were made. Supervisors will need to have this form to Mary by December. Committee suggested holding training sessions on how this will work since there will be a ton of questions. Suggested to have Doug Rosenberg send an email to chairs and directors so they can encourage their staff who supervises students to attend.**
5. Student Employment Newsletter
  - a. Should SEAC write something for the Spring issue? **Deadline is January 1.**
6. How can we recognize our student employees throughout the academic year
  - a. "Sneaky Scot Surprise" revival
  - b. Daily Piper features on groups of student employees
  - c. Other ideas/thoughts? **TASK: Brainstorm ideas to discuss at the next meeting.**
7. Future Meetings: *All meetings in Markim Hall room 303, 3:30-4:30pm*
  - a. October 20
  - b. November 17
  - c. December 8