

SEAC Minutes – January 20, 2011

In Attendance: Jamie Dresher, Austin Werth, Jenae Schmidt, Mary Williams, Lucy Bauer, Jeanne Artzin, Rachel Boutilier

Absent: Allison Divine, Jamie Atkins, Theresa Cianni, Ron Osterman, Aaron Albertson, Olivia Nichols, Imogin Pursch

Rachel will take minutes at the February meeting.

Old Business:

1. Taking over website
 - a. Student reps will be meeting next week with Sara Suelflow to learn editing
2. Student session
 - a. Jamie D. got some hand outs from Christina. Not quite what we are looking for, but helpful. General referral information
 - b. Training session for writing letters of recommendation for students – positive feedback, but no decision
 - c. Fall 2011 CDC session for supervisors – What CDC can do for students (Mary)
 - d. **Jamie will make an electronic version of what Christina from CDC sent so we can get resources out to constituents.**
3. Student Employment Newsletter
 - a. Blurb by Jamie D. in Spring newsletter
 - b. Is there interest in an ongoing SEAC piece in the newsletter?
 - i. Fall newsletter will be sent out in August
4. Larger Committee
 - a. Jamie D., Mary, and Jenae met with Jeff and Consuelo from SAC.
 - b. Currently our committee roster states that Café Mac, Facilities, and Library have permanent seats on SEAC because they were the largest departments (as of a few years ago). We also do not have the correct amount of constituents from each area.
 - c. Concerns – Discussion
 - i. Equal representation on the committee – Small, medium and large departments. Permanent members (Facilities, Café Mac, Library) outdated. Current committee dominated by large employers. It is useful to get varied opinions in meetings (Mary). **ADOPTED: Eliminating permanent seats and moving to a rotating membership of 3 small, 3 medium and 3 large department representatives.**
 - ii. Attendance issues – How do we ensure people who sign up for committees consistently attend? Many committees have rules about attendance. Often, absences aren't known until right before a meeting (Jamie). **INFORMAL RULE: After 3 absences the chair will contact member about attendance or replacement**
 - iii. Committee Continuity – 6 members will end their 2 year term next year, but we should stagger members to ensure overlap. Will new members be appointed by SAC or through an internal process? **ADOPTED: Jamie D. and Austin will stay on an extra year to stagger rotation. SAC will appoint future members.**
 - iv.
5. SEOTY Celebration

- a. **SEOTY Celebration will have \$4,150 funding this year!** (\$500-Mary, \$150-Laurie Hamre, \$3,500- Brian Rosenberg) Thanks to Jamie D's advocacy!
- b. **Only 1 nomination in so far – Due by Friday February 11th 4:30pm**
- c. Logistics
 - i. **Date set: April 14th 11:30am – 1pm in the Hill Ballroom**
 - ii. Have a small lunch to make attendance easier for students – Lucy and Jamie will investigate food options with Bon Appetit and get back to committee
 - iii. Will investigate using sampler dinner setup in Hill Ballroom for SEOTY (Jamie).
 - iv. Prizes –Nominees: movie & smoothie tickets, admissions items (water bottles). Winner gets a sweatshirt. Any other ideas for prizes?
- d. New awards – are we doing these?
 - i. Leadership
 - ii. Best team
 - iii. Outstanding Student Supervisor
 - iv. Rising star (First Year)
 - v. Outstanding Commitment
 - vi. Lifetime Achievement (4 years in same office)
 - vii. Most enthusiastic
 - viii. Collaboration between offices
- e. Discussion
 - i. Awards – start with a few of the basic awards and see how it goes. Mary – We don't want to create a large commitment for future committees if they decide not to continue awards. Start with awards that anyone can earn (Leadership, most enthusiastic) – **ask student representatives what awards they like**
 - ii. Lucy – We should create a formal evaluation process for the celebration so we can test out the new format and justify an expanded budget/event in the future

New Business:

- 1. First year applications
 - a. Come to next meeting with suggestions to update these with different questions.

Future Meetings: *All meetings in Markim Hall room 201, 3pm – 4pm*

- a. February 24
- b. March 24
- c. April 21
- d. May 19