

Student Employment Advisory Committee
Meeting Minutes
February 12, 2009 1:30pm

In attendance: Christy Heal, Julie Lucking, Jim Davidson, Mary Williams, Will Young, Deb Novotny, Zachary Teicher, Betsy Salvatore, Stella Stamenova, and Elvi Brynolfson

- Minutes from previous meeting were reviewed and approved
- Christy asked the group its feelings on the idea of conducting a survey of student employee supervisors
 - Zach recommended the committee only ask about the types of training people would find useful and suggested time management
 - Mary said a survey has never been done, but that she met with individual supervisors across campus when she first joined the college asking for topics
 - Decided that it would be best to give examples of topics rather than accumulating blank responses
 - Jim suggested a training on JobX, but Mary said she would prefer to meet with individual supervisors for that topic because general interest has seemed minimal
 - The group ended up decided upon these topics: time management, customer service, coaching, accountability, and dealing with different cultural backgrounds while also leaving space for both other and no interest
 - Christy and Julie offered to set up the survey on Survey Monkey and to share it with us before sending it to the entire campus
- Christy asked Mary if supervisors were being notified when merit increases for their students were approved
 - Mary explained that currently only notification is received if the merit is not granted
 - Mary further added that next year she will mention that all supervisors should assume the increase has been granted unless notified otherwise
 - It was also clarified that students could earn more than \$10/hr in the summer, but only if they had earned at least that amount in the previous summer. In this case, they would receive \$0.25 more per hour than in the previous year.
- Christy asked Mary about donations for the Student Employee of the Year celebration
 - Mary told us that so far very few have been received
 - Mary then added that the number of nominations is also much lower than in previous years
 - Christy suggested asking for nominees in *The Piper*
 - Betsy asked about the need for another poster to notify the students about the day of games in the Leonard Center
 - Will suggested that we start advertising the games at the end of March
 - Julie said the event would be the main focus of the March meeting
 - Mary stressed the need to get more donations for gift bags and other prizes
 - Betsy volunteered to call the Highlander to see about getting a sweatshirt
 - Deb offered to donate things like smoothie cards once we have a better idea of how many more gifts we need
 - It was decided that another email will be sent to supervisors soliciting donations along with a note in *The Piper*
 - Will asked if the space was confirmed for Thursday, Julie said the Hill Ballroom is confirmed

- Mary said that gift bags could be color-coded to let track students who receive gift cards
- Betsy asked how long the celebration will take place. It was decided from 12-12:30 on Thursday
- Julie will be asking to see if President Rosenberg can speak at 12:15
- Next, the a discussion of the games on Tuesday began
 - Jim shared his design for a 9-hole mini-golf course. The course will use regular golf balls, plastic tubing for clubs, various obstacles, and borders made out of wood.
 - Will will check to see if the Leonard Center has stopwatches that can be used
 - Everyone will be looking for small balls before the next meeting to use for the Ball Train
 - Zachary suggested signs to label each of the stations
 - It was decided that groups could complete the four games in any order they choose
 - Julie suggested that we begin to delegate the elements of the games
 - Will offered to make scorecards for the teams
 - Mary and Julie will be creating definitions of the games to share with teams beforehand as well as to have at the stations
 - Jim will be creating signage
 - Julie will check with Jarrett about any easels that may be in the Leonard Center, Christy said that she has some if necessary
 - Betsy offered to make a poster about the Tuesday games
 - Julie has been talking to various people from the Art Department about having them create a trophy
 - Stella asked about how a trophy would be shared if the winning team came from multiple departments; it was decided that it could rotate
- Christy asked if there was a way to see all of a department's current student employees as well as to quickly rehire them
 - Mary explained that it is not the current feasible in JobX
 - She further added that 2009 is being spent giving feedback to JobX for enhancements that could be implemented in 2010
 - Betsy asked if there was an email list of students that can be used to tell them to start applying for jobs
 - Mary explained that currently she contacts Pat Traynor for help in making an announcement to all students about the hiring process

Meeting was adjourned at 2:38pm