

SEAC

Meeting Minutes

November 11, 2004

In attendance: Herta Pitman
Gloria Ahlers-Uecker
Abbey Scheckter
Toni Schrantz
Jacki Betsworth
Chelsey Olsen
Thida Raksakul
Jenae Schmidt

Not in attendance: Deanna Cahoon

Guests: Mary Lorenz
Nancy Eastham

1. Does SEAC recommend a student employment award Increase and/or pay rate increase?

Research seems to indicate that student employment award amounts will need to be increased in the near future (see attachment). The Committee recommends that we keep the award amounts as is for 2005-2006. The Committee further recommends a pay rate increase of .15. Deanna will send a recommendation to TFOB regarding the pay rate increase. Jenae and Abbey will meet with the Director of Financial Aid regarding the Committee's recommendation of retaining the current employment award amounts. A decision will be made on this issue shortly.

2. Should SEAC invite members of the community to committee meetings and publish agendas in advance for them?

The committee thinks it is a good idea to publish meeting agendas and minutes to the SEAC Website. Sector Reps can contact their groups to let them know this information is available. Departments should be informed by their sector rep that if they see an agenda item that concerns them, they can contact their sector rep to voice their concerns. The sector rep will bring their concerns to the next scheduled meeting. If warranted, the department coordinator is welcome to attend a meeting.

3. SAC's recommendation for a new large employer committee member.

The committee unanimously agrees that the current policy stay as is: Library, Facilities Management and Café Mac have permanent seats on the committee. One person from each of these departments would represent their department for three years, after which a new representative would take over. It will be up to each individual department to decide who will represent them.

4. New job description for Accounting Office

Nancy Eastham and Mary Lorenz attended to answer questions about their request to create a new job description and classify it as a Tier II position. There were some concerns that this job may be too intensive for a student staff. (Student staff should never replace a staff position.) The Accounting Office reassured the committee that this position does not do the same level of work that regular staff perform. They further explained that they believe the classification structure in place doesn't address the fact that academic office positions are differently than administrative office positions. They feel that administrative office positions have more technical work and a higher level of responsibility. The end result was that the committee agreed the Accounting Office position should be Tier II, and that the Financial Aid Office needs to review current job descriptions to ensure other similar positions are also being paid at a Tier II level. These job descriptions will be brought to committee for discussion at a later date.

5. New Job description for Art Department

The Art Department is requesting that a supervisory position be created for the Art Gallery. The committee agreed that job could be Tier II, but that some work needed to be done with the job description to better demonstrate that it is a Tier II position. Abbey will contact the Art Department to work with them on this issue.

6. Committee Member Attendance

There was a concern about all committee members not being able to be present at meetings where there are guest speakers. It was agreed that we try very hard to make sure everyone can attend on a given date and time, but that we also need to be sensitive to the guest speaker's schedule. Concern noted.