

# SEAC

## Meeting Minutes

### December 9, 2004

In attendance:        Deanna Cahoon  
                              Herta Pitman  
                              Gloria Ahlers-Uecker  
                              Abbey Scheckter  
                              Jacki Betsworth  
                              Thida Raksakul  
                              Jenae Schmidt

Not in attendance:    Toni Schrantz  
                              Chelsey Olsen

**1.     Job Fair 2005**

The committee discussed hosting the Job Fair in the Campus Center upper level again this year. We felt that it was successful last year and that we would have the event in the same location and same timeframe for 2005. Jenae has reserved the Campus Center upper level and all conference rooms (for storage purposes) for Tuesday, April 5. Job Fair will be discussed in greater detail at the February meeting.

**2.     Abbey Scheckter is leaving!**

Abbey Scheckter has been promoted to Associate Director of Annual Fund. Congratulations, Abbey! Her last day as Student Employment Coordinator will be December 21. The Financial Aid Office is still looking at options. An update on the future of this position will be announced shortly.

**3.     Job Descriptions for Administrative Office Assistants**

It has come to the Committee's attention that there may be several Office Assistant positions within administrative offices that likely have more responsibility and may be qualified to be paid at a Tier II pay level. Abbey and Jenae have reviewed job descriptions and found approximately 15 positions that may qualify. Abbey will plan to contact the departments to get their feedback on the possibility of increasing the pay level for these positions.

**4.     Permanent Committee Members**

Deanna has been in contact with Facilities Management and Café Mac. Both departments are interested in having a permanent seat on the committee. Karin Zeller and Teresa Cianni will be our new committee members representing large employers on campus. Neither could make it to this month's meeting, but we expect they will attend February's meeting.

**5. January Employment**

Ellen Guyer and Lynn Hertz have requested that Jenae and Abbey meet with them during the month of January to discuss ways of improving the January Employment Request process. Committee members suggested that the process could be made easier if the departments who are always approved every year be sent an email to verify that their needs remain the same. Those requests can be easily approved without having to complete an application. New requests should be sent in via application. It was also mentioned that maybe we should not ask departments for the student's names until December, as many departments do not know those details until closer to January and that may be holding up application requests. Jackie would also like to see the 20 vs 40 hours per week addressed. (Why can't students work more than 40 hours per week, if departments know that they have less need for employees during spring semester?) This has been addressed for this year and the January Committee didn't support 40 hours per week during January. However, we will plan to bring this subject up again in October 2005 for January 2006.

**6. Student Employment Website**

There was a brief discussion about the student employment website. I think we would all like to see some type of job posting/job search link on the website, however, the Financial Aid Office hasn't had enough staffing to support this type of service. Deanna, Abbey and Jenae think that we can reconsider creating this service again. Deanna has experience with creating and maintaining websites, and student employment is running fairly smoothly right now. The Financial Aid Office will plan to discuss this possibility over winter break.