

Student Employment Advisory Committee

Meeting Date: 11/02/2005, 1:00 PM

Present: Jenae Schmidt, Cindy Darrow, Deanna Cahoon, Karin Zeller, Jacki Betsworth, Toni Schrantz, Chelsey Olsen, Gloria Ahlers-Uecker

Meeting Minutes reviewed & accepted with no changes.

Old Business

Progress was reported on the following **ACTION:** items from last month:

TFOB recommendations -- Pay rate increases / Award increases

Jacki, Jenae, and Deanna drafted an amended version of the SEAC proposal, to be reviewed at today's meeting.

Training (from Job Fair discussion)

Toni began research concerning Moodle's potential use in future training. We might find several useful ways to incorporate it into our training plans. She suggests it may be a tool for Job Fair, which will probably be in some transitional form this year.

Jacki and Deanna will continue to discuss Captivate software and its potential use in supervisor training.

Deanna will delay any work on construction of online site until TFOB makes a decision concerning SEAC's proposal.

Student rep opening on committee

Jacki, Deanna, & Jenae were not able to fill the opening by the October meeting.

ACTION: **Chelsey** will continue recruitment efforts. She hopes to find a rep from Café Mac.

Regular meeting time / Other

All committee members responded with availability, and Jacki set up a schedule of monthly meetings through January, 2006. It is available on the SEAC web page.

Graduation Week funding: Jenae and Deanna met with Doug Rosenberg and received confirmation that departments will not suffer consequences if the classification change of graduation week causes a budget overage.

November Agenda items:

Review of amended TFOB recommendation draft

On 10/21, SEAC members approved a final TFOB recommendation draft. After that time, Jenae and Deanna became aware of several issues that might affect the proposal's reception, including a potential budget shortfall and some federal regulation irregularities that will need to be

addressed within the next academic year. For this reason, the document was returned to the committee for further discussion before its presentation to TFOB.

Suggested amendments to the document:

1. Strengthen Professional Development piece – cite the goals to be measured (name specific conferences) & benefit to the college.
2. Programming – establish a potential future bridge to community job postings, i.e. Jamba Juice, other. List as a goal: to provide meaningful jobs for as many as possible. Check to see whether Career Development already offers that kind of coordination.
3. Increase the software portion of the request to \$9,000-10,000. Establish and document support from CIT, determine how on-campus administration of software would be handled. Document Brown University's successful use of the software with SCT Banner. Confirm that the additional bandwidth needed would have little or no negative impact on college communications. Add Captivate to the proposal.
4. Explain in more detail why additional staff is needed, if the new software technology will simplify and speed tasks.
5. Whenever possible, emphasize the proposal's connection to positive steps that are currently taking place on campus and are supported by the administration.
6. Break down the figures in the comparison pieces to show the money expended and number of students employed during the academic year. (\$2 million /1200 students)
7. The suggestion to use some funds to offset budget deficits is good.

Final deadline for presentation of the recommendation is TFOB's 12/1 meeting. SEAC's preferred goal for is far before that date.

Cindy motioned that the revised draft be accepted, and that SEAC members be forwarded the final document for approval before submission. Toni seconded. Motion carried.

ACTION: Jena, Deanna, and Jacki will edit the document and submit to the full committee via email for review.

January Info - update from Student Employment

We will add this item to our December agenda.

Student recognition

Feb. 15th is the national deadline for submission of nominees to the national Student of the Year competition. We will need to contact supervisors before first semester ends.

Report: Jenae & Deanna to national conference

Deanna & Jenae went to Nashville & learned:

- We may not be in full compliance with FLSA regulation concerning some aspects of fair employment law! Consequences: unclear at this time.
- Our compliance status is behind some other colleges, but not all. Many of the successfully compliant colleges run their student program out of HR or another entity that keeps staff up-to-date concerning federal regulations.
- We may need to rethink our tiered, class-based placement system. First-year placement program could remain the same, except they would be eligible for release.

NEXT MONTH:

Job fair

January employment

Student Employee recognition

TFOB update

Meeting adjourned @ 2:30 pm.

Respectfully submitted,

Jacki Betsworth