

Student Employment Advisory Committee

Meeting Date: 12/07/2005, 1:00 PM

Present: Deanna Cahoon, Karin Zeller, Jacki Betsworth, Chelsey Olsen, Hannah Adams

Old Business

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

Student Rep Recruitment

SEAC welcomes Hannah Adams, our new student representative. Hannah is employed in the library and has previously worked for Facilities Management.

TFOB Proposal has been submitted.

December Agenda items:

- TFOB update
- January employment
- Job fair
- Student Employee recognition

TFOB Update

Doug Rosenberg has distributed SEAC's proposal to all TFOB members. It may be included on next Monday's meeting agenda.

January employment

The group discussed feedback concerning this year's January employment processes and forms.

- The January employment process needs to be looked at and improved. It needs to be easier – departments seem to be frustrated with the timing, the procedures, the forms.
- Students seem to need more turnaround time
- There's not much advertisement – many departments hire from within.
- The January committee prefers the process to be more low-profile than other job searches, but this confuses some students and makes the process seem more 'secret'.
- The early December deadline is driven by Residential Life's need to know who's working, but we don't know why they need to know as early as they do.
- The January committee's decision to automatically renew staffing numbers for departments was excellent!

***ACTION*:** Deanna or Jenae will contact Kathy McEathron to discuss January hiring deadlines and whether they can be later in December.

Online Job Search (Formerly Job Fair)

Late February /early March is Financial Aid's target date for the kickoff of online job posting. Tentative plans include info sessions for departments at the beginning of February. SEAC discussion included:

- We could consider posting summer openings informally on the student employment site, even though they're managed by HR.
- During the info session, departments could help determine the best date for the opening of the online search tool.
- Info session might include a student evaluation reminder and new forms.
- Student Employment and the library have been independently working on new online student employee evaluation forms.
- SEAC will be actively involved in the pay rate system restructure to be presented to TFOB for approval this spring. Merit increase will be based on years in the position, rather than years at the college.

ACTION: Jacki and Chelsey will share evaluation form drafts.

ACTION: All student employment reps should confirm that their departments' job descriptions are up-to-date and reflect the actual job.

Student recognition

Deanna disbursed nomination info from the Midwest Association of Student Employment Administrators (MASEA).

- Deanna has contacted Ramon Knox, this year's chair of student recognitions, to propose that SEAC would spearhead employment recognition for 2005-2006. Because Ramon is on medical leave, she has not yet heard his response.
- The group formulated an action timeline. Info will be distributed via online web form, bulletin, and packet as soon as we receive okay to proceed.

Dec. 16th – initial contact to depts., supervisors

(why the change, what we hope to do, nomination form, deadline)

January (first week) – reminder contact

Feb. 10th – campus deadline for submission to SEAC

Feb. 24th – deadline for submission of nominees to chair of MASEA

- Deanna thinks that people / neighborhood businesses might be willing to contribute recognition prizes.
- Student Employment tentatively plans drawings during student employee week, gift packets for students of year. Donors will be recognized in campus advertising.

ACTION: Deanna will talk with Laurie Hamre to determine whether we can contact supervisors concerning this potential change.

Other

Next meeting is Jan. 11th, 2006. Hannah will be off-campus. No other known conflicts for members.

Meeting adjourned @2:15 pm.

Respectfully submitted,

Jacki Betsworth