

Student Employment Advisory Committee

Meeting Date: 01/11/2006, 1:15 PM

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

Old Business

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

***ACTION*:** Deanna or Jenae will contact Kathy McEathron to discuss January hiring deadlines and whether they can be later in December. Continuing process -- see #2 below.

***ACTION*:** SEAC's management of Student of the Year selection -- Deanna talked with appropriate people and received permission to move forward with plans. See #4 below.

***ACTION*:** Jacki, Chelsey, and Cindy shared evaluation form drafts. More info in #3 below.

***ACTION*:** All student employment reps should confirm that their departments' job descriptions are up-to-date and reflect the actual job. See #5 below.

January Agenda items:

1. TFOB update
2. January employment
3. Evaluation Forms Update
4. Student Employee recognition
5. Job Search (formerly Job Fair)
6. Other

TFOB update -- No decision has been announced, but reports from those involved are encouraging. The decision should be made by the end of next week. (1/20).

January Employment – Hiring Deadlines 2007:

- Members had some concern about the quick turn-around time for submission of names of January workers.
- One of the things that drives the decision is need-to-know housing & food requirements – Bon Appetit needs numbers, because it bases its January staffing on them.
- The group recommended that Student Employment start reminders earlier in the fall semester. Supervisors could predict numbers and have 90% of names gathered by Thanksgiving.

ACTION: Jenae will contact Kathy McEathron to discuss January hiring deadlines.

Evaluation Forms:

- Jacki, Cindy, and Chelsey have shared evaluation form drafts. All three sets of forms were quite similar.
- Chelsey's current evaluation form, a generic one, is now available on the Student Employment web site.
- Departments will continue to use their own form, the generic one, or a customized version of the generic, as they wish.

Job Description Updates:

- Deanna received & posted many updated descriptions this fall.
- All documents received have been posted on the Financial Aid website in pdf form.
- Anyone who has outdated descriptions on the site will be motivated to update once we go online with applications!

Student Recognition:

- Deanna distributed packets and advertised in the Bulletin regarding student recognition changes.

Feb. 8th – campus deadline for submission to SEAC

Feb 15 & 22 – SEAC will meet to review applications

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

ACTION: Deanna will continue to run the ad in the bulletin.

ACTION: SEAC will continue to remind internal supervisors, other campus employers of the earlier deadline.

ACTION: Student Employment will make nominee information available to SEAC members as it is received. Members should come to the February meetings ready to discuss candidates.

Job Fair/Job Search

- Online job search is ready to roll NOW! One job is out there.
- The main push for its use will be the 2006-2007 academic year.
- This spring, Financial Aid will refer applicants directly to the supervisor or, for large employers, to the student employment coordinator. Departments can request that students be redirected to an internal web site instead of a single person.
- The no-need issue may be more pressing next year, as Café Mac may need fewer students, and field house closing may put some students out of work in spring.

ACTION: Student Employment will amend the form to allow departments to choose a redirect link to another web site, if they prefer that option to directly emailing a supervisor.

Other:

- Graduation week will have a separate set of forms.
- Summer HR forms will also change in 2006.
- Lisa McConnell, HR, will host her own info session this spring.

Spring Meeting Dates:

- February – NO meeting on 2/1.
- SEAC will meet on 2/15 (2:15 - 4:15) and 2/22(2:15 -3:45) to discuss award nominees. We may not need the full block of time, but please reserve it if possible.
- March – May – first Wednesday of the month, 2:15pm. Dates posted on SEAC home page.

Meeting adjourned @ 2:20.

Respectfully submitted,

Jacki Betsworth