

Student Employment Advisory Committee

Meeting Date: 04/05/2006, 2:15 PM

Present: Jacki Betsworth, Jenae Schmidt, Gloria Ahlers-Uecker, Chelsey Olsen, Hannah Adams, Cindy Darrow, guests Peggy Mereness and Nels Erickson.

March Minutes were reviewed and approved.

Old Business Action Items:

Job Search

ACTION: Jenae put a notice in the Today concerning job search changes and deadlines. Twenty-two percent of contracts have already been returned to Financial Aid.

ACTION: Jenae sent another email reminder to students and departments concerning 2006-2007 hiring.

Student safety

ACTION: Cindy will follow up with Denise Ward concerning self defense classes. The group did not review this action item, but Jacki will follow up.

April Agenda:

Freshman Job Placement

Student Employment questioned whether departmental review and selection of freshman applications was necessary, since all applicants should be placed in entry level positions. The process creates significant coordination work for Student Employment. Much discussion ensued.

Points included:

- If candidate selection is important for the job, then time spent in organizing the selection process is well-spent. If not, don't waste Student Employment's time – allow them to assign students to positions.
- Many departments feel strongly that their ability to select their candidates is important, particularly within academic departments or other departments where students may be working with specialized equipment or doing specialized tasks.

ACTION: The final decision concerning freshman job placement will be made by HR / Financial Aid, taking into account the issues presented by the group.

Forms Revision

- The freshman application form should be revised again, to include the best of both recent versions. The form should not appear to limit choice to Library, Facilities Management, and Café Mac. The document should focus on experience rather than interests.
- Online versions of job descriptions currently show budget numbers. Several committee members feel that posting of the information is a security risk.

ACTION: All SEAC members will review the 2004 and 2005 freshman application forms and send their comments to studentemploy@macalester.edu.

ACTION: Student Employment will remove budget numbers from public position descriptions this summer.

Student Appreciation Update

- Deanna Cahoon is coordinating collection and disbursement of over 65 student prizes donated by campus departments and local vendors. She will invite students via SPO message to participate in the prize drawings by submitting answers to a Macalester trivia quiz.
- SEAC future involvement in appreciation prize drawing will be to help with its coordination, etc.
- Student of the Year – anything new? Our candidate will get a confirming letter and certificate of participation at the higher level @ convocation. Two runners-up will also be recognized at convocation.
- We had talked about placing an ad during National Student Employee week.

ACTION: Jenae will inquire with MacWeekly about whether we can place an ad recognizing our nominated students. Jenae will also send an appreciation reminder to all campus supervisors.

ACTION: Deanna will research what is already advertised in MacWeekly & Bulletin.

Security & Safety progress

Cindy Darrow reported on discussions by representatives from Campus Center, Security, the library, and MCSG concerning a campus-wide safety promotion. Members of the group have participated in informal surveys of students and staff. A tentative campaign called “Be Smart to Be Safe” has been drafted. Messages would be eye-catching & humorous, pre-tested on a student audience. Safety messages would be conveyed via posters, computer monitor messages and wallpaper, laptop checkout pools, bookmarks, and other possible means. One SEAC suggestion was that the main thrust of the campaign be aimed at incoming freshman in the fall. The group responded positively and will work to support the effort.

Student Employment updates

Jenae Schmidt reported that, as of March 1, Macalester employers have spent 70% of the Student

Employment budget – up from 56% at the same time last year. There are presently 1281 students on payroll. 197 are no-need, 177 with need declined employment. No news on how Student Employment will be handled next fall. The deadline for contract submission for returning students is 5/8/06. 300-400 new students hope to be placed in jobs next fall, and food service will not be taking as many as in previous years.

Nominations for next year's SEAC Chair

Jacki Betsworth called for all to consider nominating themselves or another member for chairmanship of the committee for the 2006-2007 year. Cindy Darrow has been nominated and has expressed willingness to serve. Other nominations will be accepted at or before the May meeting. The position will be voted on in May.

Next meeting 5/3/06.

Meeting adjourned 3:40 pm

Respectfully submitted,
Jacki Betsworth