

SEAC

Meeting Date: 10/11/2006, 2:00 PM

Present: Cindy Darrow, Campus Center (chair); Deanna Cahoon, Athletics; Jacki Betsworth, Library; Mary Williams, Student Employment.

October Agenda:

SEAC Committee vacancies

Nominated to fill the SEAC small employers' rep vacancy:

- Aaron Colhapp – International Center
- Josh Hengemuhle – Residential Life
- Charles Greene – Residential Life
- Kenneth Tivey – Admin & Finance
- Kathie Scott – American Studies
- Afifa Benwahoud – Multicultural Life
- Jeff Thole – Geology Lab
- Rob Rossi – Chemistry

Nominated to fill student vacancy:

- Cem Ernaz – student R.A.
- A Tour guides rep
- A rep from Special Events student employees
- A rep from employees at 77 Mac

ACTION: Cindy will work with the lists of nominees and try to fill the 2 available spots by November's meeting.

SEAC Topics for 2006-2007 Academic Year

The group reviewed and accepted the following list of topics to address in 2006-2007:

- Pay Rate increases – we will discuss 2007-2008 TFOB recommendation after the holidays
- January employment
- Student Evaluations
- Student Employee Recognition
- Banner Implementation
- Pay Wage based on class standing
- Transition Periods – how to simplify & demystify the moves from summer to academic year & vice versa
- Increasing SEAC's and Student Employment's visibility on campus
 - Student Employment Open House – in November? – to formally welcome Mary Williams to campus.
 - Treat incentives similar to SAC SNAC ATTAC campaign
- Survey of Student Employee Supervisors – November agenda. SEAC may conduct a Survey Monkey type survey asking student supervisors what's working well, how we can serve them.

Outreach: SEAC's Sneaky Scot Surprise Snacks

- SEAC will sponsor a monthly treat event for randomly selected supervisors and students.
- During the second week of each month, Mac the Scot will visit selected departments with treats.
- Pictures of Mac and the winners will be featured on the Student Employment web site and possibly advertised elsewhere on campus.
- The project will begin in October, 2006.

ACTION: Cindy will purchase prizes.

ACTION: October's event will take place the week of October 16th. All SEAC members are welcome and encouraged to attend. Contact Cindy, Deanna, or Jacki for more info.

ACTION: Deanna will send email to other SEAC members and will create a themed bag for delivery.

ACTION: Jacki will prepare a half sheet explanation of the event, drafted by the committee, to include with each delivery.

JobX software purchase progress report

Mary Williams presented an overview of JobX software
JobX will allow:

- Ability to customize forms
- Job posting & closing by each supervisor
- Students can sign up for auto-emails at desired departments; supervisors will get a list of applicants with details, attachments.
- Software archives applications in a storage area for supervisors to use again.

Student Employment will move ahead with the purchase unless the cost is prohibitive. If the software is purchased, JobX will offer training sessions for supervisors on campus. If all goes well, she would like to have it in place for spring. Mary will update the group in November.

Safety

Campus Programs has taken the ball with the Be Smart to Be Safe project discussed in spring. Cindy has seen a poster just this week, so she will follow up and give a progress report next meeting.

Next meeting: to be determined, November, 2006

Meeting adjourned 3:45.

Respectfully submitted,

Jacki Betsworth