

Meeting Date: 11/08/2006

2-3:30pm

Campus Center 205

Present: Cindy Darrow (chair), Jacki Betsworth, Tom Browne, Deanna Cahoon, Julie Lucking, Mary Williams, Karin Zeller

November Agenda:

Introductions

- Chair Cindy Darrow welcomed new SEAC members Julie Lucking, MAX Center, and Tom Browne, ITS/Humanities Resource Center.
- All members briefly introduced themselves.

SEAC's Sneaky Scot Surprise Snacks

- No feedback has been received from recipients of October's treats.
- SEAC participants will fine tune the procedure and find ways to ensure that someone is available to receive the snacks.
- SEAC will advertise in the bulletin and/or Today to raise visibility of the event.

ACTION: Deanna will place an item in the next Bulletin.

ACTION: Jacki, Julie, and Cindy will coordinate November's delivery.

Safety Promotion Update

- Cindy Darrow followed up with Campus Programs concerning the series of flyers created in conjunction with SEAC's spring "Be Smart to be Safe" initiative.
- Flyers are being circulated around campus this fall using the campus posting service. Due to a change in staffing within Campus Programs, the campaign is not being distributed in the sequential manner originally discussed.

JobX Update

- Mary Williams briefly reviewed the many potential benefits of JobX. The software will streamline the job search process and allow each department to initiate postings, applications, and hirings. Supervisors will be able to access information concerning student eligibility, availability & paperwork status.
- HR faxed the signed agreement this morning. The program should be up & running within 4-6 weeks.
- Mary hopes to coordinate a large group training for supervisors with the Nelnet representative.

- JobX will be up & running by February, unless Banner implementation necessitates a delay. Jobs for rising freshmen will probably be handled outside of the program.
- The College is also considering the purchase of TimesheetX software. Demo is Thursday, Nov 16, 1:30-2:30, in CC 206. All SEAC members are welcome.
- SEAC will continue discussion of timesheet software next month, and may request a demonstration of softwares used by Tom Browne and/or the library.

Employment Conference Report

Mary summarized her experience attending the annual regional student employment conference. One session showcased a new approach to Student Employee Appreciation Week - allowing the events and recognitions to be decided by students themselves. Mary plans to watch what Mac is currently doing this year, and she might possibly recommend changes next year.

Student Employee Supervisor Training, (Tues, Nov 14 @ 10am in Weyerhaeuser Boardroom)

- All are strongly encouraged to attend.
- Because the training coincides with a Banner deadline, SEAC will help get the word out on campus and will encourage all supervisors to attend.

ACTION: Karin will place an item in Friday's bulletin.

ACTION: Jacki will create email lists from the sector lists so SEAC members can email their constituents.

Student Employment Open House - action will be pursued at a later time as needed.

January Employment

- Kudos to Student Employment for clear, simple procedural changes.
- Clarification – new postings deadline is 11/10; list of student employees extending contracts through J-term is due to Mary by 12/1/06.

Pay Rate Increases for AY 0708 / Pay Wage based on Class Standing

- Per Financial Aid, an award increase is being considered for AY 0708
- Cindy presented brief history of pay rate increases. TFOB typically approves a \$.15-.25 per hour increase.
- International student awards have increased during the past several years, but US awards have not.
- Because the pay increase per class standing issue is no longer seen as a legal issue, it is less urgent than it seemed last fall; SEAC will not discuss at this meeting. The group also briefly discussed the tier system, job descriptions, and equity of pay within and across categories.
- Jacki motioned the recommendation of a \$.15 increase; Julie seconded, unanimously passed.

- Cindy motioned that SEAC also recommend that Financial Aid increase award as well. Unanimous agreement.

ACTION: Cindy will write TFOB recommendation letter(s).

December Topics

- Survey of Student Employment
- Mission / structure update

Meeting adjourned @3:30pm.

Respectfully submitted,
Jacki Betsworth