

SEAC Meeting 1/11/2007

Attending: Cindy Darrow, Tom Browne, Gloria Ahlers-Uecker, Mary Williams, Karin Zeller, Nels Erickson, Julie Lucking, Deanna Cahoon

Approval of Minutes from December 20 Meeting

- change: Tom Browne should be a medium sector rep. Ann Esson and Betsy Salvatore have been invited to fill the small sector vacancies.
- Karin Zeller motioned to approve, Gloria Ahlers-Uecker 2nd – passed.

Mission / Structure Review & Discussion

The draft document distributed before the meeting via email was reviewed and the following changes were made:

1. Mission: No changes.
2. Structure / Membership approval
 - Add: “In the event that positions are not able to be filled via SAC or Student Government, or if a position becomes vacant, SEAC may pursue filling that vacancy and will then notify the Staff Advisory Council.”

ACTION: Jacki will send Mission/Structure link to all for approval.

ACTION: Jacki will send a copy of the Mission/Structure Statement and the SEAC homepage link to Mary Williams for inclusion on the Student Employment website when edits are complete.

Sector Lists and Communication with Supervisors

1. Several corrections to the Sector Lists were noted, including
 - Gloria’s phone is 6808
 - CIT = ITS
 - Spanish = Hispanic & Latin American Studies
 - German = German & Russian Studies
 - Name changes in ADA, Institutional Research & Development

ACTION: Cindy noted and will forward all corrections to Jenae.

ACTION: Cindy will follow up with **Jenae** to find out whether a small sector nominee has accepted the nomination to membership.

2. Methods of connecting with department contacts were discussed, including:
 - One-on-one personal contact.
 - Communicating via a message included with the monthly report – not feasible, as reports may not be generated this spring.
 - An Open House, as suggested in previous meetings. Funding may be available through HR, or members could bring pans of goodies.
 - Dividing the contact list by location, so reps can connect with people they already know.
 - Put info about SEAC in the Bulletin. (No one has volunteered for this task.)

- Develop and implement an employee supervisor survey to determine needs and interests across campus.

ACTION: All will send their preferred constituent list to Cindy and she will divide the contact lists.

Student Employee of the Year Process

Because she has been involved in SEOTY at the regional and state levels for many years, Mary brings a great deal of knowledge of the selection process and personal experience to Macalester.

Changes she plans to implement include:

- No department that has nominated a student may have a reader on the selection committee. There should be no appearance of a prejudiced vote.
- Selection committee will be a mixed group of faculty, administration, and staff. *SEAC members discussed inclusion of students but expressed concern that the inclusion might cause similar appearance of a prejudiced vote. One solution might be to arrange a “selection committee swap” with another participating college for the purpose of reading nominations; however, it is too late to explore such an option this year.*
- No department may nominate more than one student. *(Already announced.)*
- Readers will be directed to disregard any portions of a nomination that do not speak directly to the criteria outlined in the competition form.
- The award winner will be announced by Mary during Student Employment Week.
- A program/reception may be held to recognize all nominees. All students & supervisors would be invited.

Announcements & Other Business

- Distribution of student payroll reports for spring semester may not happen as frequently as usual. Reports will be written in Banner & possibly sent 1x/month via Excel doc by Mary, but at this point no function exists.

ACTION: Mary will update us as the payroll reporting process becomes clearer.

- Nels made a plea (echoed by Mary) for SEAC members to proactively seek new areas on campus where student employees could be utilized. Money needs to flow to departments where REAL jobs are, to the mutual benefit of the college and the students. A survey might give us more information?
- A group picture was taken.

Next meeting

- Reports on all action items listed above
- Student of the Year progress / reception planning?
- Follow-up on Nels' request for input from constituents. (see announcements)

Respectfully submitted,
Jacki Betsworth