

SEAC Meeting February 14, 2008

Meeting called to order at 1:38 p.m.

Attendees: Julie Lucking, Mary Williams, Betsy Salvatore, Christy Heal, Hannah Adams, Cindy Haarstad

Approval of January 10th minutes

with one correction; deleting “Banner &” from sentence listed under announcements. Cindy motioned for approval. Julie 2nd. Approved.

Student Employment Celebration.

Mary reported that she received twice the number of nominations as last year. Members discussed ideas and details for the upcoming celebration. We agreed to award the Student Employee of the Year winner with a certificate, Macalester sweatshirt (donated by Highlander Store - Angie Preiner), and a \$50 Target gift card. All other nominees will receive a gift bag that will include 2 - \$5 gift cards, one each from Breadsmith and Jamba Juice.

Event information:

1. Expenses

- Catering cost – Bon Appétit (2 sheet cakes, punch, water) \$250.00
- Prizes – winner \$50 gift cards + Mac sweatshirt from Highlander \$ 50.00
– other nominees - \$5 Breadsmith/\$5 Jamba Juice \$150.00
- Decorations – balloons, gift bags, etc. \$ 50.00

2. Poster

- We agreed that the “presentation information” text should be moved below the date/time/location of the main event.

3. Gift Bags

- As an incentive for students to attend the event, we agreed to make small gift bags (50) for the first 50 students who attend; each bag with include some candy. We will ask Breadsmith, Jamba Juice, and departments if they will donate \$5 gift cards to be added to a few of the bags as an incentive for students to stop by the event.

4. Presentation

- Julie has contacted Brian Rosenberg’s office and he is available to be at the event.

ACTION:

Betsy will make the change on the poster.

Betsy will contact Breadsmith and Jamba Juice regarding purchasing gift cards for nominees, plus ask if they will donate additional \$5 gift cards to add to the general gift bags.

Julie will write up a note asking departments to donate \$5 gift cards or cash donations for the gift bags.

Mary will send out the donation request note to all student employee supervisors.

Julie will contact Pres office to confirm Brian is only needed from 12-12:15.

SEAC reps will stuff gift bags at the April meeting.

Online student evaluations

Mary has received only a few responses to the online evaluation testing. She needs more testers and asked everyone to please complete a test evaluation. All required fields **MUST** be complete. She hopes to have all of the bugs ironed out before the rollout. She needs testing done on both PC and MAC s.

Student Employment Handbook

Mary and John Mountain (Career Development Center) are collaborating on creating the student employee handbook.

- Mary will cover the universal policies and procedures (i.e. answering the phone), and John will cover the skills development for future careers piece.
- SEAC reps presented suggestions received from their polled constituents for topics they would like to be included in the handbook. Cindy suggested adding a section “things to think about: set ground rules”; Hannah suggested guidelines for using cellphone and music (listening to ipods); Betsy gave Mary a list of 8 items that her constituents submitted.
- Mary’s goal: to have book done and available by next fall. It will be available online; not yet determined if printed copies will be available.

Meeting adjourned @ 2:22 p.m.

Next meeting will be Thursday, March 13, 2008 in Campus Center #205.

Respectfully submitted,
Betsy Salvatore