

Student Employment Advisory Committee (SEAC) Meeting September 11, 2008 - Campus Center 206

The meeting was called to order by co-chair Christy Heal at 1:35 pm.

Attending: Christy Heal, Julie Lucking, Jim Davidson, Betsy Salvatore, Jenae Schmidt, Mary Williams, Elvi Brynolfson, Will Young, and Stella Stamenova.

The meeting began with co-chairs Christy and Julie offering a warm welcome to all. Each member introduced themselves with their name and the department they work for.

Minutes

Betsy Salvatore motioned to approve the May 8, 2008 minutes. Christy Heal seconded. Motion passed.

Mission Statement

A copy of the SEAC Mission statement was distributed for all to review. Upon review, the group realized that we need a member to represent Café Mac.

ACTION: Julie will contact Patty Jacobson in Café Mac to see if she would serve on the committee, or if she can recommend someone from her area to serve.

The constituents list needs to be updated, and an introduction letter created to be sent out by SEAC members to the departments they represent. As Mary stated, members of SEAC are representatives for others, therefore our group should be open two-way communication for the Mac community to send us feedback and also for us to invite them to send us their comments or concerns regarding student employment.

ACTION: Betsy will update the constituents list and e-mail to members before the next meeting

ACTION: Next meeting we will discuss an introduction letter for all to send out

Future Topics

It was noted that students were happy to receive raises.

Julie and Christy asked members to offer suggestions for topics they would like to be discussed at future meetings.

Looking ahead to April's *Student Employee of the Year* event and reserving a location for the event.

ACTION: Julie will check into reserving the Shall Atrium in the new Leonard Center or the outdoor seating area next year's event to be held on 14th April, 11:30-12:30.

Something to ponder: SEAC could have a drawing for a small token gift (e.g. \$5 gift from Highlander) leading up to the SETY event as a way to recognize student employees throughout the year.

Mary – Asked the members to think about topics for training sessions for students. Ideally, she would like to offer one session each semester.

Julie suggested – A 'Safety' session with Terry Gorman.

Will suggested – A training session on 'Expectations of Professionalism on the Job' with or without your supervisor present. There seems to be more of an issue with student employees who work the evening shifts when no one is around to supervise their on-the-job behavior.

Student Employment Office

Mary Williams reported

- She hopes to complete the Student Employee Handbook this year
- There are no new roll-outs planned for this year
- Supervisor Training Session with Chuck Standfuss; “How To Effectively Manage Your Student Employees” will be offer on Sept. 30th 10-11 and Oct. 2nd 1-2.

Upcoming SEAC meetings will be held on the second Thursday of each month. We need a volunteer to take minutes.

ACTION: Christy will e-mail members with dates, time, and location.

Meeting adjourned at 2:15 pm

Respectfully submitted,
Betsy Salvatore