

Student Employment Advisory Committee

Meeting Minutes

November 13, 2008

In Attendance: Christy Heal, Julie Lucking, Jim Davidson, Betsy Salvatore, Jenae Schmidt, Mary Williams, Elvi Brynolfson, Will Young, Stella Stamenova and Zach Teicher

•**Christy Heal, co-chair, called the meeting to order at 1:35 pm.**

•**September 11, 2008 Meeting Minutes**

Christy Heal motioned to approve and Will Young seconded. Motion to approve passed.

•**Volunteer for Taking Meeting Minutes**

Because nobody has volunteered to take Meeting Minutes, it was determined that committee members will share the responsibility. Each member will be required to take Meeting Minutes in turn.

•**Café Mac Representative**

Deb Novotny has been appointed as the Café Mac representative.

•**Feedback from Training Session: “How to Effectively Manage Your Student Employees”**

-Mary reported that about 1/3 of supervisors attended this session. She also mentioned that Human Resources is now tracking who attended these training sessions and that if staff/faculty choose to take advantage of these sessions, their attendance will be recorded in their personnel files.

-Committee members reported receiving no feedback from constituents, however, the committee members who attended the session found it helpful and found most helpful the advice and comments that other attendees made.

-It was suggested that it would be beneficial to have a session that was more “workshop” oriented rather than “lecture” oriented, where there was more interaction among attendees. Maybe having a “brown bag lunch” meeting for supervisors?

-Mary mentioned that she is planning a spring semester training session, and this type of atmosphere could possibly be incorporated into that session. She is having an IT person present on the advantages of using Moodle.

-Elvi mentioned that the Library currently uses Moodle to communicate with their student employee staff and Stella, who is a student employee in the Library, said that as a student she finds this helpful because students already use Moodle for classes.

-The date and time of the spring session has yet to be determined.

•Student Employee Appreciation Celebration

-Julie confirmed that she was able to reserve the Leonard Center Atrium for April 14 from 11:30-12:30.

-Mary mentioned that she recently attended a conference where she spoke with a college who had a week-long celebration, where there were numerous activities and games taking place. She said it is something we might want to consider implementing.

ACTION: Mary will bring more information about this to the next meeting for discussion.

•Student Government and Student Committee Representatives

-The Student Government has recently contacted Christy and Julie regarding SEAC student representatives and how they are appointed to SEAC. Right now, Student Government does not appoint student representatives to SEAC, but Student Government is interested in getting involved. The committee agreed that if Student Government were to assign the SEAC student representative, the student must work ON campus. The student representative wouldn't necessarily have to have a need-based student employment award, but should have an on-campus job.

-Student Government is also considering implementing summits (perhaps monthly?) for all on-campus committee student representatives, and SEAC student representatives would also be invited to attend.

-Nothing has been decided yet, but this is something that the committee will want to keep in mind as discussions progress. Student Government will be in touch at a later date.

•Student Employment Handbook

-Mary indicated that the Handbook is still a work in progress, but nearing the end. She plans to email a draft to committee members for review. She does not want corrections on spelling or layout, but would like comments and suggestions on the content. Are there any topics that are not present but should be included?

ACTION: Mary will plan to send a draft of the Employment Handbook to committee members before Thanksgiving Break and will ask that responses returned to her before the end of November.

•Constituent List and Feedback

-Committee members did send out an introductory letter to his/her constituent group, with an invitation to send feedback, issues, concerns, etc., with regards to student employment. Zach suggested we may want to send this letter out again in January, and others agreed. It was decided that this letter will be sent out to constituents at least once per semester, and more often when necessary. Committee members reported they did receive some requests for training on various topics:

-General customer service oriented training.

-Supervising students during times when there is no department supervisor on staff (evenings).

-On-line timecard training for students. Mary mentioned that she has had training in the past and this was attending primarily by supervisors and not many students. She mentioned that the instructions are available on-line and supervisors should be able to assist their student employees in this area as well.

Mary offered a one-on-one training session with supervisors or students, if necessary. Stella and Will mentioned there was some glitches with the on-line timecard form. Mary asked that they send her an email detailing the problems and she will have Abraham Noel look into the problems.

-Zach mentioned that he recently attended a 3-day workshop through the University of Minnesota (HR paid for 50% of the fee) that he thought was extremely helpful. He mentioned we might want to think about bringing in an outside speaker at some point in time because it might create more interest if there is an outside prospective. We might be able to get more supervisors participation.

ACTION: Zach will bring in the workshop materials to review for the next meeting.

ACTION: Committee members will send another email to constituents in January.

•On-Line Evaluations

Clarification was made that evaluations are only required once a year, although they can choose to do one more frequently. Evaluations for students who will not be on-campus during spring semester are due on December 12.

•Hiring Timelines for 2009-2010

Departments are ultimately in control of when they begin advertising and hiring for 2009-2010 positions, however, the Student Employment Office would like to see departments finalize their hiring for spring semester 2009, before they begin hiring for the next academic year. This will help avoid confusion among students. Mid to late February is a good guideline to use. Mary will be sending students and supervisors an email announcing it is time to begin advertising and applying for 2009-2010 positions.

•Temporary Pool

-Mary reported that only one department has attempted to hire temporary employees, but it did not work efficiently because the department needed the employees last minute. The available students had conflicting schedules and nobody was available. Mary indicated that ideally, departments should request a temp 3 days ahead of time, minimum.

-Currently there are approximately 25-30 students who have signed up for the temp pool.

-Committee members will send an email to their constituents reminding them that this option is available.

•Clarification regarding Semester End & January Employment

-Students are not permitted to work between December 13-31. (There are just a few exceptions, but this applies to all campus departments.) This policy was primarily put in place because the dorms are closed and all students are asked to leave during this period of time.

-Students can begin working again on January 1 (January employment) but should keep in mind that students who work during the month of January will be paid from their academic year student employment award. So, if a student has used all of his/her fall employment award, they will be earning a portion of their spring award during January. This means that the student will need to work fewer hours during spring semester.

-Students who will be studying away during spring semester or students who will not be enrolled for spring semester are generally not permitted to work during January.

•**JobX is Changing Servers/IP Address**

Mary wanted the committee to be aware that JobX will be switching servers/changing its IP Address right after Thanksgiving. Mary has a meeting scheduled with Ted Fines and Sara Suelflow to discuss this. Mary doesn't think there will be a great impact with this change, but wants committee members to be aware of this change in case supervisors or students will need to do anything. Mary asks that committee members do not publicize this information as of yet. She will email committee members more information after she has met with Ted and Sara, and if anything does need to be done by supervisors she will be sending an email informing everyone.