SEAC Agenda, 2/11/19, 2-3pm, CC 215

AGENDA ITEMS:

* Spring SEAC meetings - confirm that the spring dates work for most:
  + March 11
  + April 8
  + May 13
  + The committee confirmed that the dates work
  + Student Evaluation - next steps
    - Bob asked for some history behind some of the changes in the Student Employee Evaluation form
    - It was noted that the SEAC committee as a whole were not as involved in the re-design of the evaluation form. It was primarily spearheaded by two committee members who since left the college.
    - Bob asked whether SEAC had a chance to incorporate the Spring 2018 Student Employment Survey data into any of our planning or advising work. The results were presented in May, but then SEAC did not meet until the fall, at which point the staffing discontinuity put the survey off of our radar.
    - Bob asked about the Grow at Mac initiative. There was engagement with the project during the first year (2017-18 school year), though it was difficult to give feedback to so many student employees.
    - Bob asked the student reps if they’ve had a performance evaluation. One student rep said they did not receive formal performance reviews, though there were informal feedback sessions. The other student also mentioned that there was never a one-on-one evaluation either. There were opportunities for informal feedback regularly, but not an official review.
    - There was a question as to whether performance evaluations were still required. Bob clarified that the policy and expectation has never changed, that students should be getting feedback.
    - Bob suggested that SE and SEAC take a few steps back to re-ground ourselves in what we’re trying to accomplish with our SE evaluation form. The basic goal is still fruitful: getting students and supervisors to work together to capture the learning that occurred during SE and to “package” that learning and work for later employment.
    - There’s a suggestion to review the SE Survey results at the March meeting. Jaelyn, Bob and Adam will look at it.
    - We will revisit the SE competencies as well
    - There was a suggestion to revisit the purpose of the form. Is it to help students capture their experience, or is it to give performance feedback. Can one form do both? Can it do it for all types of student work?
      * There was clarification that the “form” itself was meant to initiate a culture in which students and supervisors would regularly dialogue around the SE competencies. The Grow at Mac pilot had a similar kind of goal as well.
    - We will also use time in the next meeting to revisit the competencies and the rationale behind them.
  + Focus & Forum - springs sessions
    - Jacki asked how we should think about the state of Focus & Forum.
    - Bob asked how these topics specifically came about
    - Jacob and Jacki clarified that Nachelle chose topics that were both important and timely.
    - Bob suggested that we scrap Focus & Forum for the rest of the year to reassess.
      * It was suggested that some forum exist for supervisors to share experiences. Should it be open-ended?
      * It was suggested that some topics tied to the calendar would help get busy people out of the office.
      * We’ll do more of a Town Hall style soup chat on March 6th that starts with some information about hiring and any changes to the tier system. Then, we can have a more open conversation about Student Employment issues, feedback, or concerns.
      * Chris asked that he and Ben be added to the SE Supervisor listserv as well.
  + March 6: Strategic Hiring
  + April 3: Student Employee Recognition
* Conference report - Jaelynn
  + SE conference in Texas
  + Big focus on nuts and bolts of employment regulation
  + Also helpful context to hear how SE fits into higher ed across campuses. Mac is fairly robust in many ways, but there’s some ideas brewing for how or whether we might improve some aspects.
  + One area for improvement regards employment trainings and education sessions, such as ADA trainings and sexual harassment, which could be brought to student employees as well as staff.
* Small group reports, if any
  + SE of the Year meets Friday 2/22 to make our selections.
* Open time for questions / conversation regarding budgets - Budget requests due 2/22/19.
  + Budget request emails with last year’s budget and the 2019-2020 budget request form will be sent on Thursday 2/14 from Jaelyn.
  + Bob clarified that nothing is changing from last year with regards to the budget process. There is a goal to continue the work that Nachelle started in helping specific offices and departments be more realistic about their budget (some over-spend regularly, some under-spend regularly). Some initiatives on campus could benefit from greater SE dollars, and SE wants to make sure those needs can be met.
    - These conversations are not driven by the minimum wage changes… not this year at least.