

Student Employment Advisory Committee

Tuesday 3/22/18
10:00am - 11:00am
Campus Center 206

Attending: Jacob Dorer, Adam Johnson, Nachele Kaughman, Amelia Nielsen, Lisa Ray, Farhan Sadiq, Amanda Walwood

Not Attending:, Aaron Colhapp, Amanda-Rae Barboza Barela, Jacki Betsworth

1. Approval of Minutes from 2/13 meeting - approved.

2. Opening comments

- a. *Lisa Ray shared that Student Affairs has staff meetings once a month and were presented with some data from the First Year survey and how students incorporate concepts of liberal arts into their lives at Macalester. There were 2-3 staff who said it would be great if student employees were also exposed to this data. Amanda-Rae responded to say that SEAC is already developing a similar initiative.*

3. Updates from Nachele

- a. *Student employee survey*
 - i. *551 respondents representing 75 departments. Represents roughly 75% of students with jobs (average response is around 40% of total student workers).*
 - ii. *Nachele is compiling a summary of results for SEAC and broader campus audience. She will also prepare results for individual departments that received it.*
- b. *Budget and hiring update*
 - i. *Request process is complete and funds have been allocated. This past fall we learned that there is a large chunk of money coming out of the Student Employment budget for summer research (about \$350,000). This is money straight off the endowment, is held in the Student Employment budget, and is distributed by the Provost to summer research people. Student Employment had been allocating student employment funds based on the full budget, not realizing this amount was going out every year. The SE budget has gone over every year.*
 - ii. *Nachele is working to define what Student Employment budget actually is. Trend in department budgets for student employment reflect a scaling back where departments have not been utilizing their full allocation. Budget allocations now reflect the anticipated hours of student employment each department will use.*

- iii. *Nachelle suspects we will be over budget again this year, but at a substantially smaller margin. There has been no movement in St. Paul City Council about approving a \$15 minimum wage. Patricia Langer is developing a plan to manage such a wage increase so that Student Employment does not experience a catastrophic blow.*
 - iv. *Discussion: The Student Employment budget is not correlated with the award amounts that students receive from financial aid. On average, students fulfill about 80% of their award. Some students decline their award and some just don't work, but this has no impact on factors that affect the SE budget. How do Bon Appetit and Loffler compensate student workers? Both reimburse the college for wages paid for student labor, but they historically contribute more than they receive.*
- c. *Spring hiring*
- i. *Officially started on Monday. 74 positions posted and 70 hires have been processed. Everything is operating smoothly.*
 - ii. *Nachelle received feedback about First Year hiring and has decided that they will be allowed to change jobs in their first semester. Change was made because departments with thorough interview processes were almost penalized by this restriction because they take longer to hire than departments that can be swift in their selection process. This allows First Years to interview with multiple departments and decide which role they will take, even after they've been hired by one department.*
 - iii. *Once hiring phase closes, student employees are locked in.*
 - iv. *Discussion: First Years can apply to any number of jobs as they please. Student Employment recommends 3 - 5. Student supervisors won't be able to see if a candidate has applied to other jobs. Student supervisors cannot "steal" another department's hire by simply typing their name into JobX during the hiring process. There are no changes to the way that departments can promote their positions beyond job postings. Email communication with First Years is managed campus-wide to control messaging and volume to these students.*
- d. *Hiring timeline*
- i. *Nachelle received feedback that supervisors want to hire earlier than we normally do. Students start asking about summer jobs a couple of weeks before spring break.*
 - ii. *Nachelle proposes moving the timeline up by two weeks.*
 - iii. *Discussion: Does timeline align with when faculty know their preceptor needs? Faculty don't really know until August. In general, faculty have a hard time making the May deadline. Hiring from the current student population should be complete by the end of the spring semester. Demand for earlier timeline is coming from students who are trying to establish their summer plans. Jacob shares this would be helpful for ITS students who are interested in summer work. Making budget requests*

due before spring break seems to work is thought to work for most departments, but one week before for students would be hard due to midterms. It's possible that students won't actually be ready to commit to summer plans two weeks before spring break.

4. Updates / Feedback / Ideas from Student Representatives - Nothing to report.

5. Student Employment Appreciation Week (April 16th - 20th)

- a. *Sign up*
 - i. *Committee members signed up to help support SEAW across campus. Members will distribute thank you cards and posters, and will encourage student supervisors in the building to do something during the week to recognize their student workers.*
 - ii. *Some departments do office-wide luncheons*
- b. *Campus recognition - sign up*
 - i. *Lisa will manage table tents and thank you posters using the same materials from last year and make reservations on screens in CC and Library computers.*
- c. *End of Student Employee Appreciation Week 17-18 google doc also has suggestions that members can share with student supervisors they are communicating with. Nachele will distribute a mailing list. Committee members are encouraged to follow up the blast email from Nachele with individual contact for supervisors in the buildings they have signed up for.*
- d. *Lawn signs have been reserved.*

6. Updates from Task Forces

- a. *Student Learning & Professional Development -*
 - i. *Survey has exciting feedback. Task force will meet to discuss in more depth.*
- b. *Connecting Supervisors with Supervisors -*
 - i. *Nachele shared "SE Focus & Forum" sheet that proposes monthly meetings for student supervisors which focus on one area of student employment where they can learn best practices from colleagues.*
 - ii. *Supervisors want more training and more contact with each other. Response has been enthusiastic to this idea so far.*
 - iii. *Discussion: Nachele would manage organization of the meetings, and supervisors would be encouraged to sign up to speak on a topic. Resources and talking points would be uploaded to a google site as a resource that supervisors can refer to, even if they don't attend.*
- c. *Recognition & Outreach*
 - i. *Student employee of the year has been selected.*

- ii. We spoke with department coordinators about pain points on the academic side, and hiring process is the top priority for clarification. Practices are currently opaque and vulnerable to favoritism. Educating faculty on the process (and why they should do it) is the strategy, and task force is developing a poster/flyer for departments that talks about the process so that students, coordinators, and faculty all have the same understanding.*
- iii. Discussion: how to distribute this flyer? Print the poster as one long sheet that can be hung up next to the department door. This will begin the conversation and build awareness on both faculty and student side.*
- iv. Adam will distribute the flyer for final edits/suggestions.*
- d. Other Business - Nachele proposes repeating the J-Thaw session for Chautauqua and propose the student employee survey feedback.*

Next meeting: April 10 @ 2:00-3:00 pm at CC 205
