

SEAC MEETING: FRIDAY APRIL 10, 2015

Committee Members:

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Indra Halvorsone <ihalvors@macalester.edu>,
Stephanie Mulcahey <smulcahe@macalester.edu>,
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Suzanne Burr <sburr@macalester.edu>,
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Karla Nagy knagy@macalester.edu (absent)
Jenae Schmidt <schmidtj@macalester.edu> (absent)
Jesse Sawyer jasawyer@macalester.edu (absent)
Diana Rosenzweig <drosenzw@macalester.edu>,
Marko Martinovic mmartino@macalester.edu (absent)

Previous Action Items

Action: Website Work

Jesse got access from Sara S – ongoing – Jesse will make sure he does have access and work with Sara to be trained. Jess was not at the 4/10 meeting, but we assume work has been going on with the website.

Action: Stephanie M. will continue working on website redesign (ongoing)

Action: Suzanne B will create a document with all of the student discounts at local businesses for Student Employee Appreciation Week and will share it in the SEAC google folder. It's already there.

Action: Mark B. will research necessary info for printing buttons. Peggy M. will provide him the FOAPAL info needed for printing. Button Count around 300.

Stephanie M will also email Mark to see about his plan for distributing buttons to various locations on campus. See note in action items for committee members responsible for button distribution. At end of week extra buttons will be returned to Mark.

Action: Indra will look into reserving table tents again during Student Employment Appreciation Week (Sunday, April 12-18). She will work with Peggy to print the info for the table tents. Peggy thinks that Margot Dickenson may have the electronic copy of the table tent template. She will try to include the botton logo. Also a reminder to have students sign whiteboards (located at campus center, LC, Smail Gallery).

NOTE: Printed buttons will be placed in baskets near whiteboards for students who don't have smartphones or who don't take the time to print the button logo for their discount.

Indra showed us the template for the table tents – she ended up editing info so it was not as much text.

Action: Peggy will send the email to all student workers with the information regarding Student Employment Appreciation week, business discounts, sign up boards and the logo as an attachment and in the body of the email to make it easiest to show to businesses.

Peggy is sending message today 4/10/15

Action: Peggy will also send out a note to all supervisors (with attachment of notes to write to student workers) with information about events during Student Employment Appreciation Week . SEAC Committee members offered to help read through Peggy's messages before sending out to campus community.

Already sent

Action: Diana will reserve table in downstairs CC for part of week for students to thank each other via forms. Dates: April 12-18 – she will pick two days in the middle of the week to do this, and will make the reservations.

Action: Jesse will send note to Rachel re: hashtag for Student Employment Appreciation Week: #makemac work. If we alert Rachel Peterson she will look out for our hashtag.

Stephanie M will follow-up with Rachel to make sure Jesse did this.

Action: Jesse will contact Ron O. closer to Student Employment Appreciation Week about white board in LC
Suzanne will take care of this.

Action: What should we put on boards for prompt?
Jesse will mock something up and make copies to share – put the logo on it as well. He will send out to everyone to proof. It would be good to take a picture of the white board at end of week

Stephanie M will include this in her email to Jesse – checking to see where he is at with the template – we just need to make sure it is printed and distribute to everyone or we need to know if each board person is responsible for printing it themselves. Stephanie M will check this too.

White Board Responsible People:

Mark: Campus Center

Suzanne: Smail

Jesse; Library

Ron?: LC

Diana – has ordered one for art commons

Stephanie M will email Jesse and Mark about ordering white boards for OLRI/Smail and LC. Diane says they have one in the library. Stephanie M will also check to see who is responsible for the Smail and LC whiteboard.

Action: Printing certificates for SEOTY Nominees and award winners: Brenda P will create and print certificates. A suggestion was made that the templates for certificates get stored in the SEAC Google Folder.

Done!

Action: Preparations for Program for Community Awards Ceremony: We would like to list all of the nominees for all of the awards from SEAC. Mark B. will make sure Robin includes the list of all nominees on the program. Peggy will get Mark the list of nominees. (done)

Action: Gift cards for winners of SEOTY and other awards: Peggy will buy these
Done – Peggy has bought them. Peggy also got a certificate from Midwest Association of Student Employment Administrators which she will include for the winner.

Action: Summary of meeting information for MCSG – Diana will work on creating a document with summary notes and share with SEAC Committee members for comment. She and Harrisonford are presenting to MCSG at the April meeting.

Action: Finalize details for SEOTY event (everyone?)

How will the supervisors will be informed of the winning students? Brenda called the supervisors directly - at least a week before.

Sign for link: Jesse still has the banner. Hopefully he has made arrangements to hang this up. Stephanie M. will include this question in the message to Jesse.

Video: is it still happening? Where is the video going? Don't know its' purpose. We have a lot of steps for approval (Bob Graf /David Warch) –

New Action Items for April SEAC Meeting:

Kudos to Diana R. for coming up with the idea of using smartphones to show logo to businesses. (this is not an action item – just wanted to say it officially in our minutes).

Action : Button Distribution: Mark said buttons were ready. We need baskets for distribution: LC, OLRI, Campus Center, Janet Wallace and Library: We need baskets for JW and LC. *Diana* will pick up an extra basket from Indra for JW. *Suzanne* will provide baskets for LC and OLRI/Smail. *Denise* was pretty certain they could find something for the library button basket.

Action : Button keepers/White board keepers:

Suzanne Burr has LC and OLRI. Student delivery should be to Suzanne in the Math Department office.

Diana Rosensweig – will set up basket and white board in Art Commons space near staircase .
Library will be near entryway – Jesse Sawyer is the contact person

Action : Indra: make copies of table tent descriptions and send them to campus center by 4/10

Action : Diana and Harrisonford: Thursday (4/16) will be in Campus Center lower level tabling to get students to write appreciation notes. The table is already reserved. Harrisonford is helping. Brenda will email student appreciation note template to Diana – but she can also access it in the SEAC shared google folder. Diana will print in Peggy's office so she can have them be in color.

Action: Jesse will send note to Rachel re: hashtag for Student Employment Appreciation Week: #makemac work. If we alert Rachel Peterson she will look out for our hashtag. Stephanie M will follow-up with Rachel to make sure Jesse did this, since Jesse was not at the 4/10 meeting.

Action: Jesse will contact Ron O. closer to Student Employment Appreciation Week about white board in LC. Suzanne will take care of this since Jesse was not at the 4/10 meeting.

Action: What should we put on boards for prompt?

Jesse will mock something up and make copies to share – put the logo on it as well. He will send out to everyone to proof. It would be good to take a picture of the white board at end of week. Stephanie M will include this in her email to Jesse since he was not at 4/10 meeting – checking to see where he is at with the template – we just need to make sure it is printed and distribute to everyone or we need to know if each board person is responsible for printing it themselves. Stephanie M will check this too.

Action: Stephanie M will email Jesse and Mark about ordering white boards for OLRI/Smail and LC. Diane says they have one in the library. Stephanie M will also check to see who is responsible for the Smail and LC whiteboard. None of us were sure if they were already ordered.

Action: Preparations for Program for Community Awards Ceremony

Peggy has sent names over, asked to see it for proofing before printing. Will make sure Leyla's name is added (and will also double-check to make sure no other names were omitted).

Peggy will make the phone call next Monday, April 10 to notify all the supervisors of the award winners. She will ask supervisors to make sure that the winners attend the Community Awards celebration.

Robyn is the MC for the awards event, but Peggy and Jesse will present the SEOTY awards.

Action: Summary of meeting information for MCSG

The date was changed for the MCSG meeting – it is moved up but will still take place before the next SEAC meeting. Diana and HF are presenting on April 28. She will send around a google doc to all of us to read ahead of the meeting to provide feedback if she would like. We were able to give Diana some feedback in the meeting today to help address topics she needs to cover in her presentation.

Action: Finalize details for SEOTY event

Peggy will send out image for students with logo this afternoon (4/10) to show business owners. She didn't want to send it too early.

Peggy is also posting another article in the Piper to remind them that it will be Student Appreciation week. Tuesday will be the day she reposts the names of nominees (and will include Leyla).

Stephanie M will include a note to Rachel to post info on #heymac #makemacwork re: white boards and tabling on Thursday to write notes: noon-1 pm in basement of campus center. Peggy is also going to add this in the note to students.

Action: Video: is it still happening?

Peggy will follow up with Harrisonford to check and see where he is at – especially with the time needed for communications approval. One idea is that it could be shown at the table in campus center that HF and Diana could staff. It could also go on the SEAC website, and possibly on Facebook. It could be used as an advertisement to come write appreciation notes. Peggy does not think it is appropriate to play at the awards ceremony because there are other awards at the same time.

Meeting adjourned @ 1:55.