

## 12/7/15 SEAC Meeting Notes

In attendance

Peggy Mereness

Janae Schmidt

Amelia Nielsen

Amanda Walwood

Stephanie Mulcahey

Denise Tyburski

January Thaw Supervisor Session

Peggy and Stephanie have been working with John Mountain, CDC, to develop the content for the January Thaw Supervisor Training Session and reviewed session with group.

The session will be held on **Friday, January 9 at 9 a.m. in the Leonard Center, Hall of Fame Room**. We are asking all of the staff representatives on the committee to attend the session.

The room will be set-up in rounds and we'd like committee members to split up among the tables to help facilitate discussion if necessary and also listen for ideas/concerns, etc. that could be brought back to the group for discussion at the February meeting. We would also like SEAC staff members to reach out to 3-5 like-sized supervisors to encourage them to attend the session.

The group discussed and decided on this title and description for the talk:

**Making Work Study Meaningful: Discussion For Student Supervisors**

Do you struggle with making student employment meaningful? What challenges do you face with student supervision? Join the Career Development Center, Student Employment, and the Student Employment Advisory Council to discuss your challenges, learn more about resources available, and develop solutions.

Here is a brief overview of the schedule for the session:

Welcome & introductions

John, Peggy, and Stephanie will lead discussion, but will ask SEAC committee members who are present to stand so they can be recognized during introduction.

The discussion will last approximately 45-50 minutes leaving time at the end for general discussion/questions

Peggy will share some current statistics regarding student employment on campus to stress the importance of their role--# of hours worked, # of students working, \$\$ spent each year on student staff, etc.

Stephanie will talk about the important role that student employment plays in developing job/life skills, that many times this is the first position students have held in a professional setting, and lead into the discussion of some of the challenges supervisors face with student supervision (i.e. working with a lean staff and making time to work on their development, planning ahead to have

projects prepared, talking with them about their work, setting expectations about their employment--including project work and behavior at work (showing up on time, proper notification if you are going to be late/miss work, etc.)

We will then take about 10 minutes for supervisors to talk at their tables in small groups to share challenges and strategies that have worked for them to overcome those challenges. We'll spend about five minutes reporting out and will move into the next section of the session.

John will lead the group in a discussion about the importance of setting expectations with students and creating opportunities for professional development with students. Attendees will be given a handout with room for writing notes, and will be given time to take some notes about overcoming current challenges, setting expectations for their staff, etc.

Following this discussion, John will talk for about five minutes about the resources available through the CDC and ways that they can work with staff and students to assist in professional development.

The session will close with time for questions and general conversation about student employment.

John, Peggy, and Stephanie are still finalizing the details/format, but that should give you a good idea of how the session will go. Please feel free to contact Stephanie and Peggy with questions.

#### Website review

The group briefly discussed the SEAC website and agreed that the following areas should be updated/added:

Minutes

Committee listing

Awards given and criteria for each

Photo gallery from students working on campus (Steph M. has photos)

Stephanie will talk with Karla in January so they can start working on updates.

#### **NEXT MEETING:**

Wednesday, January 20, 10:30-11:30

CC 206

#### **January Thaw Training Session:**

Friday, January 9, 9 a.m.

Leonard Center, Hall of Fame Room

