

1/20/16 SEAC Meeting Notes

In attendance:

Peggy Mereness
Amanda Walwood
Stephanie Mulcahey
Denise Tyburski
Karla Nagy
Jesse Sawyer
Amelia Nielsen

January Thaw Supervisor Session recap

The January Thaw Supervisor session went well, one of the big questions the group discussed was what next/how do we carry on the discussion among supervisors?

Some suggestions included through a Facebook group or a shared google folder for supervisors that would allow them to upload documents, best practices, etc. SEAC would need to vet submitted items and help categorize them.

Ultimately, the group decided that at this point the best next step would be a second session at Chataqua to continue the discussion and talk with supervisors about the best way to collect and share information between supervisors. SEAC could develop a list of possibilities and talk

The Chataqua session will be added to the next SEAC meeting agenda for further discussion.

Student Employment Awards

Student Employee of the Year Award

All nominations will be submitted electronically this year through a google form that Peggy created. In the past nominations have come in through multiple ways so to ensure that everything comes in and nothing gets missed the google form was created. All of the responses will be captured in one spreadsheet which will also help with the review process.

Peggy will send link to the spreadsheet to readers to review and rate

Important Dates:

Early February: Nomination form link sent to supervisors
February 16: Nominations due in the student employment office
February 17-24: Readers review and rate
March 2: Peggy sends our winner to national review committee
March 30: National selection made
April 28: Community Awards Recognition Lunch

The timeline will be similar for all three awards, although we will have a little bit more time to review candidates for the two Macalester/internal awards: Reliability and Customer Service.

Confirm at next meeting:

- How will recipients be notified? Prior to the event so that supervisor can ensure that they are at the awards lunch?
- Who will print the award certificates (templates are in the shared google folder)

Student Employment Website

Peggy has been working with Suzanne Durkas to make some great updates to the Student Employment website and would like all SEAC members to review.

Peggy will send supervisors an email letting them know that the website has been updated and ask them to review, provide feedback, etc.

As the website continues to evolve, we discussed additional items that could be addressed through the FAQ page, including:

- Large student employee departments--
 - Knowing how many students can be hired/number of students who have already been hired
- Tracking hours--as hours are getting low/making sure students do not go over
- Glitches with tracking report--making sure that information is correct and where/how to doublecheck those numbers

Peggy is also going to be working with a project management specialist to help with the hiring process and hopefully add improvements such as:

- Click on a link to see a list of hired employees to help track hiring
- Could see student awards in other departments for split awards--be able to track hours more closely/accurately

The group also thought the website would be a great place to have a recap of the January Thaw sessions and/or future supervisor sessions that are held.

Student Employment Appreciation Week

April 10-15 Student Employment Appreciation Week

Budget

2014: SEOTY was given \$100 Amazon gift card; other 2 winners received \$50; \$1500 for luncheon; \$200 for banner. Possibly contributed \$500 to student employment appreciation week stuff.

Local Business Discounts

Students will be sent an email with the logo/discount information and be able to show business the logo and receive discount.

300 buttons were made to be distributed to students who may not have a smart phone--not sure if the buttons were distributed/if we have leftover from last year?

Discounts last year included:

- Dunn Brothers is offering \$.15 off any coffee
- French Meadow has donated two \$25 gift certificates. All student employees will be entered in the drawing.
- The Highlander Store will be having a raffle Mon through Fri. Stop by to enter the raffle
- Jamba Juice is offering 10% off at their store
- Patagonia is also having a raffle, giving away several prizes at the end of the week. Stop by their store to enter the raffle. Free coffee and tea Mon – Fri
- Bon Appetit will give a free cookie with every beverage purchased at the Grille (coffee, sodas, smoothies etc.)

Communications

Social media

- Student Employment Twitter account - Peggy M check-in with Becca Klein
- Mac's FB and Twitter account - Steph M. check in with Rachel Peterson

Thank-you templates

- Do we want to use the same template as last year (in SEAC google folder/Steph M. will bring a sample to the next meeting)
- Send templates to supervisors to print out and distribute, etc.
- Students tabling in the Campus Center--students able to write thank you notes to each other. Did this work last year?

Table tents

- Template in google folder (Steph M. will bring to next meeting)
- Same template that goes into table tent will be placed in Daily Piper
- Same template will also be printed off larger and added to poster run.
- Same template will also be emailed to supervisors to put up in their departments, if they desire.
- Same template can also be handed out with buttons, should include info on button benefits.

White boards

- White boards were placed in buildings around campus, with the logo on it, to encourage people to write thank you messages to students
- Boards were reserved in the following buildings:
 - Library
 - Smail Gallery
 - Campus Center
 - Art Commons
 - Leonard Center

Action Items for next meeting--determine who will be responsible for the following:

- Check-in with Robin regarding the lunch and our participation
- Confirm budget
 - Amount that SEAC/Student Employment will contribute to the lunch

- Amount for gift cards for 3 recipients--SEOTY, Reliability, and Customer Service
- Contact local businesses about offering special discounts to students during Student Employment Appreciation Week
- Confirm that an email will be sent again to all student workers with the logo
- Emailing supervisors with thank you template
- Reserving the table tents, poster run, etc. with Campus Center
- Daily Piper announcements
- Making buttons
- Reserving white boards in confirmed locations
 - Also determine how buttons will be distributed (last year we discussed having baskets near the white boards?)
 - Making copy of information (Student Appreciation Week Logo, etc.) to be posted on white board