

**STUDENT EMPLOYMENT ADVISORY COMMITTEE (SEAC)
MEETING MINUTES**

Tuesday, November 19, 2013

Campus Center 206

Present: Brenda Piatz, Indra Halvorson, Patty Pfalz, Margo Dickinson, Stephanie Alden, Jesse Sawyer, Cindy Haarstad, Mark Beckett, Peggy Mereness, Jenae Schmidt, William Theriac, Cole Ware, Api Sulilstyo

9:30 AM: Welcome/Introductions of new student members/Replacement for Cindy Haarstad

Mark Beckett from Campus Programs will be replacing Cindy, who is leaving the college for a job in Alexandria, MN.

New student members this year: William Theriac, Sophomore and Cole Ware, first year

Student reps will need to miss the next meeting because they will no longer be on campus. They will respond to questions via email, but will miss the last meeting. Will may be able to attend the last meeting, depending on the timing of his flight. For now we will leave the December meeting date as it stands (Dec. 17). Also the January meeting date will be before classes begin, so the student reps might miss then.

Distribute updated member list with student member additions
Committee Assignments:

Chair: Brenda Piatz

Co-chair: Jesse Sawyer

Treasurer: Cindy Haarstad

Secretary/Recorder: Stephanie Alden

Web maintainer: Stephanie Mulcahey (absent)

Publicity for Luncheon: Indra Halvorsone, Margo Dickinson

Update website with new list of members (not clear if Brenda will do this now or if we will wait)

Put notice in Daily Piper with member names and what we do (Brenda will follow-up with this)

Will asked about the mission of our committee – and Brenda read the info from her notes. She also reviewed events we have had on campus in the past (Student Employee of the Year, and the recognition lunch event in April). The Student Employee of the Year goes on to compete at a State and then National level. Api then explained the process for how the Student Employee's of the Year were selected in the past (with a committee of readers on campus).

9:40 AM: Updates from Api on Supervisor Training/Newsletter/Student Employment General Survey

Supervisor Training: (Api)

In the past we've had one training in the fall and one training in the spring.

Supervisor Training: Facilitators will be Student Employment and SEAC. Api wants to make the training useful for new supervisors – but open to all supervisors. (see agenda that Api shared at meeting). Api will make an announcement in the Piper, and then will send an invitation to all new student supervisors.

Brenda asked if Api would like all of us there – Api said it would be great if we could make it. Peggy will assist with creating a form to collect info. Also – Margo brought said it would be good to post in the Daily Events calendar.

Current priority for Student Employment (instead of revamping Supervisor Training): Review of what goes on in the summer – very hectic – hiring for the upcoming school year, plus summer employment. Team has had a discussion and has identified a priority: Automization of the system – connecting technology. What we are doing now is very manual (1400 students were hired manually). Api described all the info that has to be data entered by hand (2 pages of data by hand!). They are in the process of creating interface between JobX and Banner. They are meeting with all the supervisors to simplify Job Titles (we have 904 right now!). They want to simplify to make it simpler to make the transition to the automization do the interface. Tim Freeman, Abraham Noel, Louise Salt, Kate Moss and JobX IT Team are working together in this process. While in process will create EPath

Margo asked how the new system would affect hiring new incoming students in the summer to work in the upcoming academic year. She is concerned because manually she goes through information to try to choose incoming students who are interested in anthropology (just like Julie seeks out students who might become tutors after their first year).

Last year, Api worked with Jenae to create a list of new students who were interested in certain areas (e.g. customer service, ITS). This greatly decreased the number of applicant pools that supervisors had to hire from. This may change next summer, depending on how the new system develops.

2 steps:

- 1) hiring the students
- 2) uploading data to Banner

The uploading will be processed differently. Hopefully in the future, there will be a bank in Banner that supervisors will be able to go to electronically to search for new student employees in the fall.

Cindy expressed concern about the strange qualifications that they are seeking for Campus Center (working in theater, manual labor, etc). Api assured everyone that even though Banner might direct them to a group of applications, they would be able to search outside their box.

Peggy said even last summer with the new system, people gave them positive feedback. Issues were people who were on vacation, missed the day they were able to select applications.

Newsletter:

Started working on this, but have dropped it because of the IT project.

National Conference for Student employment: Api attended this conference, will discuss the survey from the conference in our next meeting, as we wanted to work on the Student Appreciation Survey that Margo and Patty developed.

9:50 AM: Student Employee of the Year Event

Discussion on the survey to get feedback on what kind of event supervisors and students would like to have. Finalize survey and set deadline for responses.

We have \$2000 for the SEAC committee event. There is a monetary award for the winner of the contest on campus (\$100), and then the category winners also received a smaller monetary award.

Review – at our last meeting, talked about a different format for the spring luncheon. Will expressed concern about individual building events – unclear. Margot elaborated – wherever you work is where you celebrate – all happening at the same time (within campus buildings)

Brenda expressed concern about the logistics for planning and scheduling events at the same time. Patty said also we could designate an entire week to recognize students. Brenda also brought up concern about President's recognition for the event (i.e. he wouldn't travel to all of the campus)

Brenda suggested that the survey be sent to students, since they were the ones who didn't attend. Margo asked students if they would be willing to contribute suggestions for wording on the survey.

Student members had questions about wording on survey, and questions about qualities of good student employees in the recognition category. This was discussed because of the new categories last year: 1st year, 2nd year, etc,

Type of event – add option for ice-cream or dessert social, build-your-own cupcake.

Patty asked – Does the President really need to speak? Could we have the event without him speaking. Margo said that the goal of the event is to show appreciation to the students.

Fun, informal, respectful of time (i.e. drop-in event) – go as your schedule allows. May be better to keep on the main part of campus. Perhaps the new art building?

Perhaps we should consider in the Type of Event section: quality descriptions instead of types of event.

We need to first see what type of event we will plan,

Patty and Margo will do another revision and send out to everyone on SEAC for feedback. Goals for sending out survey will be the first week of December to supervisors on campus, perhaps send to students in January before the start of the term (last week of break?), with a follow-up the first week of class.

We'll share results via email, and in Feb. meeting will decide what type of event we are doing, and confirm space we are using.

Events take place in April (last year the event was April 11) – need to check on National Student Employment website – dates are April 13-19. Noon – Thursday April 18 sounds like the best day/time because there will be a student sampler beginning later that afternoon.

Student reps said that Thursday was a good day. Timing of event? Over lunch or mid or late afternoon? Discussed that timing questions should be added to the survey.

Reserve rooms now, and let them go (Arts Commons, Kagin Ballroom, Harmon Room, Smail Gallery in OLRI?)

Email communication until next meeting about survey and other topics.

National Award winner received \$1000

Student Employee Evaluations/Merit Raises:

This topic was not on the original meeting agenda, but Jesse brought up a concern that led to a longer discussion:

Jesse brought up questions about Merit Raises – if a student meets expectations, the form for merit increase does not automatically pop-up. Api didn't know why there was a change in the form, because last year Jesse said the form now only pops-up if the student exceeds expectation.

Indra – suggested it would be a good time to send out a reminder to supervisors to complete the Merit Raise

Perhaps we should revisit this topic in another meeting? We are all still functioning on the old system.

There was a big discussion at the end of our meeting about how often student employment appraisals needed to be done. Api said he thought that Performance evaluations should be done after students have worked in the same position until 9 months in the same position. Merit Pay increase would then be effective until May 12 (end of academic year), for however weeks remain

in the same position. If the student returns to the same job, would remain worked at the Merit Pay increase.

Can request a Merit Pay increase once a year. Is retention a reason for us to have the merit raise? (Indra brought up this question).

Should pay increase apply to similar jobs across campus? Peggy said this brings up a whole other set of issues for processing – we need to discuss this further.

One semester of work may not be enough time to evaluate students – we need to revisit this process again with our committee?

Api ended meeting by saying he would look into what was done in the past, and what the policy states. We will need to revisit this in the next meeting.

10:30 AM: Adjourn

Upcoming dates to remember:

December 17: SEAC meeting, 9:30 am, CC 206

January 21: SEAC meeting, 9:30 am, CC 206

February 18: SEAC meeting, 9:30 am, CC 206