

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

Tuesday, February 18, 2014 9:30 am

Campus Center 206

Beginning of mtg notes:

Danielle Nelson has never shown, Brenda has tried to contact, has not heard back yet. Will pursue contacting her to see if she still wants to continue being on the committee.

Cole (student rep) – has as class during meeting time this term, so will not be able to attend our regular meetings.

9:30 AM: SEOTY Nomination and Awards—Api

Api has not yet received the Customer Service award nominations from anyone, but has received Reliability and SEOTY nominations

Sent a third reminder to staff on campus yesterday (2/17)

Wants to talk about the process for choosing the winners – in the past used 1-5 rating scale on criteria. Mary Williams was the person who chose the evaluators – she made sure they were neutral. Can do the same for SEOTY, but may need to revise the method/rating scale for Reliability and Customer Service.

By Monday next week, Api will have the names of nominees, and then we will have one week to make our decision for the Midwest level (they have a deadline).

Brenda suggested that SEAC could read the Reliability and Customer Service nominations, with individuals excusing themselves if there is a conflict of interest. We would need a minimum of 5 people per committee. We will need to set up a meeting time by email depending on who is on the reading committees for each award.

9:45 AM: Student Employee Appreciation Week—assign tasks

Mark and Will did not meet with Robin. We will assume that we are still doing the our award with the Community Award ceremony, on April 24. There is still time to plan, so hopefully they will meet sometime soon. Brenda asked Will to write Robin to see what her thoughts were about including a photo slide show at the awards ceremony.

Brenda checked with the President's office whether or not the award needs to be a surprise at the time of the event, and they don't care. Brenda is advocating that we let the student award winner know ahead of time (perhaps she and Api can do this in a fun way ahead of time). This way the award winner's name can be in the program, and then the student will definitely be at the award ceremony.

The nominated SEOTY students as well as Customer Service and Reliability Awards will also be invited. All of the nominated students will be given a letter of congratulations (and maybe a certificate?), but only the actual award winners' names will be in the program.

During the week before the event, we will profile students in the Piper – all of the nominated SEOTY students, with a blurb written from the nomination letter. Api has already contact Paul Leonhart to take their pictures, to use in the Piper. Api will need help with the process.

Thank you Notes: Brenda has been working on SAC template, she is suggesting that we modify the template to use it for SEAC. We could include the thank you note as an attachment with the email that is sent out for supervisors to send to via SPO – students would receive them in their campus mail box (but supervisors may also choose just to leave it for students in their work place mail box, their work desk, etc.). Patty suggested that when sending the t-you note attachment, to print it out cardstock, not regular paper (put a message in the email with this info).

Another thing – in the same email to supervisors, we can also solicit photos from them, which we could include in a slideshow before the Community Service award ceremony.

We confirmed that it would be great if Brenda made this template.

Easel/Board in entrance to Campus Center:

Confirmed that we should have the board on the main floor of campus center

Do we need to reserve the board (check info desk). People can just do a free write. The goal of this is to appreciate all student workers.

Will suggested just taping a note at the top of the white board – say thank you to your student workers, then ask for feedback from students (leave markers on board). Take a picture of finished product, this could also go into the slideshow at the awards ceremony.

Pictures within departments – of how they celebrated the week – could also be submitted for slide show

Jesse looked into printing a banner (vinyl) – cost around \$100 – Jesse is leaning towards Sign-A-Rama on Snelling Avenue in Roseville. Maybe we should get two printed, hang in two places on campus (maybe 3). No dates printed so the banners can be reused every year.

Chris Schommer (in library) also has worked in Art Department, Jesse says he has done a nice job with signage for library, he will ask if he can help design a banner. Jess will need to get the P-card associated with the SEAC budget to place the banner order. We will hopefully be able to proof the banner design at our next meeting, so we have the banner's complete before Student Employee Appreciation Week.

Timing

Student Employee Appreciation Week April 14-18. We should remind supervisors of the dates – so they can appreciate their employees. This is the week before the event.

The Banner and Table tents should be up starting Monday of that week, and should stay up all that week.

We should email supervisors two weeks before the event so they can plan for the event. Send email to supervisors with info they need: regarding the table tents, banners, white board, photos?

Indra will reserve the table tents for the week of April 14-18. The text/design for the table tents will come from the banner design.

Email to Supervisors encouraging them to attend the event. Brenda will look at Mary's past messages, and share with Api to see about crafting the message to advertise. Included in this email will be an attachment with the Thank-You notes for Student Employees.

Will be in contact via email regarding extra meeting times to select winners and other items.

We confirmed that the edited blurb for the Piper looked fine – Brenda will run this soon.

Meeting Dates:

Tentatively we will stay with the March 18 meeting date, but Brenda will send out possibilities for April/May meeting dates, to see if we can find a time that also works for Cole

Api made an announcement regarding automation of system:

Interface between JobX and Banner

They have a new staff person – Ian – to help them with this process. The first step is cleaning up JobX.

Peggy and Api will review the final list and put into the JobX system.

3 groups of students: New students, returning students, and summer hires. Right now they are working on New students (with Jenaë) will do the same process as last year, as with summer.

They are working on the interface/automated system for returning students. Job posting for returning students can only be done after March 16 (beginning on March 17). The alternative until then is to still hire them, but will get processed later on. They want extra time to work on the system. Will only be the first job – cannot automate the award release process yet.

The next step will be expanding JobX to hire new students – but we are not there yet.

There will be 3 training sessions on how this affects supervisors during hiring process. Also need to involve timecard approver – will be part of new system (now is not included).

Indra asked about Campus Housing policies for May vs. summer workers, because of the confusion from last year. Brenda said that these policies were not set yet. Indra suggested inviting them to one of our next meetings (maybe the April meeting). This would help them to form their policies. Api would like to know the requirements for students to stay on campus.

Brenda will invite them, and then she will solicit email suggestions from SEAC members for questions from our committee to address to Campus Housing. We will give them the questions ahead of time before they visit our meeting.

Meeting adjourned @ 10:37.

Upcoming dates to remember:

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

April 15: SEAC meeting, 9:30 am, CC 206

May 20: SEAC meeting, 9:30 am, CC 206

Respectfully Submitted,

Stephanie Alden