

## SEAC MEETING: FRIDAY MARCH 13, 2015

### Committee Members:

Stephanie Alden <salden@macalester.edu>,  
Indra Halvorsone <ihalvors@macalester.edu>,  
Stephanie Mulcahey <smulcahe@macalester.edu>,  
Denise Tyburski [tyburski@macalester.edu](mailto:tyburski@macalester.edu) (absent)  
Suzanne Burr <sburr@macalester.edu>,  
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Karla Nagy [knagy@macalester.edu](mailto:knagy@macalester.edu) (absent)  
Jenae Schmidt <schmidtj@macalester.edu> (absent)  
Jesse Sawyer <jasawyer@macalester.edu>  
Diana Rosenzweig <drosenzw@macalester.edu>,  
Marko Martinovic [mmartino@macalester.edu](mailto:mmartino@macalester.edu) (absent – new student rep – needs to be added to our email list)

### Previous Action Items:

*Action:* Peggy's students will take photos across campus for website.

Peggy had a student do this – they were sent to Stephanie W, and she will work on getting them on the website.

*Action:* Jesse will share photos that Stephanie shared for committee members to pick some for site.

Stephanie was suggesting that the pictures for awards go on a different tab – as part of the awards category.

*Action:* Jesse will request access for website from Sara S

Jesse got access from Sara S – ongoing – Jesse will make sure he does have access and work with Sara to be trained.

*Action:* Peggy will distribute nominations to staff SEAC members next week

Nominations have been picked. SEOTY candidate was submitted to committee, other two categories were made as well. Student in Communications is working on taking photos of SEOTY nominated candidates. She will be posting pictures and bios

Short discussion from SEAC members about how difficult it was to choose a winner in each category and whether or not we should give more guidelines to people who make nominations (so they know better about what to write).

*Action:* Mark B. will explore prices for materials necessary for the button maker (housed in Campus Center).

1200 buttons = \$100 for 1 ½ inch buttons

Students in Campus Center can actually make the buttons, but need someone to print out the button template.

*Action:* Jesse will talk to Chris Schommer about designing logo (by next month)  
Winner logo is shield with lowercase m – will be printed by Document Services

Mark needs to find out more info about the template for cutting the button size, how to most efficiently do this. Peggy will give Mark FOAPAL info. He will look into this. Jesse says he thinks there is a dye-cutter. (NOTE: Later discussion in meeting we decided to print only a few buttons).

*Action:* Suzanne Burr will speak with local businesses about offering special discounts to students during Student Employee Appreciation Week (if they are wearing their buttons or show the button logo on their smartphones). She hopes to have information from businesses by the first week of March.

Dunn Brothers – 15cents of every coffee drink for students wearing a button.

French Meadow – gift cards – will need to do a drawing – will need to determine how we get student names (from Peggy?)

Highlander and Patagonia – both doing a raffle – if students come in and put their name in a hat – they will draw names for prizes. Not sure if the winner will get everything in the basket or a single item. Highlander will do a drawing every day

Jamba Juice – 10% off for anyone wearing a button

Shish – still have not heard details – Bob Graf has info, will wait to talk to him

Mark Bechtel will talk to folks at the Grill to see if on-campus discount possible

Business will call Peggy to confirm winners are student workers before making the announcement. This would prevent any fraud from happening.

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 button logo. Also a reminder to have students sign boards – campus center, LC, Smail Gallery

Conversation on button distribution became side-lined when Diana presented an idea to do this all electronically and send out an email to all student workers with an attachment with the picture of the button logo. Students would need to either print off the logo or show the picture on their smart phone to claim prizes. Everyone in SEAC loved the idea (more sustainable) and we decided to proceed.

We will still print off a few buttons – for students who don't have a smart phone – will print 300 total, will save leftovers for next year. Buttons will be distributed in baskets where the signs are located for student appreciation.

*Action:* Harrisonford will look into creating a 30-second video to appreciate student employees – (interviewing various people on campus to create a montage) – this could be playing during the awards ceremony too.

This will not happen because he is no longer able to attend our meetings.

*Action:* Jesse will ask Robin to put Community awards event on campus events calendar  
Robin already did this!

*Action:* Diane and Harrisonford will reserve table in downstairs CC for part of week for students to thank each other via forms

Diane asked for the dates: April 12-18 – she will pick two days in the middle of the week to do this, and will make the reservations.

Peggy talked with Becca Klein about putting a hashtag at the bottom of the notes so that they can get posted. Communications will pick up our hashtag: #make mac work #mac social.

Brenda will make the cards that are sent out to everyone – she has the template, she will add our new logo and also the hashtag

*Action:* What should we put on boards for prompt?

Simple sheet taped to board – less likely that it will get written over.

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

Mark: Campus Center

Suzanne: Smail

Jesse; Library

Ron?: LC

Certifications for SEOTY – Brenda said we can print them– she will do this. She thinks she printed certificates for all of the nominees. It would be good to upload these items to the google folder

Lunch menu – will be pasta bar

Program – we would like to list all of the nominees for all of the awards from SEAC. Mark will make sure Robin includes the list of all nominees on the program. Peggy will get Mark the list of nominees.

Robin tells the winners ahead to time to make sure they are there. Brenda thinks at least the supervisor should know to make sure that the student actually attends – we can put off this decision until next meeting.

Peggy has already emailed Robin for the FOAPAL to make sure that the budget is clear.

Diane is presenting to MCSG with Harrisonford the week after Student Employment Appreciation week. Jesse has suggested we do this as an ongoing email chain – and we will discuss it further at our meeting next month.

Stephanie will work on website more over the next month.

Suzanne just got great envelopes for student awards at PaperSource – they look fancy and are stiff – she can share info with Brenda

Gift cards for winners – Peggy will get on this.

#### New Action Items for April SEAC Meeting:

*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.

*Action: Stephanie M. will continue working on website redesign*

*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.*

*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.*

*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 bottom 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.*

*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.*

*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.*

*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.

*Action:* Jesse will contact Ron O. closer to Student Employment Appreciation Week about white board in LC

*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

White Board Responsible People:

Mark: Campus Center

Suzanne: Smail

Jesse; Library

Ron?: LC

*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.

*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.

*Action:* Gift cards for winners of SEOTY and other awards: Peggy will buy these

*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?)