

SEAC Meeting
Thursday, March 3, 2016

Present: Amanda Underwood, Amelia Nielsen, Christelle Cayton, Denise Tyburski, Jesse Sawyer, Karla Nagy, Stephanie Mulcahey, Peggy Mereness, Stephanie Alden, Suzanne Burr

Absent: Jenae Schmidt, Joseph Sengeh, Lena Schaller

Action Items:

- 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--small number for students who may not have smart phone
- 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

Robin:

We have \$1500 available from SEAC

Gift card for winners: \$100 SEAOTY award winner, Reliability and Customer Service each got \$50

Local Business Discounts:

Peggy has email that was sent to local businesses and the (edited) email that was sent to students to announce

Won't worry about making buttons this year. If students don't have a smartphone they can download image and print it, or ask their supervisor for assistance.

Businesses to add/check: Erbert's and Gebert's Sandwich Shop – new business + Shish? (maybe did this last year)

Who will contact the local businesses? – Suzanne and Amanda

Communications

Social Media – student employment Twitter account – didn't really take off last year, so Stephanie was suggesting that we use the main Macalester twitter account. She will check with Rachel Weaver on this. Rachel also can send out the What's on Tap message – Include Hashtag (#heymac and #imakemacwork) in the email to supervisors to share. Christelle also shared an idea to have this message put on class pages. Having supervisors use the hashtags to post pictures of their student workers would be a nice thing. Possibility of using pictures at the Community Lunch would be nice, but Peggy reminded us that because of all the other awards it would not work well.

Stephanie asked Christelle if she and the other 2 student reps could help getting things posted on the student pages. Christelle agreed and said she would talk with them.

Thank you Templates:

Stephanie forgot to bring the templates to the meeting. But they will be sent out to supervisors (4 on a page). They could be printed within departments.

Peggy will include the template in the message she sends out to supervisors as an attachment. Make sure the attachment is in pdf version to keep the formatting.

Student Tabling in the Campus Center:

Opportunity for students to come and write appreciation notes. Who would know if this was well utilized. Before deciding to do this again, we'd like to make sure it was a good use of time. Also, wondering if lower level of Campus Center has enough traffic. Also – do we want to keep it just as a thank-you opportunity or have it used as a drawing for another prize.

One suggestion would be use Smail Gallery as a tabling place...

Another discussion about using Social Media as a way to share info. Could we use #ImakeMacwork and encourage students to post. To make this work – would need buy-in from student supervisors. Then would need to do an add campaign to help encourage students to post. Could start with Rachel Weaver – with the Piper and the main Mac page. Will keep the same hashtag as last year for consistency – especially since we have table tents and the banner. Suzanne asked whether we should include a year in the hashtag, but given the length it was decided it would make it too long. Peggy will be posting the SEOTY nominations the week before Student Employment Appreciation Week, so that she can finish them during the SEA week.

A decision was made to NOT do the tabling in the campus center this year, and to try to encourage the digital campaign instead.

Christelle suggested compiling the photos posted – possible to get them into a Flickr Gallery for easier viewing. Stephanie and Peggy will talk about this more, and make the contacts with Rachel Weaver regarding the social media campaign.

Table Tents:

Peggy has the template from last year – thinks we can just update it and get to campus center. Peggy will do this task.

Need to reserve Table Tent Spot – for the week of April 10-15: Karla Nagy will do this.

Did we do a poster run last year? Jesse said he didn't think we did this. We all decided we didn't need to do this – especially since we have the Banners already made).

Jesse will make sure the Banner gets put up over the link, and will check to see if he has the second Banner or if it ended up in the Campus Center. If he has the other one, he'll arrange for the Campus Center. Since Marc is gone – he'll check with Andy Williams.

White Boards:

The one if Campus Center had a lot of traffic. The library also had a good response.

Stephanie A will ask the CDC if we can use their white-board wall for the week. It would be a good location. (NOTE: Stephanie A has checked with CDC and they will let us use their white-board wall - 3/4/2016)

Any whiteboard locations we want to get rid of? Stephanie will check with Ron Joslin in the Leonard Center

Current list: Library, Campus Center, Leonard Center (maybe we can move the sign to a location near Scotty's so students can write while they are waiting in line), Smail Gallery, Kagin (if CDC okays it), Lampert, Art Commons, IGC

What was one the Whiteboards? Logo – and need a prompt

Take pictures of all the boards at the end of the week: Suzanne Burr will do this – post to Imakemac work hashtag

To get the whiteboards: (Jesse will talk to Pratik about getting the whiteboards delivered to various locations)

LC + OLRI: Suzanne will get the whiteboards

Stephanie A – will do Kagin – part of the wall

Jesse will do the library

Lampert: Amelia

IGC: Karla – they have their own

Art Commons: need to identify a person - Kristi Fackel – Stephanie A will ask Kristi if she will be responsible for the white board this week

Stephanie M will send out prompts and logo to our committee for putting up on the boards.

Piper Announcements: Anything in addition to nominees. Peggy will also send out a basic message the week before with information about business discounts – she'll send one out early in the week.

Brief discussion about our committee, who is leaving next year, getting nominations. Stephanie M thinks we are actually short on members in the proper categories right now. We are short one large member right now.

Suzanne pointed out that she is now technically a “large” department – she hired over 100 students this year.

Date of Luncheon: April 28

Program Notes for lunch:

Have the winner of SEOTY awards notified ahead of time

All SEOTY nominees stood and were recognized
Have a group (without reading names) stand for each Customer Service and Reliability

Peggy will be sending out nominations for Customer Service and Reliability in the next week or so, and will give us a couple weeks to read them.

Student Evaluations and other Student Employment office info:

Still need to do Student employment evaluation form

Pay Awards for 2016-2017 Academic Year

\$9.50 Tier 1

\$9.75 Tier 2

\$10.00 Tier 3

first year awards: 2300/int'l 2500 (bumped up by \$100)
others are the same

Can start posting fall 2016 jobs during spring break – with the new pay-rates

Budget: 3.95 million dollars (Peggy requested 4 million). She thinks we will go over budget, but they don't want to up our budget. They will be decreasing the number of enrolling students, so they are hoping that the budget # will gradually go down.

More than half of the budget increase will be to handle the increase in minimum wage.
As to next year – don't know what the cost of living increase will do with the minimum wage

Peggy has been discussing going to one or two tier pay system – this is a possibility.

Action Items for April Meeting:

Mentioned in each section of the meeting notes.

Respectfully submitted,
Stephanie Alden