

SEAC Meeting Minutes: Wednesday, December 10, 2014

Stephanie Alden salden@macalester.edu present
Mark Bechtel mbechtel@macalester.edu present
Suzanne Burr sburr@macalester.edu absent
Harrisonford Fauni hfauni@macalester.edu present
Indra Halvorsone ihalvors@macalester.edu present
Peggy Mereness mereness@macalester.edu present
Stephanie Mulcahey smulcahe@macalester.edu present
Karla Nagy knagy@macalester.edu present
Nadine Penkovsky npenkovs@macalester.edu present
Brenda Piatz piatz@macalester.edu present
Diana Rosenzweig drosenzw@macalester.edu present
Jenae Schmidt schmidtj@macalester.edu present
Denise Tyburski tyburski@macalester.edu present
Jesse Sawyer <jasawyer@macalester.edu> present

Previous action items:

- Action: Stephanie M. will check with Robin to see if there are photos from last year's community recognition awards ceremony.
Sent email – will check with Paula in communications to get photos. They will help to put a slideshow up on our website.
- Action: Jesse will create a google drive folder for storing and keeping student employment-related images
Keep monthly SEAC meeting minutes on the google drive. Go back and put up previous meeting minutes from this year on the google drive. (new action item for Stephanie)
- Action: Stephanie M. will check with CPR about possibility of adding photo slideshow to front of SEAC page
- Action: Mark will invite Joan Maze and Robin Hart Ruthenbeck to next meeting and find out date for Community Awards ceremony.

Items for this week:

- report from minimum wage working group
- determine date January SEAC meeting
- student employment appreciation week
- community awards ceremony (**Robin will be joining us at 3**)
- anything for website?

Peggy: Report from Minimum Wage Working Group
Sent us the articles that were previously sent to the Minimum Wage Working Group to read ahead before the SEAC meeting today.

Peggy gave a brief overview of the agenda from Bob's meeting with the sub-committee last week. 1200 students working during academic year – by end of spring we've entered around 2000 jobs for upcoming year. 400 jobs in the summer. Currently about 480 titles of different jobs on campus (used to be over 800). Most students are working 9-12 hours/week. Budget 3.5 million per academic year.

Performance reviews/merit increases: 233 performance reviews where a merit increase was requested.

Pay structure currently has 5 tiers, but right now there really aren't that many. Part of our conversation was whether or not we could simplify this.

In 2015, 789 students got an increase in salary for minimum pay wage
1,447 jobs will move up to \$9/hour next year. This will be above any merit increases they could have gotten.

Part of planning for budget was done over 5-year period, minimum wage increase was not part of this budget.

2000-2800 is most of awards.

Increasing award amounts will affect budget elsewhere in the college.

2-fold approach – will be some sort of budget increase, but also want to look at how we use student employees.

More stable pay structure would allow us to more efficiently handle employment.

What is important to preserve?

What opportunities exist right now, because minimum wage is changing we have to make a change? What programs/values would be more helpful and meaningful for student employees.

Mark B: Performance Evals/quarter increase – focus instead on learning outcomes for job rather than pay increase. General consensus was that we wanted to keep a 3-tiered payscale, so there would still be a way for students to move up the payscale. If we were increase everyone's total award to \$9.50 and hour it would increase the student employment budget by \$1 million dollars.

Overall, will have to cull back hours for student employment positions.

?: How to do this in a way that is manageable for supervisors and useful for students.

How will we go about implementing this new system?

SEAC will play a pivotal role in this process – since we have to change because of the state minimum wage law, we need to view this as an opportunity to be thoughtful about how we make the change.

Jenae said that have decided to offer first year students 2200 (instead of 2000 as they have in the past).

Peggy is currently meeting supervisors from different sized departments around campus to get input.

Create google.doc to keep comments for Pay Scale Increase (action item)

Harrisonford comment on this topic: info desk - that new hires received same pay rate as Tier 2 experienced employees

Jesse made the point that we reward our top employees by paying them more, so they actually work less and therefore we have them for less hours.

Mark – reminder that we spoke about different incentives for student employees besides monetary incentives (like CRLA certification @ MAX – good example of this).

Jenae – tiers and awards come down to budgetary issue – any money that student earns has to be reflected as part of their aid package. Macalester is unique because we provide full need for students. Could offer a higher award to few students, but don't know when the award is offered how many students are actually going to attend Macalester.

Karla – will student worker budgets stay the same next year – this is something we need to think about soon because of hiring in spring term. Peggy will look into getting a date for when we will know our budgets so departments can begin planning for hiring.

Community awards ceremony (Robin)

Robin came at 3 pm. Debriefed last years event.

Peggy liked that we were part of the community – so there was more attendance

Improvements: program and food

Robin said that lunch was still \$12/person – from Community Recognitions budget along with money that Api committed.

Robin was asked about whether we could just have dessert – but students are missing lunch to attend and she doesn't want them to not have lunch. Can't do a buffet because of time. If we tried for a different time (because of food) then faculty/staff would not attend). Planned for 250, last year had 210. Preset means fewer catering staff. Would need another \$800-1000 to bump up to \$16/person

Mark B. offered to talk to Amy – the new catering supervisor

April 23 – event is scheduled – on President Rosenberg's calendar and Ballroom is already reserved. Robin has a student staff person that will help with a lot of the event. Event is scripted. Brenda said there was a communication error –that the script from SEAC never made it's way to Robin and therefore was not included in the script. Robin included in the awards (engraved pen set) to everyone – Certificates came from Employment services – Robin asked for a subcommittee from SEAC to help plan this event – will meet twice before event – Stephanie M and Mark have volunteered

Discussed the "reveal" for award (educator and advisor of the year award were the only awards not revealed ahead). We agreed that it would not best to wait to reveal the SEOTY candidate so that their names could be in the program. Need this info 1 week before the award ceremony.

Robin thought she might have a little more money – but she doesn't have access to as many budgets anymore because of her new position.

SEAC contributed \$1500. **Peggy will check to see if there could be any extra money from Employment Services budget.**

Table: Website – nothing more to add except that Stephanie will work with Communications to add new award criteria

Idea: "Where are they now?" to our website for SEOTY award winners

Tabling Student Employment Appreciation Week until our next meeting

Wed Jan 14 2:30-3:30 – Peggy will check with Becca about Chautauqua dates to see if there is a conflict. This is our regularly scheduled meeting date.

New Action Items for January 14, 2015 SEAC Meeting:

- **Create google.doc to keep comments for Pay Scale Increase**
- **Keep monthly SEAC meeting minutes on the google drive. Go back and put up previous meeting minutes from this year on the google drive. (Stephanie A.)**

- Peggy will look into getting a date for when we will know our budgets so departments can begin planning for hiring. This will be especially important this year because departments will not get as many hours/week of work out of students because of the increase in their pay rate due to the changes in minimum wage pay.
- Mark B. offered to talk to Amy – the new catering supervisor- regarding creative menu options to maximize food offerings at Community Awards Ceremony Lunch
- Peggy will check to see if there could be any extra money from Employment Services budget for the Community Awards event.
- Website – Stephanie M will work with Communications to add new award criteria

Respectfully submitted,

Stephanie Alden