

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

Tuesday, December 17, 2013  
Campus Center 206

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**9:30 AM: Notes from Supervisor Training on December 4**

**9:40 AM: Student Employee of the Year Event - Survey**

Discussion on the survey that went out to get feedback on what kind of event supervisors and students would like to have and what the responses are looking like.

Discussion on campus wide recognition events and possibility of combining them--Api

**10:20 AM: Blurb on the committee for Daily Piper**

**10:30 AM: Adjourn**

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**Upcoming dates to remember:**

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

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

**Supervisor Training:**

Discussion about how the training went, overall felt it was positive. People wrote Api with positive feedback, some who couldn't attend asked Api if there could be another training again in the future. Api would like SEAC members to solicit info from staff to ask if any specific topics should be covered in training, and then would hope that we could have regular training meetings during the academic year, perhaps every month.

Api went to a meeting last week about spring recognition events on campus and how to increase attendance at all the various events, because attendance has been dropping. (Laurie Hamre, Christy Hanson, Ann Minnick, Api, Mike Porter, Robin Hart Ruthenbeck were in attendance). There are many events that happen in the spring (including the Student Employee of the Year event). The idea discussed was instead of having so many separate events, perhaps we could organize a shared program and combine recognitions.

Robin in Campus Programs has experienced decreasing attendance at her events, and said she would be willing to come to a SEAC meeting to discuss this idea of a combined event.

Academic Prizes and Awards: Api has a list of all the awards, and we discussed which department they belonged to.

Margot discussed how their department chose their awards.

### **Survey Results (still preliminary – tomorrow is the deadline for submitting)**

Reviewed results (see handout). End of discussion, we will consider results of survey, then consider how we might be able to combine our event with another event.

We will still go ahead and survey students for student employment regarding a recognition event. We need to ask students what type of event they would like, what time of day is best, how long for the event. Also could ask them other ways they could be recognized. **NOTE: This idea was nixed by the end of our meeting, because of the plan to have a shared recognition event with Campus Programs (and perhaps other departments).**

Margot asked for costs expended last year for the Student Employee recognition event: planned for 225 people, sandwiches cookies and soda. It was \$3100. There was lots of food left over because of poor attendance. Across campus we have around 1300-1500 student employees, but Api isn't sure how accurate this is (title vs. head count – guess would be 1200).

Mark brought up the fact that we are mixing two things: recognizing all student employees vs. recognizing the exceptional few.

Api checked with Student Employee of the Year process, and reminded us that it is very well-defined process. Student Employee of the Year has to possess all of these qualities: Reliability, Quality of Work, Initiative, Professionalism, Uniqueness of Contribution

Peggy and Api will send out notice to departments about when to nominate students. Deadline is Feb. 17<sup>th</sup> to submit names of Student Employee of the Year nominees. By March 3, the campus winner is due to the Midwest office. Api will send form for nomination right after New Years, will send to supervisors with a deadline. Api would like to see wording that Mary used last year.

### **Summary:**

*NOTE: See Brenda's summary, submitted to committee members via email on Dec. 17, 2013.*

In the end – we decided to nix the student survey.

Invite Robin to our next meeting to talk more about combining events

Get a list of all of the awards given on campus and the criteria for them (not the academic ones) to have knowledge of awards so we can talk about them with some background knowledge.

Margot wants to make sure she doesn't set expectations with students that everyone is recognized (i.e. not setting the expectation too high):

So...free recognitions for all students – thank you notes in campus center from Campus Center (Piper Thank yous, sending thank you notes, visible, within your office, write something to post within each departments, on table tents in Campus Center)

Then – have a recognition event for a small group of employees who were nominated/won awards, and their supervisors. Perhaps this smaller group of students will be recognized at an event combined with other award-winning students.

We need Robin's info in advance of the meeting. Api will ask her for this, and invite her to our meeting.

Margot emphasized the importance of making a decision at our next SEAC meeting, combining the event with some other awards.

April 13-19: Student Employee Appreciation Week.

Updated Membership List:

Blurb in Piper about who are members are: Brenda sent this in the last message, she is asking for comments on her blurb before she posts it in the Piper. We shared some comments at the meeting, Brenda will share another draft, and then she will post in the Piper.

Last discussion centered on the additional awards that we would accept nominations for besides the Student employee of the Year Award.

Mark was volunteered to edit the communication regarding the Student Employee of the Year Award to let supervisors know that we will recognize students based on specific categories

Towards advertising student employment – each week get a quote from a student supervisor, put in the Piper (say every Monday).

Next Agenda – need to set target times so Robin doesn't have to stay for the entire time.

Minutes Respectfully Submitted by Stephanie Alden, 12.18.13.

**Event:** perhaps combined with other awards given in the spring. A lunch or ceremony just recognizing the Student Employee of the Year who will then go on to the state competition and also recognizing the winner of our new Reliability Award and Customer Service Award.

Attendees would be SEAC, all nominees for Student Employee of the Year and their nominators, all nominees for Reliability and Customer Service Awards and their nominators. Do we invite others via an announcement in the Piper about a ceremony to honor just these winners or do we encourage the nominees to invite friends or encourage the entire departments of the nominees to come?

If not combined with other awards, this would be a very small event. Would certainly work for our budget, but is it too small to be meaningful to winners?

### **Appreciation for All Student Employees**

Instead of a big lunch as in the past which very few attend, and because we have little money, we can do free appreciation things.

Request quotes from faculty and staff across campus about the value of student employees. Post these in the Piper daily during Student Employee Appreciation Week in April. Put them on a display board in Campus Center during that week and put them on table tents in the Campus Center.

Request all faculty and staff to write thank you notes to student employees (similar to what SAC does in the spring when they ask people to write thank you's to staff who have helped them in some way) and send the thank you's to the students. We could also write up a general thank you to all student employees and put in the Piper during Student Employee Appreciation Week and put it on the display board.

We could get some photographs of student employees and put them on the display board.

Also publish in the Piper fun/interesting facts about student employment on campus—statistics, unique jobs, etc.

Encourage departments/offices to recognize their student employees before the end of the year within their own department (many offices already do this by having a lunch, ordering pizza, giving gifts to student workers, etc.)

As in the past, profile each SEOTY nominee in the Piper. We could also profile the Reliability and Customer Service nominees.

Write a letter to the Mac Weekly on behalf of SEAC thanking our student employees.

Get the Mac Weekly to run profiles of our nominees.

Maybe if we have some money, have a way for students to enter their names in just a random drawing for some kind of prize.

**Conclusions drawn from Student Employee Appreciation Survey**  
**Supervisor Responses**  
Summary by Margo Dickson, 12/19/13

**Supervisor Results: 73 responses as of 12/18/2013**

Strongest responses: The following summary focuses on items receiving the highest scores as determined by percentage of votes by respondents.

1. Important aspects of event: Respectful of time: 22% of respondents

Possible actions:

- a. Have it conveniently located so easy to attend
- b. Have it on different days so students with more than one job can attend the event for each job.
- c. Short duration
- d. Schedule midday when most people would be available
- e. Advertise in advance so people can plan ahead to attend

2. Important aspects of event: Casual drop-by event: 15% of respondents

Possible actions: To be determined

3. Ranking of Luncheon vs. Fun event vs. Separate events in various buildings:

Luncheon: 64% Likely or Very likely to attend

Fun event: 62% Likely or Very likely to attend

Separate events: 56% Likely or Very likely to attend

Possible actions: To be determined

4. Types of awards:

a. Reliability: 18% of respondents

b. Customer Service: 17% of respondents

Possible actions: Add these awards for students whose jobs have limited responsibility and do not give them the opportunity to be nominated for student of the year.