Student Employment Advisory Committee Meeting 1.26.17
Next meeting: 2.23.17
Present: Amelia Nielsen, Nahelle Kaughman, Amanda Walwood, Indra Halvorsone, Aaron Colhapp, Denise Tyburski, Suzanne Burr, Zachary Skluzacek '19

WELCOME! First SEAC meeting of the new year!

1. Important upcoming dates (Amelia and Nachelle)
   a. TimeClock and WebClock Changes
      - Both go live on Sunday, February 19 (first day of pay period)
      - All student supervisors will be getting materials about what to know and how to prep students
      - Email going out tomorrow, Friday January 20 to inform
      - WebClock will be a bit of a change, but we think positive overall
   b. JobX upgrade
      - Goal is to go live by Tuesday, January 31 at 5:00 am.
      - Working on a piece of final code related to hiring no need students but otherwise ready to go!
      - Timing is intentional to give us time to work out any bugs before summer & fall hiring
      - Link to JobX will also be added to 1600Grand
   c. Student Employee Appreciation Week
      - April 17 - 21
      - Community Appreciation Lunch: April 20
2. Subcommittee Reports
   a. **Student employee of the Year**
      - Struggling to see how we can make improvements because we have some different ideas about what is most important
      - Working on better ways to ask the questions that will correlate with what the national committee requires for the award.
      - Question: Previously you could only nominate for one award but there are three awards (employee of the year, reliability, and customer service). Is that fair? We think it would be better to be able to nominate employees for multiple awards.
      - Question: We used to do up to 6 or 7 employees of the year (5+ years ago). Is this work going back to? Could we give them a certificate that recognizes everyone nominated? We could call them "Finalists"?
      - They've updated the form. Will share with everyone. It asks for specific examples in important areas and puts some limits on word count for submissions (150 words).
      - Question: Should we revisit the limit on how many employees supervisors can nominate when they have large number of employees? Library finds it hard to choose just two students to recognize out of 40+

- - - Form will be shared with SEAC and needs to go out to supervisors next week.
  - Currently discussing revisions to application review process. Will discuss at next SEAC meeting.

b. **Student Employee Handbook**
  - Handbook has been reviewed and updated, will share with group
  - Split into two versions: one for student, one for supervisor
  - Will be accessible via 1600grand
  - Question about disciplinary procedures
    - Is this the right process?
    - Library has fired people but they haven't been super clear about what to do once filing the request for termination
    - Indra: let's remember that the student employee process should mirror the college's employee process. It's meant to be a learning experience that reflects the real world.
    - One good point: if the student is terminated the award stays with the original supervisor, so they must release the award later if the student takes another job on campus -- allows for opportunity for previous supervisor to warn new supervisor about termination
    - Is the first written warning superfluous? We should compare to process for staff. What is the process? Unknown.
    - The written warnings are primarily for protecting Macalester.
    - A couple of policy points -- our policies for students are pretty weak. We don't enforce some policies hardly at all. Ex: when students overwork their award, there aren't really consequences.
    - Can we shut down the timeclock to prevent students from working hours they weren't supposed to be working? Maybe with new system
    - Award Increase Form -- Aaron suggests revisions.
    - Indra suggests sending reminders at the end of the academic year -- sending out emails to supervisors and students to warn them their within 10% of their award or whatever. Might be good to share a "calendar" for supervisors -- February think about award, May be careful of overusing award, etc.

c. **Student Learning and Evaluation**
  - We're holding 2 focus group meetings: one with students and one with supervisors
    - What kind of learning and eval is happening?
    - What kind of appetite for more of this is there?
  - Already held first group conversation with supervisors. Very productive, lots of conversation, a good sample of different kinds of supervisors.
    - Alison and Adam are now going through notes and pulling out themes and main points

- ● Initial observation: supervisors are committed to making student employment a better experience across the board
  - ■ Next step is to convene focus group of students