

Student Employment Advisory Committee Meeting 11.10.16

Next meeting: 12.6.16

Present: Amelia Nielsen, Nahelle Kaughman, Amanda Walwood, Adam Johnson, Alison Sommer, Aaron Colhapp, Denise Tyburski, Suzanne Burr, Zachary Skluzacek '19, Madrigal von Muchow '19

WELCOME

New Student Representatives: Zach Skluzacek '19 and Madrigal von Muchow '19

- Zach (Montgomery, MN) majoring in computer science & applied math
 - Works in Leonard Center
- Madrigal (La Crosse, WI) majoring in biology
 - Works as lifeguard in Leonard Center

VACANCIES FILLED

Co-Chair: Adam Johnson

Secretary: Amanda Walwood

TECHNOLOGY UPDATES

Job X is being upgraded. Nachele Shares this update:

- Nachele met with Suzanne and Jacki and talked about upcoming changes for JobX and everyone's very excited about a lot of the new functionality.
- All info has now gone to JobX to develop our test site. Test site may be up and running by our next SEAC meeting. If so, Michelle will share and ask for feedback so we can help develop next steps.
- ITS is also working on background things that need to happen to make it functional.
- Everyone will be able to be hired on JobX going forward. May not be able to handle splitting award amounts.
- Question: Will it be easier to take jobs on and off jobx?
 - Yes, and the supervisor view is more robust...will be easier for Nachele to help people realize when jobs are still up and get them down.

New timekeeping system!

- Payroll and business service have been in the process of figuring out a new system which would replace banner time tracking and Stromberg time-clock (Leonard Center employees).
- Urgent because Stromberg is insanely old and it's not supported any longer.
- We've decided on a new system -- Timeclock Plus. Will be much easier to use.
- Amelia and Nachele are on the taskforce to implement Timeclock Plus, which also includes reps from athletics and facilities, Kate moss, and others who are majorly impacted.
- Amy from business services may come and do a demo in SEAC soon.
- There will be more opportunities for how students are tracking their time and we'll talk more about decisions to be made.

- Going forward, even students who don't use a Stromberg clock will have a different platform. Impact is campus-wide.
- Question: What is the timeline for implementation? Facilities will be test group for clock....Feb, when students come back they'll start testing new timesheets

TASK FORCES

Nachelle and Amelia reviewed committee priorities and decided we will break into task force groups based on interest:

Student Employee of the Year

4 members (including 1 student): Suzanne, Aaron, Madrigal '19, _____

- Joint awards celebration on April 20 -- community recognition lunch
- redesign/strengthen applications process
- Think through logistics for day of recognition
- Consider Macalester Participation in Supervisor of the year

Student Employee Handbook

3 members: Amanda, Denise _____

- Review/suggest changes to existing handbook so that it is a living document that is useful and relevant
- Discuss whether and/or how information in the handbook should be shared

Student Learning and Evaluation

3 members (including one student): Allison, Adam, Zach '19

- Develop proposal for what this program would look like for student employment across campus
- Discuss main goals for the program

Task Force Membership and Next Steps

- Committee members present self-nominated membership to each task force as noted above
- Amelia will contact absent committee members to determine their preferred task force and will report back ASAP, along with her own role
- Nachelle will be on all three task forces as much as possible
- Task forces may change every year, depending on SEAC priorities and Nachelle's needs
- Goal is for each group to meet once before December SEAC meeting

Questions about Student Employee of the Year

- Is there a national application that our nominations must fit? Yes, but it won't be available until Dec 1. Nachelle will share info at that time.
- Is the goal to get more nominations? Not exactly. We get a good number of nominations already but they are inconsistent in quality -- some are really well thought-out and some aren't. It feels unfair to the students.