

SEAC Meeting Minutes: January 14, 2015

Meeting Attendees: Jesse Sawyer, Stephanie Alden, Mark Bechtel, Suzanne Burr, Harrisonford Fauni, Indra Halvorsone, Peggy Mereness, Karla Nagy, Denise Tyburski

Absent: Stephanie Mulcahey, Nadine Penkovsky, Brenda Piatz, Diana Rosenzweig, Jenae Schmidt

Action Items for next meeting on Feb. 11:

- Jesse will ask Stephanie Mulcahey about website access for SEAC, as well as how we can easily upload monthly meeting minutes. He will also check with her about adding the new award criteria to the SEAC website.
- Mark will check with Robin about the possibility of having a buffet lunch for the Community Awards recognition event, as well as clarify how reimbursements get made between SEAC and Student Affairs budgets.
- Peggy M. will check with Brenda Piatz about how much money has been spent on the Community Awards event as well as student gifts.
- Peggy M. will be sending request for SEOTY (and other award categories) nominations by Feb. 1.
- Peggy M. will send out a notice to supervisors and a Daily Piper article about the timeline for SEOTY award nominations
- Mark B. will explore prices for materials necessary for the button maker (housed in Campus Center).
- Everyone: Bring ideas for creating a button for Student Employee Appreciation Week.
- Suzanne Burr will speak with local businesses about offering special discounts to students during Student Employee Appreciation Week (if they are wearing their buttons). She hopes to have information from businesses by the first week of March.
- Harrisonford will look into creating a 30-second video to appreciate student employees – (interviewing various people on campus to create a montage) – this could be playing during the awards ceremony too.
- Peggy M. will talk to Becca Klein about Twitter and using the Student Employment Twitter account to help advertise Student Employee Appreciation events. Also – *someone* (?) will invite Rachel Peterson to a SEAC meeting in March. Rachel is now the person in charge of social media for campus – she might be able to help us with advertising as well.
- Jesse will send out a new doodle poll to see about picking a time/date for SEAC meetings because student schedules have changed.
- *Someone* (?) double-check the date of Community Awards Lunch

Agenda items for today's meeting:

1. Student award nominations timeline
2. Continue to talk about Student Employment Appreciation Week

Action Items from Jan. 14, 2015 SEAC Meeting (new action items in Red):

- Create google.doc to keep comments for Pay Scale Increase. Jesse will ask Stephanie Mulcahey about website access for SEAC.)
- 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.) – Jesse will ask about Stephanie M about this also, since Stephanie A was unable to put things on website as she does not have access to do so.
- 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.

Peggy is still waiting to hear more info – need a bit more time..

- Mark B. offered to talk to Amy – the new catering supervisor- regarding creative menu options to maximize food offerings at Community Awards Ceremony Lunch

Still having conversations with Amy about possibilities – having more food on tables, extra servers, We still have more planning time. Peggy suggested scheduling an extra 15 minutes for the event so that there would be time to get through a buffet line. This would be an additional way to save money and keep down costs. Mark reminded us that we have a very narrow window of time because of classes. Students would potentially be getting up during the program to get food if they came in late – this would be disruptive for the program. Space is not an issue for the buffet.

Mark will send Robin an email about the buffet idea since none of us are quite sure about the timeline for the program and whether or not this is a realistic consideration. Peggy checked how much we contributed to lunch – it was \$1500 last year. Peggy does have extra money this year because the national conference was local. But this would be a one-time deal, since she won't have this extra money in consequent years. She can't predict whether or not this will happen again, and she could contribute money towards gifts this year (last year Robin just did this last year without us requesting it). There was an issue last year how the money went to Robin (i.e. how she was reimbursed). Mark will also talk to Robin about this as well. None of us are sure what the issues were last year and how much money Robin contributed from her budget to the event.

Mark is lobbying to spend the extra money on things for the week we honor student employees, but he wants to talk to Robin first to get a sense of how much money goes towards the event. Brenda might also have an idea about this – Peggy will check with her.

- Peggy will check to see if there could be any extra money from Employment Services budget for the Community Awards event. (see notes above – these two conversations merged into one).

- Website – Stephanie M will work with Communications to add new award criteria

Stephanie M was not present today – Jesse will add this to the list of the items he needs to talk to Stephanie about.

Agenda items for today's meeting:

1. Student award nominations timeline
2. Continue to talk about Student Employment Appreciation Week

1. Student award nominations timeline

Feb. 16 – nominations need to be back to Peggy. They are due March 2 to Regional organization, so this would give us about 2 weeks to pick the winner. **Peggy will send out requests for nominations on Feb. 1**

Last year Api chose people off the SEAC committee, Peggy thinks we should have all of the SEAC committee members vote. Obviously, we would need to recuse ourselves from our department's nominations.

Peggy will send out a notice to supervisors and a Daily Piper article about the timeline for SEOTY award nominations. Jess was wondering if it needs to be a direct supervisor – Peggy said she would check the fine print.

Consensus was reached with SEAC members for the SEOTY nominations via email after our meeting. Here is a summary of the decision:

The official form for SEOTY nominations will be sent in an email to supervisors. There will also be a notice in the Piper giving everyone in the Mac community a heads up that nominations are due and to give feedback to the person who administers the timecards for anyone that they work with.

Jesse was also wondering what would happen if a student got multiple nominations. Let's just worry about this if it happens, especially since we don't get a huge number of nominations. Peggy will ponder all this in how she words the message she sends out requesting nominations.

2. Continue to talk about Student Employment Appreciation Week

We already talked about this quite a bit

April 12-18 is Student Employment Appreciation Week. The lunch is April 23? (double-check this date).

One idea we talked about in a past meeting was handing out buttons to all of the student workers that would then give them an extra discount in area businesses.

There is a button maker in the campus center, and we could use students to make the buttons and have a design. **Mark will look into prices for materials because he thinks the machine is campus center.** Chris Schommer works in the library – may be able to help with design for the button. Another possibility is running a contest for design. Harrisonford was asked if students would want to vote on a design, but not necessarily come up with the design on their own. It sounds like most people are overwhelmed with the idea of running a contest.

On the agenda for next SEAC meeting: Ideas for Button – bring ideas

It might be good to ask the businesses that already offer discounts to Mac students: Shish, Dunn Brothers, Pie Shop, Breadsmith, Jamba Juice, Caribou, Highlander, Pad Thai, French Meadow and Bon Appetit (Loch or Grill, etc.). The idea would be to have a different business each day of the week present a different individual discount for student employee. Suzanne Burr offered to do this (maybe she can get a student committee member) – timeline would be by the beginning of March. Students will need to show button and ID to get the discount. Will be advertising on campus to everyone – but only student employees will actually get the discount.

Harrisonford suggested that different departments have posters out for staff/students to sign their comments about appreciating student workers. Last year we did this in campus center during Student Employee Appreciation Week. We could do this and then bring the signed posters to the Community service lunch.

Harrisonford also thinks it would be neat to have a 30-second video to appreciate student employees – (interviewing various people on campus to create a montage) – this could be playing during the awards ceremony too. Harrisonford volunteered to look into creating this video.

Peggy will talk to Becca Klein about Twitter - they have an account now in Employment Services. Rachel Peterson is now the person in charge of social media for campus – she might be able to help us with this. She would be a good person to talk to – invite her to the March meeting – so file this away for future meetings.

Feb. date?? For SEAC – do we have a date scheduled?

Feb. 11 at 2:30-3:30

March 11

Harrisonford has a conflict with this time because of class. Now Jesse will send out a new doodle poll to see about picking a time/date for SEAC meetings because student schedules have changed. We think Nadine may be abroad in spring – but Diane will be here.

Peggy: Quick update on Tiers/pay.

Looks like we will go to 3 tiers next year without merit pay increases. Peggy is mapping what people have in 5 tiers down to 3. Still will do performance reviews.

No info on performance reviews has been sent, but Peggy will be taking them and giving out merit pay increases for the rest of this year.