

## WEDNESDAY, SEPT. 25, 2015: 1<sup>st</sup> SEAC Meeting

Introductions: there are new student reps at our meeting today

Stephanie Mulcahey [smulcahe@macalester.edu](mailto:smulcahe@macalester.edu) - present  
Amanda Underwood [aunderwo@macalester.edu](mailto:aunderwo@macalester.edu) - absent  
Amelia Nielsen [anielsen@macalester.edu](mailto:anielsen@macalester.edu) - absent  
Christelle Cayton [ccayton@macalester.edu](mailto:ccayton@macalester.edu) - present  
Denise Tyburski [tyburski@macalester.edu](mailto:tyburski@macalester.edu) - present  
Jenae Schmidt [schmidtj@macalester.edu](mailto:schmidtj@macalester.edu) - absent  
Jesse Sawyer [jasawyer@macalester.edu](mailto:jasawyer@macalester.edu) - present  
Joseph Sengeh [jsengeh@macalester.edu](mailto:jsengeh@macalester.edu) - present  
Karla Nagy [knagy@macalester.edu](mailto:knagy@macalester.edu) - absent  
Lena Schaller [lschall1@macalester.edu](mailto:lschall1@macalester.edu) - present  
Peggy Mereness [mereness@macalester.edu](mailto:mereness@macalester.edu) - present  
Stephanie Alden [salden@macalester.edu](mailto:salden@macalester.edu) - present  
Suzanne Burr [sburr@macalester.edu](mailto:sburr@macalester.edu) - present

- Scheduling of regular monthly meetings

Times that work – still need to be decided based on available slots that Stephanie M. suggested in email. Stephanie M. will look at calendar to see if she can offer a time that works for the majority of people. Stephanie M. checked with student reps – they also use Google calendars, so that system will work well for them too.

- Supervisor training ideas/thoughts:

Karla BR could be included in supervisor training because of the new Title IX position and possible new information that supervisor's should know about.

Possible timeline for Supervisor trainings: during January Thaw and Chatauqua

- Website updates - not sure if anyone else has training on making updates, but would love some help in this area!

Stephanie M. will begin working on website – she would like help on the website. She may also ask a student worker to help with the website. She would like to add an award section so she can list previous winners and also add a photo gallery. As far as linking to FAQ – it would probably be best to just link directly to the Student Employment website.

- Committee Co-chair - I believe that we tabled this discussion from last year

- We also need someone to do minutes – Stephanie Alden will continue, but will need a replacement when gone in Fall Semester

#### New Items:

Daimon Dean is the new SAC chair. Need a new SEAC member from a large office (either LC or Café Mac or Facilities). Café Mac does have one additional issue because they are not actually campus employees, but it would be helpful for them with communication to campus. We only need to find one more member.

#### Other Items Disussed:

Stephanie M. took some time to explain to the new student reps to talk about the purpose of the SEAC committee. Purpose – standing committee of 9 staff members + Peggy Mereness and Jenae Schmidt. Can reference our website link too

<http://www.macalester.edu/committees/seac/>

Peggy asked students to know what information would be helpful to know for their supervisors. What are the things a supervisor needs to know?

Peggy spoke about some of the issues that come up for supervisors: e.g. can't see rosters until the day your job begins active. What tools do supervisors need to be able to do their job? She'd like a list

How often are supervisors asked to do letters of recommendations? A training for supervisors on this (CDC could likely facilitate)

Helping to help students understand the job skills they are gaining in their campus jobs and how to describe these to future employers. May need to look at rephrasing our job descriptions to help students be able to pull-out the appropriate verbage on their resumes and job applications.

Time that students can work – legally – without/with taking breaks

Possibility: Could put a FAQ on the Student Employment website to help answer

Peggy is currently working on revamping the Student Employment website. It used to be linked to JobX system, but they are now moving it to the Macalester website and working on reformatting it so that it is more user-friendly.

Suzanne Burr – brought up topic at end of meeting: Students not completing their timecards. Is there any way we can help to make this not happen? Supervisors can help to emphasize the importance of this in terms of job responsibilities.

We need to revisit the Student Employment Evaluation form that was on the website because it was tied into the merit pay increase which is no longer being used because of the change in minimum wage laws. She is hoping it will be updated by November.

29 weeks is the number to use to figure out how many hours/week you should work. Your award/# hours/29 weeks

**REMEMBER TO POST THE MINUTES IN THE GOOGLE FOLDER!**