

STUDENT EMPLOYMENT ADVISORY COMMITTEE (SEAC)
MEETING MINUTES

Thursday, April 10, 2014 12:00 pm
Campus Center 205

12:00 PM: Housing during May and Summer followup

Kathy McEathron from Res Life will talk about their policies for May and summer. Started meeting @ 12:05. Wanted to ask her questions about when housing ends in May/what happens with students who work in May and then who work in summer.

Not graduating students who need to be here on campus for Senior Week (Tuesday, May 13 @ noon, halls are closed through graduation) – Kathy needs to know who they are so they don't get kicked off campus. Students who have meal plan, will need to pay additionally to have meals during senior week if they are living on campus. Last year it was \$12 for the entire week. The room has no charge. To stay senior week they have to be working for commencement, for senior week, NOT summer research students.

Earliest students can move in for summer research will be May 19 (Monday after graduation @ 6 pm). This is to give custodians time to clean. Students can stay in the halls, but don't get meals. Students who aren't working during senior week, but want to stay during senior week because they are working on campus doing summer research, etc, are allowed to stay in the dorms, but cannot pay for a meal plan. They can purchase their food @ Café Mac using Aux Points.

If a student works in May (after graduation, before June) they are considered summer employees – minimum stay is 3 weeks. They need to complete the summer housing application.

Kathy will be sending an email asking for a list of students that will be staying, and if paying for meals, the FOAPAL number so she knows who to charge the meals to.

Should be working full time on campus if you are living in residence halls over the summer. Full time means ? Kathy thinks this number is 25 hours/week, but there is some flexibility on this. Need to put expense for student hire into summer budget, aren't required to provide housing for students.

Cost is \$10/day for housing, \$10/day for meal plan starts in June 2. Students are required to have a meal plan if they are living on campus.

Summer dorms are available through August 8 (they want as many people out as possible by then). They will grant students an extension (especially international students). They will continue to house them until halls are open. If they are living off campus in the fall, then they have to move on August 8. International students are allowed to stay in their summer rooms until preseason move-in date (roughly August 8-14) – may be paying an extra \$10/day. They don't get a meal plan during this time, until pre-season meals begin again.

August 28 is the first day of the fall meal plan. Api is suggesting that Kathy sends the informational messages she sends to all supervisors, not just the staff that got the list the previous year.

12:30 PM: Student Employee Appreciation Week

--Do Will and Mark have any updates from Robin about the lunch?

Mark and Will have met with Robin, they've worked out the food, Robin is finalizing the script, they have reviewing how they will lay it out. 11:30 start to lunch, talking points begin at 11:45, and plan to be finished by 1 pm. This includes all of the different awards. Robin has bought smaller awards to give to all of the recipients (fleece blankets, notebook folios, etc). Mark said they were almost set with the program too. Need the wording finalized, Robin does not have the names yet of the award winner. Mark doesn't know what date it needs to go out to the printer, and suggested that Brenda and Api email Robin the names and the info for the program awardees. Bob Graf/Laurie Hamre the presenters? Still trying to work this out – ideally would want Bob to hand out the awards, and then Laurie and/or Jim to be speaking for them. Still has not been finalized.

Brenda sent out to all of the students who were nominated for their awards congratulating them, and invited them to the lunch. She did it as a google form so they could RSVP. She also sent this out to supervisors, so Brenda has been collecting all of the RSVP's.

Mark doesn't know when Robin will need the RSVP info. Brenda asked Mark to find out what Robin needs to know about nominees and winners to put in the program. She asked if Robin was going to put something in the Piper to invite the Macalester community.

The slideshow idea won't happen this year, because they need more time for planning.

--Brenda sent an email to supervisors encouraging office and departments to thank their students and participate in our events. Will remind again today.

Brenda has already bought gifts for work study students in their building – she bought little games for each student (like a card games – word games)

--Easel/board in entrance to Campus Center with photos and comments and space to write thank you's. Get finalized and ready to go.

Indra has reserved the easel, ready to go – she will be out, but Margo can arrange for pick up. Start writing on Monday, April 14 – remember to go over to campus center and write on it. Margot will put up a message on the board and pick it up from the Info Desk. Mark will try to find the really big easel in the basement of the building, see if it will fit in the entrance.

“What does student employees mean to you?” message on white board...

--Banner in library or link.

Jesse is picking it up tomorrow, will go on the link. The library has a banner too (he will put up one on each side). Jesse just put up the work order for facilities.

--*Table tents.* – already up! They had 2 weeks, they are up in Café Mac.

--*Other details*

Brenda will also post something in the Piper next week to let everyone know that it is Student Employee Appreciation week, that the white board is available for comments.

12:50 AM: Reliability and Customer Service Awards

Discuss winners.

All nominees were informed that they were nominated. Customer service award was clear - Mara Ausodorf.

Reliability Award – two that were close, but the winner was Alexander Ward (Nita was next)

The SEOTY has been kept confidential for now. We discussed the fact that we really do need to have the name of the winner revealed ahead so we can print the winners name in the program, and want to inform the student ahead of time. Discussed how we let the winner know.

Brenda and Api will go to the winner's work place (arranged with their work supervisor ahead of time) with a small gift (bunch of balloons, flowers, something like that) for all three award winners. After winner has been announced, then Brenda will send out a letter to all of the nominees who did not get an award. Api will talk to the supervisor for the SEOTY award winner, Brenda will talk to the supervisors for the Customer Service and Reliability Award winners.

Will do certificates for everyone, nominees and the winner (for ALL awards), SEOTY winner will get \$100 amazon gift card, the other two categories \$50 for each winner.

Certificates for the nominees will be placed on a table at the lunch, and student nominees can pick them up as they leave the lunch. An announcement will be made during the lunch to let them know this.

Piper announcements will be made for all nominees.

Brenda will inform nominees ahead of time whether or not they've won with a letter – mid-week next week.

1:00 PM: Adjourn

Upcoming dates to remember:

April 14-18: Student Employee Appreciation Week

April 24, 11:30 am: Community Recognition Awards Luncheon, Hill Ballroom

May 20: SEAC meeting, 9:30 am, CC 206

Invite the new SEAC committee members to our final meeting!