

**STUDENT EMPLOYMENT ADVISORY COMMITTEE (SEAC)  
MEETING AGENDA**

Tuesday, January 21, 2014 9:30 am

Campus Center 206

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**9:30 AM: Discussion with Robin Hart Ruthenbeck re Combining Awards Ceremonies**

**10:15 AM: Blurb on the committee for Daily Piper**

**10:30 AM: Adjourn**

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**Upcoming dates to remember:**

**February 18: SEAC meeting, 9:30 am, CC 206**

**March 18: SEAC meeting, 9:30 am, CC 206**

**April 15: SEAC meeting, 9:30 am, CC 206**

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

**Meeting Minutes: 1/21/13**

**In Attendance:**

Peggy Mereness

Api Sulisty

Brenda Piatz

Indra Halvorsone

Margo Dickinson

Stephanie Alden

Jesse Sawyer

Mark Bechtel

William Theriac

Robyn Hart Ruthenbeck attended our meeting today to discuss with us combining the SEOTY event with the Community Recognition Awards (CRA) event that she organizes every year. The CRA event recognizes many different awards, including the Presidential Award, the Dean of Students Award, the Gene Archibold award (from the library), and several other awards (MCSG, etc. Most recently this event has been a light lunch, in the Kagin Ballroom. 180-200 people have attended the event in the last couple of years.

Most of the winners already know they were receiving the award before the lunch. Nominees have received pen and pencil set, certificates. Named awards have also gotten something else, depending on the award and year.

The highest cost has been the lunch. In the past, have done a pre-served communal meal (i.e. large salad, wrapped sandwiches – 2/3 per person), assortment of cupcakes/desserts. At the event itself, there are programs that list the award recipients, and all of the nominees. There is a

brief (30 seconds) speech about each award, where recipients come up, get their picture taken. The only award that is revealed at the event is the MCSG give “educator of the year” award. For this reason, the event also draws a higher number of faculty.

Robyn is asking if there is a way to combine our resources, and have individual departments also recognize the award winners as a way to defray costs to departments.

Robyn invites all of the nominators and nominees. When nominated, the student receives a “save the date” card notifying them of the award event. Some of award recipients have had family attend the event. Robyn asks the students as they RSVP to invite family/friends (people that are imp. to them on campus).

April 24 is the current date of the event – 11:30 – 1 p.m. (She gets a Piper to Pipe People in)

Could we reveal the SEOTY at this event? Deadline is Feb. 24 for submitting, March 1 have to submit our winner. We could still wait to reveal until after the lunch.

Api has already sent supervisors request for nominees for SEOTY, Customer Service award, and reliability award.

We will post nominated students with picture in the Piper. Discussion on whether or not the announcement of SEOTY needs to happen during the official “Student Employee Recognition” event

Pen and Pencil Sets (could add SEOTY) – Community Recognition Award Recipient  
Then could add a specific certificate for the SEOTY. In addition, have done Amazon gift cards/cash. Could we save some \$ to help fund individual departments to hold events for their student employees (like a coffee break, cookie break, etc).

At Carleton, Robyn did something to recognize individual student employees within their departments ( a snack break within departments). Then Margo reminded us that we could also defray some of the cost to the individual departments, to help them pay for this type of event.

Then discussed whether or not we should reveal the SEOTY and individual award winners ahead of the event.

Robyn also talked about printing of programs (Pat Traynor collects and sends to parents) For the SEOTY, Api thinks we should have a reveal at the event for the SEOTY, so could list award nominees on the program.

Robyn wants to have a sub-committee of SEAC to work with her specifically on this event. Possible new name idea: Community Recognition and Student Appreciation Event .

General consensus is that we are on board to combine events with Robyn – we all think it’s a good idea. We appointed Mark Bechtel and William Theriac to this committee.

*see DRAFT: Project plan for Student Employee Appreciation Week, April 13-19 for the next section of meeting minutes*

We could still do separate publicity during the ‘student employee recognition event’, and then combine at the event.

All SEOTY nominations come in by Feb. 23, have 10 days to process the winner. Then we have 6 weeks after to work on the details of the event. In the past we have taken a picture of everyone, and wrote up 1 paragraph. Api thinks that Brian Rosenberg would like us to keep the information secret until the event (i.e. reveal the winner at the event). Brenda said that perhaps we should double-check this with Brian. This is a way to encourage participation at the event, the nominator and nominee should be encouraged to attend the event. The only thing that would get lost is the name of winner on the program (we could still list all of the nominees).

Margo talked about 3 academic prizes that her department awards, and that they look at who else wins awards on campus to try and get more people recognized within their department.

Still need to discuss how do we plan the publicity during the week leading up to the award winner announcement.

We talked about doing similar “thank-you” notes like SAC does – can write a thank-you note for students (departments could write thank you’s to students

Another publicity item: Easel/board in entrance to campus center with pictures/comments from departments regarding their campus workers and/or we could put things next to the atrium. William thinks there is less students that notice things in the atrium.

Mark said upstairs space would be greater, downstairs space is very limited. Could have pictures downstairs at entrance to Café Mac with a lead “write your own thank-you note” to thank student employees”, and upstairs could have space for people to write and add thank-you notes (have a few started from faculty).

In Piper – encourage departments/supervisors to put notices up within their own space.

Api suggested putting up a banner at the entrance to campus center – instead or also – if we made one that is general, we could use it every year – “thank you student employees” We could have individual departments write on it with sharpies to add a personal touch.

Banner – recognizing student employees: Student Employee Recognition Week – make sure to recognize all your student employees. Api said perhaps we would be better off putting it in the library, or if outside, putting it along the link (where everyone).

Peggy said it should say “Thank you” to the students

Jesse will look into cost for printing banners and also how you go about reserving space either at link, library, or campus center to hang the banner.

To save \$ - could print off nice banner in campus center, and make one by hand to hang in the link.

In library, Jesse said they made a bulletin board to recognize all of their employees. Could staff a day in campus program office where they make posters, invite supervisors to come to campus center. Toolkit – might be the name for this.

Supervisors should be notified and encouraged to recognize their employees in the spaces. Provide them with the thank you notes, digital toolbox, Api could then take pictures of boards and post in 1600grand – to publicize. Could then play photos/slideshow at the award ceremony of all the recognition from around campus.

If each department has individual way of recognizing student, gives a stronger message.

Brenda will send another final draft in the piper publicizing our committee based on the feedback she received from SEAC committee members via email..

Margo asked William and Mark to read over Draft of project plan to see if they have any questions, or ideas for changes. Table Tents idea is still on the table.

Margo/Indra working on Student Appreciation week, not the actual event we'll be doing with Robyn.

Api would like to review the process of selection (perhaps at our next meeting). In the past, only 5 people were chosen, no student representatives – only supervisors. Api has to wait until we have selected student nominees to choose the readers. But Brenda thought that Mary sent out solicitation for a bigger group of readers ahead of time to get interested people to make her job easier when she needed to select readers. We ended discussion by Api saying that he would try to solicit a group of possible readers for the SEOTY award

Respectfully submitted by Stephanie Alden