

**STUDENT EMPLOYMENT ADVISORY COMMITTEE (SEAC)**

**MEETING AGENDA**

Tuesday, October 15, 2013

**Campus Center 206**

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**9:30 AM: Welcome and check-in; introductions**

Distribute updated member list

Committee Assignments:

Chair: Brenda Piatz

Co-chair: Jesse Sawyer

Treasurer: Cindy Haarstad

Secretary/Recorder: Stephanie Alden

Web maintainer: Stephanie Mulcahey

Publicity for Luncheon: Indra Halvorsone, Margo Dickinson

Update website with new list of members

Put notice in Daily Piper with member names and what we do

Meeting Notes:

Checked to make sure we had the right representation on the committee based on committee bylaws – also there were a few errors on the Membership List – will correct and resend to everyone.

Still waiting from Student government about them sending us representatives. They have a meeting today, so hopefully they will elect members today.

We will keep Advisory Members, but unlikely they will actually attend any meetings.

Absent Today: Jenae Schmidt, Danielle Nelson (who has not yet responded to emails – perhaps we have been sending messages to the wrong email address, as there is a student Danielle Nelson as well – this was confirmed after meeting today).

**9:40 AM: Supervisor Training for Fall**

Speaker

Date

Topic

Meeting Discussion:

Api wants to do more of a retreat, in the rethinking mode right now. The retreat would involve us as a committee, Brenda suggested that Financial Aid be involved, perhaps Dorothy Johnson because she is involved with Student Grants (which involves a lot of students in the summer).

Api wants to get feedback about what people like about student employment, feedback from staff and students. Perhaps training will be in the spring.

## **9:50 AM: Newsletter**

Any items that should be announced to supervisors

### Meeting Discussion:

Any announcements? Thinking of not doing a newsletter if there isn't anything to say. Indra suggested having at least a newsletter for deadlines, to help us plan. Perhaps a newsletter for this would be helpful. This is especially an issue for summer employment with date coordination with Residential Life. There has been confusion in the past for dates students need to pay for housing, also extra periods (e.g. graduation to the end of May, summer beginning June 1<sup>st</sup>, and then again during August before classes start).

There was a longer discussion that followed about problem-solving on ways to solve this issue, where the problem initially came from, the fact that different departments around campus have very different staffing needs, and that we don't just want students hanging around because they just want to be on campus.

A question was brought up around staffing and whether or not offices should remain open for certain campus-wide events like the Global Roundtable. Could be personal call within the department.

Another possible item for the newsletter is info about Student Employee of the year, as well as Performance Evaluations and Merit Raises.

Indra suggested having sample Performance Appraisal forms to share with others.

Intend to have the newsletter go out electronically.

Patty and Margot talked about working on a survey to get info for the spring luncheon, which they have not yet done. The newsletter could be a place to advertise this survey.

Api and Peggy will do a short newsletter with info: Hiring for Jan/Spring term, Summer Employment, Merit Raises and Evaluations

## **10:00 AM: Budget**

Current budget to work with

## **10:05 AM: Student Employee of the Year**

Discussion about the luncheon: do we continue it and if so how to make it better and get higher attendance; prepare a survey, do something else in place of the luncheon, set date now

Meeting Discussion:

Survey..... we have not had good attendance in the past, and this program costs a lot of money. Yet we need to do something (all agree with this).

Patty has an idea – each building has their own student appreciation, but within a building. Perhaps this would get more students to attend the event. We would need to divide the budget for this event. Patty also said that faculty would be more likely to attend the event. Patty still thinks individual buildings should hold their own events, even if we do a campus-wide event.

Cons: Budget would be higher, so individual departments might need to pick up extra \$. Also, students would miss the sense of the campus-wide community that comes from a large event.

Library (Jesse) – spoke about disparate efforts between departments. Some departments have more money to spend on students. Should there be a budget for student supervisors that gets divided equally between employers on campus based on the number of students they have working for them.

Would centralizing event, moving location to either Weyerhauser, Fine Arts Center, Leonard Center for event to get it around campus. Kagin Ballroom is too big. Leonard Center atrium was a good size (according to Indra).

Besides better publicizing event, should also take RSVP's so that we have a better idea of who will attend. Publicizing could be better, as there was also confusion about whether or not you could attend the event if you weren't nominated for Student Employee of the Year. Perhaps inviting a "higher up" to speak will get more students to attend. But then Peggy remembered that the president was there last year and it didn't really affect attendance.

Possibly another type of event besides lunch --- study break, casino event, bingo game, etc, serve ice-cream. This would be more "fun". Other game ideas? Focus of the event should not just be about who gets nominated for Student Employee of the year, but appreciation of student workers.

Board that we can pin "why we appreciate you" comments, that faculty/supervisory staff, even students, could complete before event. Could be sent through campus mail, or just put on the board. Generic "Thank you" card, passed around the department to get faculty or staff signatures, then this could be given to the students.

More discussion was about overall goal of the event – is it recognizing student employment? Margot referred back to our committee's mission statement. Margot also shared research that says immediate, small thanks is most appreciated (Bob Nelson expert in field, Macalester Graduate) Are we ready to decide whether or not this campus wide event is worth the effort, or whether events should stay individual within departments.

So we returned to discussion about Margot and Patty coming up with a survey to ask faculty/staff who are involved in supervising employees what type of event they would appreciate the most, and not forget that we do need to do something to recognize Student Employee of the Year.

We also brought up awards last year; Outstanding First, Second, Third year student of the year, last year was the first year we did this.

Perhaps we could redo the nomination process to general employment skills that would fit across job types (e.g. enthusiasm, punctuality, reliability, customer service, above and beyond expected performance, innovator, steady performance, etc.) – then if we had an event like a casino or bingo, we could have drawings for students who were nominated in these categories, and draw out prizes every 15-30 minutes during the event.

Do we have any data to show how student workers contribute to overall campus performance. Maybe departments could help publish this information, and it would need to be specific to each department. These stats could then be published, or shared on board at event. Could we get some of this info with the survey that is sent out to get more info about planning our event.

**10:30 AM: Adjourn**

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**Upcoming dates to remember:**

**November 19: SEAC meeting, 9:30 am, CC 206**

**December 17: SEAC meeting, 9:30 am, CC 206**