

August 29, 2011

Executive Board Meeting

Washington Association of Student Employment Administrators (WSASEA)

Attendance: Victoria Hill, Diana Baker, Caryn Regimbal, Gayle Dohrman, Kamara Brooks, Tammy Messing, Ryan Keith

Location: Central Washington University, SURC 135

Meeting began at 10:30am

Housekeeping:

Job duties:

- president elect learns history,
- Gayle has physical materials for history of WSASEA
- The Vice President is Chairperson for the spring conference planning, we all participate and plan
- Fall Town Meeting: Scheduled for November 4

Conference Debrief:

Kamara and Caryn will work together to get the toner cartridge

Feedback for day three:

- hard to justify when only one to two items to attend in the morning for people who are driving in each day
- we like the third day for those that are coming in from out of town
- Try to pack more into the third day? Do people work the second half of the day? Should we check into other conference locations?
- Best sessions: Private/public breakouts, SWS explanations
- Kamara stated including meals on the registration form for meals helped the organization from getting charged for overages from meals
- Earlier conference? March or early April? Timing wise it is hard to implement any new ideas when held in May.
- Spring conference dates, 2012, May 21-23
- Spring conference dates, 2013, May 6-8
- Kim Schreck is planning on attending the spring conference 2011 to give us a Federal update.
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Additional Opportunities:

January, plan an ITV conference. Update from HECB, professional. Development, etc.

Eastside/Westside, this year not possible, the wheels are already in motion

Fall town meeting agenda, who is interested, who has the ability, who has resources? ITV??

Possibly use ITV for a January HECB update . . .

Fall town meeting:

- Agenda – HECB update, lunch is arranged, November 4, rented the kitchen, refreshments,
- Possible Topics:
 - Employment Security, employee wage rates, other ideas
 - DSHS, conference, work study earnings
- HECB, meet and greet, icebreaker, business meeting, HECB update and an update on the HECB
- Ideas for guest speaker, expert on change management, career services, reflection on that,
- How do people do their jobs? What do you do? What % awarding files, student files, public/private, 4 year two year, foundation for breakouts, gear our offerings to what people are actually doing . . .
- Pairing, buddy, what do you want to learn more about, what are you proud of, promoting listserv,
- Change management, Gayle will research at Central's campus to see who might be available
- Fall town meeting – refreshments were great.

New Business:

List serve:

- In the past, once you were on it, you stayed there forever. In some of our literature a benefit of membership is member of the listserv . . . last email that went out, drumming up membership, anyone who was not a current member, sent a separate email, six memberships came back in. F
- The board agreed for consistency we should do what we say we do with the listserv.
- Annual membership deadline is August 31 (flexible.)
- Should we receive the list of work student contacts from the Higher Education Coordinating Board, and find out what the reasons are behind not having a WSEASEA membership.
- We plan to send out reminder in early August to renew . . .

Other Business:

- Try to have this board meeting in July next year.
- Agenda for next time, informing our liaison of this fall (or summer?) board meeting

SEOTY:

- Need to ask for the proclamation earlier rather than later. Generally it takes several weeks at the governor's level.
- Ryan will email Daphne to ask her to plan for SEOTY, check out WASEA standards, etc.

Old Business:

Spring conference planning:

- DSHS/Employment Security better match for spring conference than Fall Town Meeting
- Structure so Tuesday can be more generalized, could bump up attendance
- Can we try to get more private schools to participate?
 - ICW – lobbying, influencing our legislators, try to get a representative to come speak about fundraising and lobbying.
- Employer/employee orientations, could people who have those bring them . . . session to outline training/website/training materials
 - Demonstrate web modules for student employee orientation
- Call for presenters to our listserv.
- Bring a handout or other information, electronic,
- Jump drives, costs,
- Lanyards and name tags – reminder current members to bring theirs if they already had them.
- Speakers: Federal update and HECB update,
- Theme, treasure hunt . . .
- Possible Keynote speaker,
 - speaker that addresses different generations and how they interact with each other in the work place . . . Eric Pearson
 - Mylene Barizo – employee orientation, enterprise, story,
- Job descriptions and what we do . . . if you were to update your resume today, what would it look like . . .
 - Section of a Resume . . . pertinent for everyone, let's toot our own horns . . .
- Job development – headhunter, employment agency, skills we all need, we may not have any contact, treasure hunter,
- Worksource, employment trends, how do they find openings
- Look at job descriptions and what they want to do, see the qualifications . . . resume prep
- Ryan will check with is Worksource director on his campus
- Build your own treasure
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January meeting:

- HECB update, spending patterns, trends, de-obligating, round table, difficulties, ITV interpersonal questions, Town meeting,
- ICW visit – file review, loans, jog their memories,

Betty Gephardt Service Award:

- Created to honor people who have contributed to our profession. Nominations for that, incorporate that into the yearly process. Line it up with SEOTY nominations, outstanding student and contributor. Logistical challenge is to find enough nominations and nominees

John Klasic – too late? Gave Betty a plaque, not a cash award

Update from the treasurer:

Kamara presented the WSASEA treasurers report. Kamara looked into paypal, looked to transfer the fee to the purchaser, against the law. Okay for WSASEA to eat the fee was the consensus.

Gayle made a motion to accept, Ryan 2nded, minutes approved unanimously

Bring a sweatshirt next year

Meeting adjourned 2:10