

Washington State Association of Student Employment Administrators

Meeting Minutes

August 15, 2001, 1-5 p.m.

at University of Puget Sound, Tacoma, WA

Executive Board Members Present (alpha order):

Laurie Armstrong, President

Linda Bures, Past-President

Gayle Dohrman, Secretary

Nancy Nieraeth, Webmaster

Ruth Sanders, Vice-President

Bob Yohnka, Treasurer

Distinguished Guest:

Michael Azzato, past Treasurer

Not Present:

Vicky Watson, Member-At-Large

A. Introductions

B. Business:

1. Everyone agreed to add conference planning to every member's position description.
2. Nancy brought up the issue of whether or not to use the web site as a document storage repository instead of disks. Agreed that association documents should be stored on web and that each person submitting or using a document would be responsible for editing it. Those wishing to store documents on the web site should email them to Nancy as an attachment if possible.
3. Discussed Administrator of the Year award. Linda said that traditionally, the board nominates and votes on the candidates. Laurie suggested that members vote by email and everyone agreed. Linda volunteered to administer it and will arrange for a plaque through the same company that handles the plaque for Student Employee of the Year.
4. Linda shared that she was named to be the financial representative from WSASEA to the National Association of Student Employment Administrators (NSEA) for a 2 ½ year term. Congratulations to Linda!
5. The International Student Employment Handbook that Mark Hansen, formerly of Brigham Young University promised to provide at the WSASEA Spring Conference has not yet been received. Linda has been trying to get it from him to give to members who requested it. Gayle has a copy from a prior NSEA conference and will check to see if it is copyrighted.
6. Everyone agreed that the general membership should vote on whether WSASEA and the Western Association of Student Employment Administrators (WASEA) should hold a joint Spring Conference in 2003, or if we should continue to hold our own conference separately. Will discuss at Town Meeting.
7. Discussed Student Employee of the Year Award. WSASEA and WASEA have different processes with different deadlines. A problem has arisen in the past because winners from WSASEA would not necessarily be eligible for the WASEA competition due to membership requirements of WASEA.

Decided to have each contest as a separate process with WSASEA having a later deadline.

8. The directory was discussed. Mary Gsell at the HECB has a list of student employment and financial aid personnel. Linda has a member list, and Michael has a list of current members. Linda will email the WSASEA member directory to Nancy. Nancy will keep Mary's list and a separate WSASEA list and flag attendees from the spring conference. Everyone agreed that the conference registration form should be consistent with the membership application form, and that it should be available in PDF format.
 9. Discussed the need to find a new President-Elect. No one has yet responded to the nomination request.
 10. Everyone agreed that WSASEA should reimburse board members for reasonable travel expenses that are not paid by their school.
 11. A membership drive was discussed and how to attract new members. Agreed to emphasize unique aspects of WSASEA such as the opportunity to participate and have particular needs addressed by colleagues and guests. Suggested adding comments from the spring conference to the membership application form. Laurie volunteered to make flyers with the Spring Conference and Town Meeting dates. Nancy needs a membership application form to put on the web site. Discussed format and if it could have fields that could be printed and mailed in with application fee. Gayle volunteered to compile an email list from member information that Linda has.
 12. Discussed the Spring Conference 2001 space issue and problems that arose with those who desired a single room at Rainbow Lodge. The number of attendees has grown and it isn't possible to give single rooms to all who want them. For 2002, agreed that we should announce that members should expect to share a room but can request a single room if one is available. Agreed that rooms should be assigned in advance and encourage members to choose a roommate on the registration form. Discussed ways to allocate single rooms, agreed on first-come first served basis unless there was a special need for a single room. Agreed that day attendees should pay a \$25 fee plus the cost of meals which would pay the membership fee for that year and cover the actual cost of meals. Agreed to charge a higher rate for late registrants past a certain date, as most conferences do.
 13. Set Town Meeting date and time for Friday, October 26th, from 10 am to 3 p.m. at Central Washington University in Ellensburg, in the SUB building, Room 204/5. Set possible meeting agenda items as follows:
 - a. Electronic Time Sheets. Nancy will be giving presentation at NSEA in San Antonio, TX & will give some of the same information at Town Meeting.
 - b. Federal update, hoping to invite Marianna Deeken or Linda Burkhardt if possible.
 - c. Ask for conference suggestions and announce that volunteers are needed.
 - d. HECB update.
 - e. NSEA update. Nancy and Gayle will be attending the conference in San Antonio Oct. 13-16th.
 - f. Discuss WSASEA/WASEA joint conference possibility with general membership & vote.
 - g. Discuss generating student interest and ways to counsel students on employment options. Best and worst practices.
 - h. Roundtable discussion.
 14. Ruth will bring survey results to Town Meeting. Gayle will present meeting minutes, arrange the room, and order refreshments which will be invoiced directly to Bob. Nancy will put WSASEA documents on the web site.
- C. **Meeting adjourned** at 5 p.m.