

WSASEA Board Meeting

**Monday, January 23, 2006
Seattle University, Bellevue Eastside Campus**

In Attendance: Mona Lawrence (UPS), Khris Blumer (HECB), Betsy Shields (E.V.C.C.), Gayle Dohrman (CWU), Theo Dobie (CBC), Isidra Sanchez (Heritage) & Eryn Pearson (SU)

Not in Attendance: Lisa Fortson (Pierce College)

- I. 10:10 a.m. to 11:00 a.m.
 - A. Introductions
 1. What is happening on campuses this year
 - a. Changes
 - b. Trends
 - c. Job development
 2. New Student Employment Coordinators
 - a. Acclimating to role & student employment issues
 3. HECB
 - a. New location in Olympia
 - b. Updates to HECB website
 - B. Housekeeping
- II. 11:00 a.m. to 11:20 a.m.
 - A. Town Meeting Update
 1. Isidra has minutes to type & send out to the Board
 2. Approximately 30+ in attendance
 3. Gayle will update WSASEA website with information from meeting
 - B. WSASEA Website
 1. Gayle finished updating HTML
 2. New templates to use
 3. Get bios to Gayle with a picture of each current Board member by 2/6/06
 - a. Ability to click on each officer to get additional information
 - i. Job title, areas of responsibility, number of years in WSASEA & in student employment profession, etc.
 - C. New Officer Appointments
 1. Secretary
 - a. Eryn offered to act as Acting Secretary for remainder of current 0506 year
 - i. Gayle made motion to accept
 - ii. Isidra seconded motion

- iii. All in favor
 - 2. President Elect
 - a. Serve in position until end of current 0506 year & then take over role of President in July for the 0607 year
 - b. Mona accepted offer to serve as President Elect
 - i. Gayle made motion to accept
 - ii. Theo seconded motion
 - iii. All in favor
 - 3. Available Officer Positions at 0506 Spring Conference
 - a. Secretary
 - b. Member at Large
 - c. President Elect
- III. 11:20 a.m. to 11:30 a.m.
- A. Treasurer's Report
 - 1. Checking account
 - a. Move some money into WSASEA's savings account
 - b. Create a scholarship to send someone to NSEA
 - c. 30-day CD to pay more interest
 - d. WASEA/WSASEA 2007 Spring Conference – using reserve to assist with any additional expenses
 - 2. Executive Board will not be responsible for paying WSASEA membership dues beginning 0607 during their term of service
 - a. Approved at Town Meeting
- IV. 11:30 a.m. to 1:45 p.m. (working lunch)
- A. 2006 WSASEA Spring Conference
 - 1. April 10th through 12th – Rainbow Lodge at North Bend, WA
 - 2. Ideas
 - a. Have attendees bring organization charts
 - i. Use in discussion or break-out session
 - b. HECB wish list
 - i. Updates to website
 - ii. Use in discussion or break-out session
 - c. Work-study trends
 - i. Students leaning more towards alternative loans
 - ii. Use in discussion or break-out session
 - d. Group photo taken at Conference to post later on WSASEA website
 - e. FWSC site visits
 - f. International student employees
 - i. Gayle spoke to two lawyers at NSEA conference that did presentation & has secured

to present on Tuesday, April 11th, in the afternoon

- 1) Need two to three hours for presentation
 - 2) Board only need to pay for traveling & lodging expenses
 - a) HECB would not be able to fund
- g. Student panel for work-study experience now & after graduation
- h. Community service project report
- i. www.provenresumes.com – Regina Pontow
- i. Speaker on transferable skills
 - ii. Betsy will contact about presenting
 - iii. Possible HECB sponsored speaker
- j. HECB community service grant with Clark Community College
- i. Boys & Girls Club
 - ii. Maxine Mitchell could present from Clark C.C.
 - iii. Tie in w/ Regina's presentation
 - iv. Kathy at the HECB could moderate
 - v. "A,B,C's for Success in the Workplace"
 - vi. Khris will contact about presenting & if the Boys & Girls Club would like to be WSASEA's community service project for Conference
- k. Work-study employer panel
- l. Unionization of SWS student employees
- m. Unemployment benefits for work-study student employees
- n. Coupons for meals
- i. Organize better
 - ii. Sign-up sheet at front desk registration
 - iii. Reminder in housekeeping session
 - iv. Get count for additional people that may stay for meals
 - 1) SEOTY
 - 2) Presenters
 - v. Theo will be the point of contact & liaison for Alice
 - 1) Lisa Fortson to possibly assist
- o. Conference t-shirts
- i. Theo will check with graphics dept. at CBC to purchase & print
 - ii. Include WSASEA logo & theme, "Climb the Mountain to Student Employment Success"
 - iii. Available to each attendee that attends full Conference

- 1) White t-shirts
 - iv. Set deadline on Conference registration as well as size needed
 - v. Board will wear a different color t-shirt to stand out
 - p. Decorations
 - q. Hiking/camping attire during Conference encouraged
 - r. Name tags
 - i. Need to order more
 - ii. Gayle will produce for Conference
 - s. "Ask me" ribbons
 - i. Add to name tags
 - ii. Betsy will provide
 - t. Room assignments
 - i. Lisa Fortson to possibly handle
 - ii. Add on Conference registration form if there is a need to double up on rooms, who would individual prefer
 - u. Rainbow Lodge
 - i. Betsy will contact Alice & confirm 2007 cancellation due to shared conference with WASEA
 - 1) 2008 reservations for either late April or early May
 - v. 2006 Conference fees
 - i. Increase by \$10.00
 - w. 0607 WASASEA member fees
 - i. Voted & approved at Town Meeting that fees will increase to \$45.00
 - x. School logo/gift exchange
 - i. \$15.00 limit
 - ii. Raffle throughout conference
 - iii. Isidra & Eryn will head up
 - iv. Include in Conference registration material
- B. 2006 WSASEA Spring Conference Schedule (tentative)
1. Monday, April 10th
 - a. 10:00 a.m. to 11:00 a.m.
 - i. Board arrival & Conference set-up
 - b. 11:00 a.m. to 12:00 p.m.
 - i. Members arrive & room check-in
 - c. 12:00 p.m. to 1:00 p.m.
 - i. Lunch
 - d. 1:00 p.m. to 2:00 p.m.
 - i. Introductions
 - ii. Icebreaker
 - 1) Organizational charts

- e. 2:00 p.m. to 4:00 p.m.
 - i. Regina Pontow
 - 1) Betsy will set-up
 - f. 4:00 p.m. to 4:15 p.m.
 - i. Break
 - g. 4:15 p.m. to 5:15 p.m.
 - i. HECB update
 - h. 5:15 p.m. to 6:15 p.m.
 - i. Dinner
 - i. 6:30 p.m. to ???
 - i. "Homeless to Harvard" video p.j. party
 - 1) Possible cutest p.j. contest
 - 2) Snacks
 - 3) Betsy will secure video
2. Tuesday, April 11th
- a. 7:30 a.m. to 8:30 a.m.
 - i. Breakfast
 - b. 8:30 a.m. to 9:00 a.m.
 - i. Icebreaker
 - 1) "Who am I?" or "Unique Me"
 - a) Unknown fact about each attendee included on registration application for Conference
 - b) Walk around to get information & meet attendees at Conference
 - c. 9:00 a.m. to 10:30 a.m.
 - i. Maxine Mitchell from Clark Community College on the "A, B, C's for Success in the Work Place"
 - 1) Possibly include community service panel with students & employers
 - 2) Jeff Powell or Khris from the HECB will secure speaker(s)
 - d. 10:30 a.m. to 10:45 a.m.
 - i. Break
 - e. 10:45 a.m. to 12:00 p.m.
 - i. Dept. of Education update
 - 1) Eryn will arrange
 - f. 12:00 p.m. to 1:00 p.m.
 - i. Lunch
 - g. 1:00 p.m. to 3:00 p.m.
 - i. International student employees – legal issues
 - 1) Gayle will arrange with the two East Coast lawyers
 - h. 3:00 p.m. to 3:30 p.m.
 - i. International student employees Q & A

- i. 3:30 p.m. to 3:45 p.m.
 - i. Break
 - j. 3:45 p.m. to 5:15 p.m.
 - i. Round table discussion – Best Practices
 - k. 5:15 p.m. to 6:15 p.m.
 - i. Dinner
 - l. 6:15 p.m. to ????
 - i. Free time
3. Wednesday, April 12th
- a. 7:30 a.m. to 8:30 a.m.
 - i. Breakfast
 - b. 8:30 a.m. to 9:00 a.m.
 - i. SEOTY
 - ii. Passing of the gavel – President gift
 - c. 9:00 a.m. to 9:30 a.m.
 - i. Lodge tidy-up
 - 1) Make beds
 - 2) Pack up cars to leave
 - d. 9:30 a.m. to 11:30 a.m.
 - i. Boys & Girls Club panel with students & employers
 - 1) Community service theme
 - 2) Jeff or Khri to contact speakers & check with Boys & Girls Club about WSASEA community service sponsorship for Conference
 - ii. Dr. Bowers from CWU
 - 1) Gayle will coordinate
 - e. 11:30 a.m.
 - i. Conference end
 - f. 12:00 p.m. to ????
 - i. WSASEA Board off-site meeting

V. 1:45 p.m. to 2:00 p.m.

A. WASEA/WSASEA 2007 Spring Conference

1. Downtown Seattle Red Lion Hotel on 5th Ave.
2. April 24th through April 27th
3. President's Reception kicks off Conference on the eve of the 24th
4. Monday the 22nd and Tuesday the 23rd will be set aside for SEE Training – Tracks A & B
5. WASEA is seeking a Site Coordinator & someone to serve on the planning committee
 - a. Contact: Ann Mitchell, WASEA V.P. & Conference Chair, (520) 426-4428

- b. Site Coordinator should be someone in Western Washington, preferably close to Seattle
 - i. Put a call out to WSASEA members
- c. Planning committee will be assisted by Isidra, WSASEA V.P., but Board will provide assistance

VI. 2:00 p.m. to 2:35 p.m.

A. SEOTY

- 1. Washington State proclamation done
 - a. Betsy submitted 1/3/06
- 2. Eryn will send out information in the next couple of weeks to WSASEA members
- 3. Only promoting WSASEA SEOTY
 - a. If WSASEA members also want to submit to WASEA or NSEA, we will list information on website to link to their websites
- 4. Will take SEOTY submissions from January through March
- 5. April 9th through the 15th is the National Student Employee Week for 2006
- 6. WSASEA dedicates the full month of April to Student Employment