1. Introductions

2. Updates
   a. February Outreach Event: Pledge For Success at Oakland College
      Over 200 families
      Great discussion representing all programs
   b. Upcoming outreach fair at MSU-Detroit
      Attending: College of Osteopathic Medicine

   a. Guests: Sharri Margrave, Anna Barner and Cheleane Clerkley

Hiring
   1. MSU Students
      a. Background Checks – 10 Days Prior
         i. Youth Program Policy on HR website
         ii. 12 Month rolling calendar
      b. Project Pay – Hours can not be tracked (lump sum)
         i. Camps – staying overnight (24+ basis)
         ii. Does not count against hours of other campus position/holdings
         iii. Six Titles/categories for Project pay
            1. Job descriptions will be provided
               iv. Tax rate = Same
               v. Intended for programs that truly can not track hours
      c. Student Enrollment: Summer is the only time when students do not need to be taking classes
      d. Under enrolled or Not Enrolled – 7.5% of Ficca
      e. Summer students can work 40 hours
      f. Department that hires student first is the department that could be charged overtime of student
      g. Total number of hours within the year (Less than 90 days )
      h. Average of 30 hours
   2. Affects on Financial Aide – could occur if student receives a lump sum
   3. HR
      a. Student Employment Handbook/manual
      b. Background checks / database
      c. 10 Days prior to event
      d. Required of anyone working with youth
         i. Ichat – Michigan Internet Criminal
         ii. Michigan Corrections - OTIS
         iii. Michigan sex offender registry / national sex offender registry
      e. Exceptions – Detailed in the MOR
      f. Current Staff and Faculty
   4. Employment Promotion – Myspartancareer / admissions /

4. Sub committee Updates
   a. Reporting
      i. Hard Copies of Report available
      ii. PDF Version will be attached to email
      iii. Common Survey
         1. Common Survey – Turning evaluation sheet into Google doc
         2. Tips for incorporating evaluations into programming
3. Encourage programs to submit Final Reports long before Dec

b. Compliance
   i. First draft of the MOR handbook template is complete
   ii. Subcommittee will review the first draft and submit it to General Counsel for further input

c. Marketing / Visibility
   i. Review UOE SYP website page template and evaluate pre-college program pages for uniformity
   ii. Work with existing pre-college programs to update content to reflect they identify as precollege
   iii. Approve the first series of questions that will circulate to pre-college program directors to complete for the purposes of generating a larger story on pre-college programs and outreach on MSU’s campus

5. Sub Committee Break Out Session  4:30 – 5:00
a. Goals for Last Pre College Committee Meeting