

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
3. Student Employment – Restrictions and Guidelines (Health Care) 3:30 – 4:30
 - a. Guests: Sharri Margrave, Anna Barner and Cheleane Clerkley

Hiring

1. MSU Students
 - a. Back Ground 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 /
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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
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5. Sub Committee Break Out Session 4:30 – 5:00
 - a. Goals for Last Pre College Committee Meeting