

# MIDWEST ASSOCIATION OF STUDENT EMPLOYMENT ADMINISTRATORS

## January 2009

### Official Newsletter of MASEA

#### Midwest Association of Student Employment Administrators Mission

- To improve the professional services of those administrators and counselors who assist post-secondary students in securing employment.
- To inform members of trends in employment.
- To exchange ideas relative to the administration of student employment services.
- To serve effectively the interests and needs of students who desire employment to finance their education.
- To facilitate communications between educational institutions and employers of students.
- To encourage and promote educational programs which provide an opportunity for development of the individual student through an employment experience.

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## President's Points

Hello MASEA members.

I hope that all of you had a happy holiday season. January 2009 has certainly started off with a bang by providing many of us with some major weather challenges. The Midwest has seen its fair share of sub-zero weather, snow, sleet, and "wintry mixes" over the last several days and we are only a month into winter. Brrrrrrrr.

Student Employment professionals may face challenges beyond the weather in 2009. If you get the NSEA list serve e-mails you probably read some recent exchanges concerning the lower number of job postings coming in recently. This is likely to get worse for many of our campuses in the coming months. If you have unique ideas for helping students find jobs, please share those with your MASEA peers. You can e-mail your ideas to any of us on the board and we will gladly pass those ideas along.

We also hope that you will consider being a presenter at our annual conference in Madison in June. This is a wonderful way to let your fellow members know about the successful programs that you have implemented on your campus. Being a presenter can be as easy as chairing a pertinent roundtable discussion amongst your fellow members, so please give it some consideration.

Many of our colleges and departments will be looking at budget cut-backs in the near future as well. We hope that you will talk to your supervisors and those administrators who set your budgets and let them know that your attendance at the annual MASEA conference is important to you and our organization. We are keeping conference costs the same as last year, so

your attendance can be a cost effective way to help you in your professional development. This is even more true, if you are within driving distance of Madison.



MASEA can't cure all of our ills, but maybe we can help each other during these tougher times. Share ideas, participate in the Student Employee of the Year program, serve on a committee, vote when asked, and attend the annual conference. "You" can help MASEA continue to grow as "your" organization.

**David Reseigh,  
MASEA President**  
dlreseigh@purdue.edu

**Interested in  
Presenting at the  
June 2009  
Conference?**

**Send your  
workshop ideas to:**

**Becky Wendt**  
wendtb@uwgb.edu  
Fax: 920-465-2299

# MIDWEST ASSOCIATION OF

Jan 2009

STUDENT EMPLOYMENT ADMINISTRATORS

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## FEDERAL UPDATE

Submitted by Barb Fahnhorst, President Elect

The MASEA board is pleased to announce that Ann Wessman, Iowa State University, and Don Vince, University of Dayton, have agreed to serve on the Federal Issues Committee for MASEA. Ann and Don are also members of the Federal Relations Committee of NSEA. If you have a question or concern related to a federal issue, please feel free to contact Ann or Don.

Ann Wessman,  
[awessman@iastate.edu](mailto:awessman@iastate.edu)

Don Vince,  
[dvince@udayton.edu](mailto:dvince@udayton.edu)

The following information was sent to the NSEA list serve by the NSEA Federal Relations Director, Sharon Welsh. It is important enough to our members that we wanted to share it in its entirety. You may also find important additional information at: <http://ifap.ed.gov/ifap/>.

Harold McCullough from the US Department of Education provided information on the FWSP in a general session at the NSEA Conference in Philadelphia in October. Prior to the presentation, the Federal Relations Committee collected questions from association members on a variety of topics related to the FWSP and JLD. By the time the collecting was done, we had several pages. Although Harold could not respond to all of the inquiries at the conference, he promised to answer them all. To make the process a little less cumbersome, he agreed to answer 5 questions at a time. Listed below are the first five questions/responses

**Question: Travel time for tutors - Does a student need to indicate on his/her time sheet which is travel time and which is tutoring time?**

Answer: Under 34 CFR 675.18(h)(2), an institution may pay students for a reasonable amount of time spent for travel that is directly related to employment in community service activities, including tutoring in reading and family literacy activities. The time spent for travel must be reported on the student's

FWS time record and the FWS time record should show a separation for the time the student spent in travel from the hours worked by the student.

**Question: For agencies that are 90-10 share splits, what are the criteria to determine this share split? Example: One school approves a 90-10 share split, but another school, working with the same agency, feels it does not qualify and does not approve the 90-10 share split. How can not approving the 90-10 share split be justified to the agency?**

Answer: Under 34 CFR 675.26(a)(2), an institution may as an option pay a Federal share in excess of the current 75 percent limit to an FWS student, but not exceeding 90 percent under the specific conditions provided in the regulations. The student must be employed at a private nonprofit organization or at a Federal, State, or local public any organization must be selected by the institution on an individual case-by-case basis. The organization must be unable to pay the regular non-Federal share. The 90 percent Federal share is limited to no more than 10 percent of the students paid under the FWS Program. The institution is not required to provide this 90 percent Federal share and the decision to provide this option is done on a case-by-case basis at each institution.

**Question: Why is there a restriction on the percentage of FWS awarded students who can work in agencies with a 90/10 share split? Could this restriction be loosened during times of economic decline where State and Federal funding is reduced or eliminated for nonprofit agencies?**

Answer: The limit on the 90 percent Federal share to no more than 10 percent of the students paid under the FWS Program as provided in 34 CFR 675.26(a)(2) is set by the Higher Education Act of 1965, as amended (HEA), in section 443(b)(5)(A). This restriction was added by the House when the bill for the Higher Education Amendments of 1998 was in conference, however there was no explanation provided in the conference report. The statutory restriction may not be loosened by policy or regulations

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## SUMMARY REPORT OF BOARD MEETING

The MASEA Board met via a Teleconference call on December 15, 2008. The following is a summary of items discussed:

A discussion was held regarding web support from Brent Hoard of BrentHoard.com. The motion passed.

VP Membership, Sandi Dale presented an update on the membership contest. A list provided by NSEA of their members in the MASEA region will be a valuable resource to build our membership.

Treasurer Mary Williams reported on the status of the Association's Certificate of Deposit. It is now worth \$11,240 and it expires on February 11, 2009.

Secretary Pat O'Donnell reported that notification regarding SEOTY went out in December with additional information in the December newsletter. Another update will be sent after first of year.

VP of Professional Development Becky Wendt provided an update on the 2009 Madison, Wisconsin, Conference. Some areas still in the planning stage are: possible presenters, gifts, and side-trips.

VP of Membership Sandi Dale discussed possible conference sponsors. Sandi will prepare a flyer to send out to the states regarding the upcoming conference and need for sponsors.

Sandi Dale recommended the charity Wings and a Halo for receipt of our fundraising and book donations at the conference.

President Elect Barb Fahnhorst announced that Don Vince and Ann Wessman had agreed to serve on the Federal Issues committee.

**Membership  
Drive**

One of the great challenges in any organization is membership. MASEA is continually brainstorming ways to address this particular issue and would like to ask for the entire organization's involvement in this year's membership drive.

Each member is challenged to recruit at least one new member (or former member) during 2008 - 2009. What's the incentive to participate in the membership drive?

For each new member you recruit, your name will be placed in a drawing for \$100.

Just add your name to the membership application form, to be included in the drawing, which will take place at the 2009 conference.

Start recruiting NOW!!!

**Newsletter  
Contributions  
Are Always Welcomed**  
Send your articles and ideas  
to [p.m.odonnell@  
csuohio.edu](mailto:p.m.odonnell@csuohio.edu)

**WELCOME THESE  
OUTSTANDING NEW MASEA MEMBERS**

Terri Berryman  
Megan Bonham  
Laura Cole  
Michelle Cornell  
Michelle Curtis  
Julie Haack  
Ryan Haun  
Kristi Kelly  
Brenda Kriener  
Merilyn Lee  
Mary Ohland  
Kevin Prior  
Tim Putzier  
Jessica Rafeld  
Susan Lawler  
Joan Sweeney

Roosevelt University  
Goshen College  
University of St. Francis  
Illinois State University  
University of Wisconsin - Madison  
St. Ambrose University  
University of St. Francis  
University of St. Francis  
Luther College  
The Ohio State University  
St. Ambrose University  
St. Ambrose University  
University of Wisconsin - Madison  
Lawrence University  
University of St. Francis  
University of Wisconsin - Madison



**MASEA 2009 Conference  
TIMES OF YOUR LIFE  
June 14- 19, 2009**

**The Madison Concourse Hotel  
and Governor's Club**

In the beautiful Capital City of  
Madison, Wisconsin.  
Bordered by Lakes Mendota and  
Monona.

Madison is an historic area with  
outstanding summer  
recreation.

To participate in the conference as a  
presenter, moderator, or in some  
other capacity, contact:  
[wendtb@uwgb.edu](mailto:wendtb@uwgb.edu).

### SEE Training

Submitted by Becky Wendt,  
VP of Professional Development

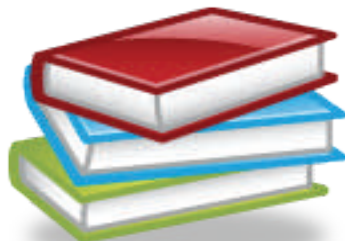
Membership in MASEA allows Student Employment Administrators a variety of important benefits, one being Student Employment Essentials (SEE) Training. SEE Training is comprehensive, giving the Student Employment Professional an in-depth knowledge of regulations and practices for carrying out your daily duties. SEE Training is offered each year immediately preceding the annual MASEA Conference. Whether you are new to Student Employment or a seasoned veteran, you are invited to take part in this vital offering.

SEE Training is presented by knowledgeable, NSEA Certified trainers. The 2009 trainers are Donald Vince and George Eskro. Don, the Director of Student Employment at the University of Dayton, Dayton, Ohio, has been in the Student Employment arena for 18 years. Don Vince has been active in NSEA and MASEA since 1997. Originally serving as the Chair of MASEA's Multicultural Affairs Committee in 1997, he served as the Vice-President for Membership for MASEA in 1998 and 1999. In 1999, Don was President-Elect of MASEA. After that, he served as MASEA's President for three years, 2000-2003. Also in 2000, Don was elected to the Board of Directors of NSEA. Serving as Vice-President for Membership Services from 2000 through 2002, he served as NSEA President in 2003. Don has also served as a regional and national S.E.E. Trainer since 1999, and has presented at conferences for MASEA and NSEA, winning MASEA's "Best of Region" award for his "Attitudes of Differences" presentation in 1997.

George has an M.A. from Western Michigan University in Educational Leadership and has been employed at

WMU for 23 years, the past nine as Director of Student Employment. He has served as Treasurer of MASEA and member of Executive Board for three years. He's been a SEE trainer for eight years, training at national and regional conferences. He has presented interest sessions at many NSEA and MASEA conferences. George has been a reader and a judge for NSEA Student Employee of the Year awards. He received the 2007 MASEA Outstanding Service Award. George has numerous accomplishments, such as Certifications for MBTI, DiSC and conflict dispute mediation. Together, their extensive knowledge of Student Employment and their remarkable service to MASEA and NSEA makes this pair a resource like no other.

SEE Training is presented as two full-day sessions. You may choose to attend Track A, Track B, or both. You will receive up to the minute information, a



binder filled with material you can use immediately, sample documents that you can tailor to your own institution, great ideas gained through networking with peers, long-lasting professional relationships, and a certificate of

completion for your portfolio. All this for the nominal cost of \$130 each track. Where else can you get a professional development opportunity such as this for such a reasonable price?

Take advantage of this opportunity to learn from Student Employment's best! Join us for SEE Training, June 15 and 16, 2009 at the Concourse Hotel in Madison, Wisconsin. See the 2009 Conference Registration document to sign up. **Don't stop there!** Register for the 2009 MASEA Conference, "Times of Your Life", for a full week of excellent learning opportunities and camaraderie. You'll be glad you did.

### FEDERAL UPDATE

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because this authority was not provided in the HEA.

**Question: Just to clarify, do all jobs at a "community service" private non-profit organization count as community service jobs for the FWS Program?**

Answer: No, not all jobs are considered to be community service jobs at a private non-profit organization that provides community service under the FWS Program. The work performed must meet the definition of community services as defined in 34 CFR 675.2. In addition, an institution must consider if the service provided primarily benefits the community versus the organization. For example, if the FWS student was hired to care for the grounds of the administrative offices of a private nonprofit organization that provides community services, the job itself would not be community service. Under 34 CFR 675.22, all work performed by the FWS student for a private nonprofit organization must be in the public interest that is done for the national or community welfare rather than to primarily benefit a particular group.

**Question: Several students provide us with their part-time off campus job placement data each semester, even though they may have secured the position on their own. Can we count these placements for Job Location and Development (JLD) purposes?**

Answer: No, the institution may not count these placements for JLD purposes. The purpose of the JLD Program is to expand off-campus job opportunities for students who are enrolled at the institution and want jobs, regardless of financial need. Under 34 CFR 675.35, an institution agrees to submit an annual report on both the use of funds and an evaluation of the effectiveness of the JLD Program. This information is collected on the Fiscal Operations Report and Application to Participate (FISAP). This includes the reporting in Part V of the FISAP each award year data that shows that program funds are generating total student wages that exceed the total amount of the Federal funds spent under the JLD Program. The reporting of students finding their own off-campus jobs under the JLD program would inflate the effectiveness of



**MASEA  
Board of Directors**

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Dlreseigh@purdue.edu,

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Cunderw5@depaul.edu

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ter.edu

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Cleveland State Univ  
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p.m.odonnell@csuohio.e  
du

## STUDENT EMPLOYEE OF THE YEAR Plan Ahead for an Exciting Week April 12 to 18, 2009

As Student Employment professionals, let's resolve that in 2009, all eligible student employees have the opportunity to be recognized as the Student Employee of the Year

National Student Employment Week is always the second full week in April – **2009 dates are April 12th - 18th.** Each year colleges and universities across the country recognize the importance of the student work experience.

### Eligible Students

All students employed through the Student Employment Program of institutions with at least one member of MASEA and/or NSEA. This may include students working off campus in community service or tutoring programs at the institution's discretion. Resident Advisors, Graduate Assistants and Teaching Assistants are not eligible, unless they are employed through the Student Employment Program.

### Eligible Terms of Employment

Students must have been employed for a minimum of 3 months full-time or 6 months part-time between July 1, 2008 and June 30, 2009 (anticipated).

### Selection Criteria

Students will be evaluated on the following qualities:

1. Reliability
2. Quality of Work
3. Initiative
4. Professionalism
5. Uniqueness of Contribution

### Campus Selection

Each Institution may submit one name for consideration. Please submit the (1) institutional selection form, the (2) nomination form, and the (3) nomination letter, if applicable.

Please Note:

only one nomination and letter will be considered for each campus selectee. Multiple nominations will not be a benefit. Please see NSEA's website for samples of winning nominations.

### Submitting Your Campus Nomination

Let's go green this year and email your nominations to: [p.m.odonnell@csuohio.edu](mailto:p.m.odonnell@csuohio.edu)

You can also mail or fax materials to:

Patricia M. O'Donnell  
Cleveland State University  
2121 Euclid Avenue; KB 1300  
Cleveland, OH 44115  
FAX: (216) 687-9247

To be considered, your campus selection must be received by March 2, 2009.

### Winners

A committee of MASEA members will select one winner for each state in our region. State winners will then be considered for the MASEA regional selection and sent to NSEA. One national winner will be selected from among the four regional candidates.

### Awards:

Institutions are encouraged to honor and award their campus winner. In addition,

- Each campus winner will receive a certificate and congratulatory letter from MASEA
- State winners will receive a certificate and check for \$75.00
- The MASEA regional winner will receive a plaque and a check for \$150.

Let's do everything we can to ensure that every eligible student employee has the opportunity to win this important recognition and these exciting awards.

# MASEA 2008 Regional Conference

## Madison Concourse Hotel and Governor's Club

1 West Dayton Street | Madison WI 53703

Reservations: 1-800-356-8293 | Fax: 608-257-8454

June 17-19, 2009

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Institution

\_\_\_\_\_  
Department

\_\_\_\_\_  
Address

\_\_\_\_\_  
City State Zip

\_\_\_\_\_  
Phone

\_\_\_\_\_  
E-mail Address

This is my first MASEA Conference. Yes No

Number of years I have been a member of MASEA. \_\_\_\_\_

Please specify any dietary needs or special requirements:  
\_\_\_\_\_

### MEMBERSHIP DUES

July 1, 2009 to June 30, 2010 \$ 35 \_\_\_\_\_

### CONFERENCE REGISTRATION

Registration deadline is May 17, 2009\*

Current Member \_\_\_\_\_

Early bird (register by April 18, 2009) \$215 \_\_\_\_\_

Current Member [2008-2009] \$230 \_\_\_\_\_

Non-Member \$300 \_\_\_\_\_

One day only-Wednesday \$115 \_\_\_\_\_

One day only-Thursday \$200 \_\_\_\_\_

Current Member [after deadline\*] \$280 \_\_\_\_\_

Guest Rates \_\_\_\_\_

Wednesday Lunch \$ 25 \_\_\_\_\_

Thursday Breakfast \$ 23 \_\_\_\_\_

Thursday Lunch \$ 25 \_\_\_\_\_

Thursday Dinner \$ 48 \_\_\_\_\_

Thursday Breakfast \$ 23 \_\_\_\_\_

Friday Breakfast \$ 23 \_\_\_\_\_

Wednesday Outing TBD \_\_\_\_\_

### STUDENT EMPLOYMENT ESSENTIALS

#### [SEE] TRAINING WORKSHOP

Monday, June 15, 2009-TRACK A \$130 \_\_\_\_\_

Tuesday, June 16, 2009-TRACK B \$130 \_\_\_\_\_

I will attend the outing on Wednesday. Yes No

I will have \_\_\_\_\_ (#) guests for Wednesday's outing.

**TOTAL ENCLOSED** \$ \_\_\_\_\_

**NO REGISTRATION REFUNDS AFTER MAY 17**

**To register for the MASEA 2008 Regional Conference, mail this completed application form with check made payable to MASEA to:**

Mary Williams, MASEA Treasurer  
Macalester College, Student Employment Office  
1600 Grand Avenue  
St. Paul, MN 55105-1899  
MASEA EIN# 421720886

**For hotel reservations, call The Madison Concourse Hotel at 1-800-356-8293  
Mention Midwest Association of Student Employment Administrators Conference for the \$134\*/night rate. Reserve your room by midnight on May 17, 2009 for guaranteed availability & rate.**

**Questions? Please Contact:** Becky Wendt at (920)465-2556 or [wendtb@uwgb.edu](mailto:wendtb@uwgb.edu)