

AtD Student Experience Team
Minutes from September 17, 2018

Attendees: Kellie McBride, Nick Catlett, Stephane Potts, Dawn Nasser, Kerri Thurman, Gina Davis, Lisa Rudolph, Lara Conklin, Carla Boyd, Paulina Padjen, Tammy Rigglesman, Stacy Ehmen

1. Recognized guests to our team: Thanked Paulina and Tammy for attending the meeting today (and a few more in the future).

2. Data/Handouts Distributed:

- a. Student Worker & Work Study Funds by Dept/Div for FY19. Reminded the team that this information is confidential.
- b. Process Map Guides: Color coding, rules to keep the process moving,
- c. Project Scope for Student Employment Process (defined at Aug. Meeting): Team reviewed the

3. Process Mapping: Student Employment Process

- a. We mapped the current state of our student employment process. During this process, the team decided to build 2 maps: 1) for DACC employees/managers looking for student employees; and 2) for students who want to be a student worker/work study.
- b. The “current” state included all steps and decisions that have to be made. The team worked through the steps, acknowledging the fact that some steps were unknown to the team members present. It will help when Financial Aid can attend the meeting.
- c. The team identified the departments/offices that are involved throughout the process. These are noted as lanes. The “lanes” defined are added to the process maps. One objective of this process is to see if there are any lanes that can be removed. For employees, we do not believe that we can reduce the lanes, but we might be able to share information between the lanes through People Admin versus current processes. For the student process, we are not sure if we can reduce any lanes yet.

4. Next Steps: Between today and the next meeting, Stacy will talk to Financial Aid and have them review our process maps. They will answer the questions that we recorded and add anything that we didn’t have on the maps already.

5. Tasks for Upcoming Meetings:

- a. October Meeting: We will review our 2 maps one more time to make sure that we have everything accounted for. It will help to have Financial Aid’s perspective and knowledge added to the map. We will also start to map the ideal/future state

- b. November Meeting: We will create an action plan to move from the current state to the future state.
6. **Future Meeting Dates:** We decided to meet on the 3rd Thursday of each month at 1:30. The dates are as follows:
- a. Thursday, October 18th @ 1:30 p.m. in the Laura Lee Room.
 - b. Thursday, November 15th @ 1:30 p.m. in the Laura Lee Room.
 - c. Thursday, December 20th @ 1:30 p.m. in the Laura Lee Room.
 - d. Thursday, January 17th @ 1:30 p.m. in the Laura Lee Room.
 - e. Thursday, February 21st @ 1:30 p.m. in the Laura Lee Room.
 - f. Thursday, March 21st @ 1:30 p.m. in the Laura Lee Room.
 - g. Thursday, April 18th @ 1:30 p.m. in the Laura Lee Room.
 - h. Thursday, May 16th @ 1:30 p.m. in the Laura Lee Room.
 - i. Thursday, June 20th @ 1:30 p.m. in the Laura Lee Room.
 - j. Thursday, July 18th @ 1:30 p.m. in the Laura Lee Room.
 - k. Fall 2019 To be Determined

Thank you Kerri, Dawn, and Gina for helping us with our post-it note system😊