

# Human Resources Newsletter



Volume 29, September 2011



## Inside this issue:

- Training and Development ..... 2
- Leadership Institute ... 3
- Wellness..... 3
- Self-Services ..... 3
- Flu Shot Clinic..... 4
- Retirement Plan Changes..... 4
- MNDCP Investment Changes..... 4

## From the Director...

Welcome back to campus!! And for those of you that are new to campus...WELCOME!

The main message I wish to communicate at the start of this academic year is that the Human Resources Department is here to help you. The knowledgeable staff in Human Resources are here to answer questions and provide resources to all staff and faculty in our campus community. The bottom line – come to us when you need help; that’s why we are here.

I invite you to explore our current website at [www.mnsu.edu/humanres](http://www.mnsu.edu/humanres). You will find a large variety of information ranging from benefits, to the MSU Employee Mentor Program, to wellness programs, to employee recognition events, to resources for supervisors...and so much more. Our office is also committed to providing you top quality and ongoing professional development programs. There is a section in this newsletter to highlight the upcoming “Training & Development” sessions that will be offered throughout the year. We hope that you take advantage of as many as possible.

*~ It's too much to expect in an academic setting that we should all agree, but it is not too much to expect discipline and unvarying civility.~ John Howard*

*Congratulations!*

*Congratulations to the below faculty & staff who participated in the 2010-2011 Leadership Institute program! Another successful year!*

- |                  |                |                  |                     |
|------------------|----------------|------------------|---------------------|
| Adrian, Brittany | Dona, Daria    | Jaqua, Joann     | Schomberg, Jessica  |
| Baer, Amy        | Dose, Nikki    | Koupal, Lenny    | Underwood, Kristin  |
| Barkmeier, Becky | Dowd, Mary     | Levin, Dan       | Van Winkle, Melissa |
| Burns, Matthew   | Goldy, Robyn   | Reemer, Jada     | Wallace, Teri       |
| Corley, Chris    | Halbur, Jeff   | Rodman, Steven   | Wallerstedt, Mitch  |
| Dobbins, DeWayne | Hanson, Bonnie | Sandland, Sharon | Windschitl, Bonnie  |

## MSU Employee Mentor Program

New employees have a lot of questions when they first arrive at Minnesota State Mankato, while existing employees may want advice from a more seasoned employee about their career development plans -- and University mentors have the time to help you find the answers you need!

The Great Place To Work Task Force has developed a mentoring program for all new and existing employees. The program currently has over thirty mentors ready and willing to provide assistance. Every mentor attends a seminar led by Stewart Ross, Director of the Center for Excellence in Teaching & Learning. This seminar focuses on how mentors can best provide guidance to their mentee in solving work-related challenges or provide assistance in learning the ins and outs of campus life. Upon completion of the seminar, MSU mentors are ready to form collaborative relationships with new and existing employees interested in feeling more comfortable on campus and in the community, growing professionally, and enriching their experience at Minnesota State University.

Visit the Mentor web site at: <http://www.mnsu.edu/humanres/mentor/>





## Training & Development

**New/Current Employee Training Opportunities:** MnSCU and Minnesota State Mankato offer a variety of training opportunities to both new and current employees. These courses are offered via the internet and include the topics listed below:

- Code of Conduct
- Employee Right-to-Know
- Security Awareness
- Sexual Harassment Training



**New Administrator Orientation:** Newly hired administrators covered under the Administrators Plan are encouraged to attend the New Administrator's Orientation. The orientation is 1.5 days and allows new administrators systemwide to meet Office of the Chancellor staff, network with peers, and learn about the unique aspects of their positions. The orientation is held at the Office of the Chancellor in downtown St. Paul. Register on [STARS](#).

**The Science of Supervision:** This includes e-learning modules and a one day program that provides supervisors knowledge of the rules, processes, and procedures needed to navigate the environment within the MnSCU system. Topics will be presented via multiple e-learning modules and by Office of the Chancellor staff, which includes workers compensation, ethics, data practices, leaves, contracts, and more. Register on [STARS](#)

Date (s): 11/04/2011 Location: Anoka-Ramsey Community College, Room SC 270/272 Time: 8:00 AM to 4:30 PM

**The Art of Supervision:** This second training opportunity is a three-day program that provides supervisors the skills and abilities to effectively lead employees in an ever-changing world. While each situation is different, the ability to build relationships, manage performance, lead change, and communicate effectively is an absolute prerequisite to success.

Register on [STARS](#)

Date (s): 09/21/2011 to 09/23/2011 Location: MSCTC-Detroit Lakes, Room C101 Time: 8:00 AM to 4:30 PM

Date (s): 12/07/2011 to 12/09/2011 Location: St. Cloud State, Atwood Ballroom Time: 8:00 AM to 4:30 PM

### **Other Resources:**

MnSCU Leadership Development .....[hr.mnscu.edu/training\\_and\\_development/leadership\\_developme.html](http://hr.mnscu.edu/training_and_development/leadership_developme.html)

MnSCU Employee Development Calendar.....[hr.mnscu.edu/calendar/index.html](http://hr.mnscu.edu/calendar/index.html)

National/Regional Leadership Programs.....[hr.mnscu.edu/training\\_and\\_development/national\\_regional.html](http://hr.mnscu.edu/training_and_development/national_regional.html)

STARS Registration Site.....<https://secure.mnsu.edu/mnscupd/login/default.asp?campusid=0071>

Management Analysis & Development, State Training ..... [mad.state.mn.us/](http://mad.state.mn.us/)

Faculty Development Resources.....<http://www.asa.mnscu.edu/facultydevelopment/index.html>



## Coming Soon to a Computer Near You!!

During fall semester we will be implementing a new electronic timesheet and leave request process. The new system, which is called 'eTimesheet', is a web based time reporting system where you will electronically request your leave and/or report your time worked. Approval and tracking of your leave requests and/or time reporting will also happen in this same format. Once eTime has been implemented, we will no longer be utilizing paper timesheets and/or leave request forms.

Human Resources will begin their training in the next few weeks with training for employees and supervisors to follow thereafter. In advance, you will want to make sure to activate your Star ID, if you haven't already done so. Star ID information can be found at <https://starid.mnscu.edu/>.



*Congratulations!*

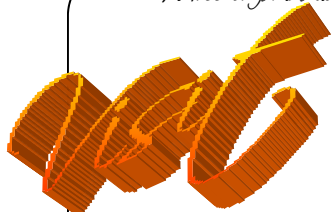
## 2011-2012 Leadership Institute

Congratulations to all those who were accepted into the 2011-2012 Minnesota State Mankato Leadership Institute!

Ardanova, Lyudmyla, *Chemistry & Geology*  
 Beimers, David, *Social Work*  
 Casey, Jason, *Information & Technology Services*  
 Drescher, Nancy, *English Department*  
 Dunning, Marni, *Information & Technology Services*  
 Engeswick, Lynnette, *Dental Hygiene*  
 Fleck, Lisa, *Dental Hygiene*  
 Grams, Renee, *College of Business*  
 Gustafson, Nathan, *Inst. Planning, Research & Assessment*  
 Hammerschmidt, Ana, *Residential Life*  
 Hart, Marilyn, *Biological Sciences*  
 Hedman, Amy, *Health Science*  
 Huettl, Nicole, *Information & Technology Services*  
 Inskip, Kathryn, *Center for Academic Success*  
 Jensen, Carol, *Security*

Latus, Deenna, *Career Development Center*  
 Lexvold, Michael, *Physical Plant*  
 Marg, Gregg, *Biological Sciences*  
 Menne, Michael, *Information & Technology Services*  
 Nolan, Michael, *Strategic Partnerships*  
 O'Donnell, Jenifer, *Residential Life*  
 Popowski, Sandra, *Information & Technology Services*  
 Romsa, Susan, *Student Financial Services*  
 Sanderson, Mark, *IRETI*  
 Sargent, Sheri, *Human Resources*  
 Schemmel, Laurel, *University Advancement*  
 Smith, Catherine, *Educational Leadership*  
 Throldahl, Michele, *PALS*  
 Wilson, Barbara, *Educational Leadership*

*A free organization for employees that promotes: Nutrition, Fitness, Workplace Environment, Mental/Emotional Health*



<http://www.mnsu.edu/wellness/>

*Want to be Notified of Wellness Events? Contact: Diane Roggow*

*Upcoming Events, Campus Recreation, Walking Club, Resources, Facilities, Mission, Volunteers, Campus Wellness*



Self Service

# State of Minnesota



## SWIFT

### **DEADLINE SEPTEMBER 23, 2011**

Minnesota Management & Budget (MMB) will begin running their employees' home addresses mailing list for Open Enrollment communications on September 23, 2011. Please check your address on the Employee Self-Service website, [www.state.mn.us/employee](http://www.state.mn.us/employee). Submit any address changes or corrections as soon as possible; otherwise, your Open Enrollment information may not reach you!

*You may also consider adding or updating your emergency contact info.*

If you have trouble accessing that web site, please contact JoAnn Scholtz at 389-2464.

### **REMEMBER**

When signing in to Employee Self Service, please verify that your address is correct! If your address appears correct, you do not need to edit! Please do not enter your address change more than once. The new address will NOT appear in Self Service or be used for mailings until Human Resources has reviewed and released it.

*No Appointment Needed!*

## Employee Flu Shot Clinic

Date: Monday, October 17, 2011

Time: 7:00 AM to 3:00 PM

Location: CSU 284 ABC

Vaccinations are free for employees who present their Minnesota Advantage Health Plan insurance card.

### Retirement Plan Investment Changes

Several of the retirement plans changed their selection of investment funds over the summer. The Individual Retirement Account Plan (IRAP), the Supplemental Retirement Plan (SRP), and the Tax Sheltered Annuity (TSA)/403(b) Plan are all MnSCU Defined Contribution Plans administered for MnSCU by TIAA-CREF. These plans have all had extensive changes in the line-up of funds offered to participants.

#### IRAP, SRP, and TSA Investment Changes

In the IRAP, SRP, and TSA plans some of the familiar funds remain in the plans, but other funds have been discontinued and new funds have been brought into the plans. Participants also now have access to a Brokerage Account offering thousands of mutual funds.

Anyone who has one or more of these accounts (IRAP, SRP, or TSA) has received information in the mail at home from the Office of the Chancellor and from TIAA-CREF over the past several months. Early announcements notified participants of the changes that were coming up and the reasons for the changes. After the transition was completed participants received statements showing their new investment allocations.

Resources are available to help you learn more and to provide assistance with the IRAP, SRP, and TSA retirement plans:

1. Information on the TIAA-CREF website, <http://www.tiaa-cref.org/mnscu/index.htm>.
2. Live webinar, "Changes to the Defined Contribution Retirement Plans," on Wednesday, September 21, from 12:00 noon to 1:00 PM. See the "Webinar Instructions" posted at <http://www.mnsu.edu/humanres/welcome.html>.
3. Recorded webinar available a couple of days after the live webinar remains available for 10 days. Find the link at [http://www.hr.mnscu.edu/employees/retirement/TIAA-CREF\\_2011\\_Fund\\_.html](http://www.hr.mnscu.edu/employees/retirement/TIAA-CREF_2011_Fund_.html).
4. TIAA-CREF's MnSCU service center at 1-800-682-8969 Monday through Friday, 8:00 AM to 5:00 PM.
5. In-person consultations with a TIAA-CREF counselor. See the fall schedule posted at <http://www.mnsu.edu/humanres/welcome.html>.

### MNDCP Investment Changes

The Minnesota State Deferred Compensation Plan (MNDCP), which is administered by the Minnesota State Retirement System, also had a few changes in their selection of funds. Participants in the Deferred Compensation Plan (MNDCP) received information in the mail at home. The notification of changes can be viewed at <http://www.mndcplan.com/> by clicking on the link to "Upcoming Changes to the MNDCP..."

For assistance with the MNDCP or to schedule a one-on-one consultation, call MSRS at 1-800-657-5757. Appointments can be scheduled at the Mankato MSRS office by calling this toll-free number.