

Human Resources Newsletter



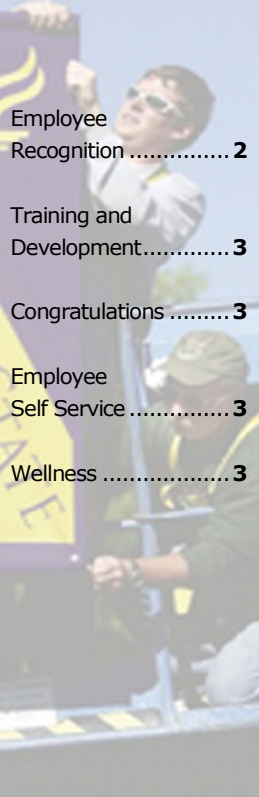
Volume 30, January 2012



Happy New Year!

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Quarter Century Club

On November 17, 2011 the Employee Recognition Committee held its 8th Annual Celebration for the Minnesota State University, Mankato Quarter Century Club which recognizes and honors faculty and staff who have 25+ years of service to MSU.



This year Provost Scott Olson led the ceremony which inducted 28 new members to the Quarter Century Club to join the existing 171 current members. This leads to an astounding 199 employees of Minnesota State University, Mankato with 25 or more years of dedicated service.

The celebration also included special remarks by President Richard Davenport who spoke of the great strides the University has and continues to make and how this would not be possible without the dedication and hard work of individuals such as those sitting in the room. Each table contained a montage of 1986 Movies, Headlines, Music and TV shows to “take us back” to when it began and the group enjoyed *PURE 1986* music softly playing in the background!

Thank you to everyone on the Employee Recognition Committee who made this event possible and a big CONGRATULATIONS to the new inductees!

Paul Allan	Anthony Francour	Steven Kaus	Kent Paulson
Jerald Anderson	Rebecca Fritz	Richard Kisor	Gary Plym
Angie Bomier	Diane Graham	Matthew Malterer	James Rife
Julie Bruggeman	Margaretta Handke	Steven Mercurio	Theresa Salerno
Steve Buechler	Kristen Hobday	Howard Miller	James Schramski
Lee Cornell	Duane Hoechst	Marge Murray-Davis	Margaret Warning
Diane Coursol	Joann Jaqua	R A Nair	Paul Wetzel

eTimesheet

Minnesota State Mankato has implemented a new electronic timesheet and leave request system. The new system, which is called ‘eTimesheet’, is a web based time reporting system used to submit and track leave requests and report time worked.

If you have not attended training, please contact HR as soon as possible!

PRIOR to attending training, you must activate your Star ID, if you haven't already done so.

Star ID information can be found at <https://starid.mnscu.edu/>.



EMPLOYEE RECOGNITION DAY



Monday, January 30, 2012

9:00 a.m. in Centennial Student Union Ballroom

Join us in recognizing faculty and staff who have reached 5, 10, 15, 20, 25, 30, 35, and 40 years of service milestones!

Hosted by the Employee Recognition Committee

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 course is 1.5 days and allows new administrators to network with peers, and learn about the unique aspects of their positions. Location: Office of the Chancellor, 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 includes workers compensation, ethics, data practices, leaves, contracts, and more. Register on [STARS](#)

Date: 02/10/2012

Location: MSU, Moorhead

Date: 07/13/2012

Location: North Hennepin Community College

Date: 11/09/2012

Location: Minnesota State University, Mankato

The Art of Supervision: This is a three-day program that provides supervisors the tools 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](#)

Dates: 01/25/2012 to 01/27/2012

Location: WDCTC/Apple Valley

Dates: 03/07/2012 to 03/09/2012

Location: Ridgewater College, Hutchinson

Dates: 09/19/2012 to 09/21/2012

Location: St. Cloud State University

Dates: 12/05/2012 to 12/07/2012

Location: St. Paul College

Other Resources:

MnSCU Leadership Developmenthr.mnscu.edu/training_and_development/leadership_developme.html

MnSCU Employee Development Calendar.....hr.mnscu.edu/calendar/index.html

National/Regional Leadership Programs.....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/

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



Congratulations!

Congratulations to the recipients of the Vice Chancellor Award and HR All Star Award

On Friday, December 9, 2011, a reception was given to recognize DeeAnn Snaza, Assistant Director of Human Resources, and Brittany Adrian, Unclassified Staffing Specialists, who received the Vice Chancellor Award and HR All Star Award at this year's MnSCU Human Resources Fall Conference.

The Vice Chancellor Award is bestowed upon one individual throughout the entire MnSCU system who has provided exceptional service to the system in the previous year. DeeAnn serves on the IFO/MnSCU Salary Review Committee, the SCUPPS User Group Committee and the HR Strategic Goal #6 Committee. Additionally she spent many months as the interim Director of Human Resources for St. Cloud State earlier this year. DeeAnn has selflessly given numerous hours of time and energy to the overall good of the MnSCU system.

The HR All Star Award is given to individuals throughout the MnSCU system who have shown outstanding service on an individual or team basis and/or performed a wide spectrum of HR functions in a manner which consistently exceeds the expectations for acceptable HR practices. The HR All Star recipients are nominated by their respective campuses. All nominations go before a selection committee which reviews the nominations and select the recipients for the year. Brittany received this honor because of the outstanding customer service she delivers day in and day out here at Minnesota State University, Mankato.

THANK YOU DeeAnn and Brittany for such outstanding work and CONGRATULATIONS on your recognition and awards.

Self Service

State of Minnesota



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.

W-2s

W-2s should be available by the end of the third week in January, 2012 via the Employee Self-Service website, www.state.mn.us/employee.

If you chose not to receive your W-2 electronically, paper W-2s will be mailed out at the end of January.

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.

A free organization for employees that promotes: Nutrition, Fitness, Mental and Emotional Health

Visit

**Upcoming Events:
Shape Up Challenge, Zumba, and Yoga**

www.mnsu.edu/wellness/



Want to be notified of Wellness Events? Contact: [Diane Roggow](mailto:diane.roggow@mnsu.edu) at diane.roggow@mnsu.edu