

Human Resources Newsletter



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Energizing our Front-Line Network

(An AFSCME, MAPE, MNSCU joint venture)

AFSCME, MAPE and the Minnesota State Colleges and Universities are excited to announce the eighth annual Front-Line conference!

DATES: May 22-23, 2013

LOCATION: Central Lakes College, 501 W Campus Drive
in Brainerd, Minnesota

This two-day conference is a joint labor-management initiative specifically tailored for front-line staff at all MnSCU institutions.

The cost of the two-day conference is \$95. This price entitles you to all the sessions, 2 lunches and 1 dinner The Arrowwood Lodge (All other meals will be at the college)

Parking is free and available around the entire campus.



Employees – Even if your timesheet has been SUBMITTED and/or APPROVED, if needed, you can still make changes. The only time you can't is if your timesheet is LOCKED. You then need to call JoAnn in HR (2464) to have it unlocked in order to make changes.

If you are making changes after your time has been SUBMITTED or APPROVED, you will be required to edit the timesheet along with entering in any 'Requests for Leave/OT'.

Supervisors – Please remember the Monday Noon deadline for approving timesheets. If it gets past Tuesday noon and you still have not approved, please note the default timesheet is no longer the current pay period. You will need to go back to the correct PPE by choosing that date from the drop-down menu on the left side of the page.

If you approve any timesheets that have not yet been SUBMITTED, and the employees goes back out into their timesheet for any reason, eTimesheet will require that you re-approve it. It's best to approve only SUBMITTED timesheets.



Training & Development

Supervisor Quarterly Training: HR will once again be offering quarterly supervisor training sessions. These sessions will be on a variety of HR-related topics and are designed to provide new and experienced supervisors with best-practice strategies and tips. Check [STARS](#) for more info topics, and registration!



Scheduled Dates: April 15, July 24, October 16, 2013 & January 15, 2014 from 12:00 – 2:00 p.m. Room location & topic TBD.

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](#)

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](#)

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>

Self Service

State of Minnesota



W-2s

W-2s are available via the Employee Self-Service website, www.state.mn.us/employee.

If you chose not to receive your W-2 electronically, paper W-2s were 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.

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.



Years of Service Honorees

On Monday, January 28, 2013 the Employee Recognition Committee hosted EMPLOYEE RECOGNITION DAY, to recognize faculty and staff who have reached 5, 10, 15, 20, 25, 30, 35, 40 and 45 years of service milestones.

25 Years

Ahmed, Said
 Alvarez, Michelle
 Anderson, Patricia
 Armentrout, Suzannah
 Arvesen, Gretta
 Azarbod, Cheryl
 Baxter, Mymique
 Becker, Catherine
 Bibbee, Evan
 Biedermann, Heather
 Bohling, Scott
 Boruff, Vicki
 Boyd, Emily
 Burger, Karen
 Camp, Heather
 Carlin, Susan
 Casey, Jason
 Clair, Sara
 Clavel, Linda
 Cords, Christine
 Courrier-Gieser, Cathi
 Cunningham, Maurella
 Cusick, Paul
 Donley, Sean
 Elfstrand, Stephen
 Erdmann, Renee
 Fleming, Mary Ellen
 Freitag, Jordan
 Grams, Darlene
 Guerrero, Pamela
 Halbur, Jeffrey
 Halvorsen, Paula
 Hamilton, Heather
 Hanson, Linda
 Harper, Jonathan
 Hoffner, Todd
 Holm, Christopher
 Hottinger, Candace
 Hugg, Cornelia
 Jackson, Laura
 Jeffrey, Aaron
 Johnson, Keith
 Johnson, Nathan
 Kamphoff, Cindra
 Kopari, Anthony
 Kuechle, Lynn
 Lindstrom Bremer, Karin
 Lueck, Patsy
 Luna, Patricia
 Mack, Peggy

McCue, Jason
 Melchior, James
 Moore, Melanie
 Moore, Richard
 Morrison, Cynthia
 Mullin, Michael
 Mutch, Scott
 Nelson, Carolyn
 Nelson, Kjersti
 Odinga, Agnes
 Offenhauser, Richard
 Park, Hyuna
 Parsneau, Kevin
 Paul, John
 Pettitt, Robert
 Pinero, Ramon
 Rademaker, Kim
 Rath, Melissa
 Robinson, Steven
 Rodgers, Joseph
 Rodman, Steven
 Royle, Colleen
 Scholtz, JoAnn
 Schweim, Debra
 Stark, Emily
 Steiger, Samuel
 Tran, Christopher
 Tsao, Yea-Ling
 Van Sickle, Colleen
 Volk, Stephanie
 Waugh, Michael
 Wittkop, Chad
 Wollmuth, Lori
 Yang, Sang
 Yin, Hongxia
 Yu, Sun
 Zammitt, Kimberly

10 Years

Bates, Rebecca
 Blue, Kathleen
 Bothmann, Robert
 Brennan, Paul
 Buisman, Kevin
 Carlson, Julie
 Clarke, Colleen
 Davenport, Richard
 Dimock, James
 Dose, Nicole
 Drahota, Shane
 Dueis, Susan

Egeland, Jodi
 Engen, David
 Haar, Jean
 Kaliski, John
 Kirby, Steven
 Krueger, Kim
 Kunze, Tammy
 Lund, Bonnie
 Matarrese, Craig
 Mead, Gary
 Meissner, Debra
 Miller, Phillip
 Moultrie, Maxille
 Peng, Tao
 Reising, Joseph
 Rogne, Leah
 Roisum Foley, Amy
 Schalge, Susan
 Shanafelt, Todd
 Sorensen, Robert
 Tesdell, Lee
 Treinen, Kristen
 Vorliceck, Trenton
 Wenger, Gina
 Westman, Jason
 Wilde, William
 Wilkins, Barry
 Worrell, Marie

15 Years

Aloisio, Gerard
 Anderson, Deborah
 Beatty, Mary
 Blanshan, Denita
 Bond, Joye
 Clarke, Jean
 Cooper, Brigette
 Derner, Connie
 Dornack, Julie
 Fee, Ann
 Fee, Scott
 Friend, Donald
 Grant, Kathryn
 Hughes, Catherine
 Jeffries, Jerry
 Johnson, Steven
 Johnson-Curiskis, Nanette
 Jongbloedt, Thomas
 Kanzenbach, Todd

Knoblich, Penny
 Lewis, Jacqueline
 McLaughlin, Michael
 Means, Eric
 Meyer, Lisa
 Miller-Zuehlke-Burns, Lorie
 Nere, Mary
 Page, Scott
 Perkins, Harold
 Pickar, Mark
 Schutt, Donna
 Witt, Diane

20 Years

Browne, Vance
 Carson, Barbara
 Contag, Kimberly
 Coopman, Gerald
 Corcoran, Paul
 Cronn-Mills, Daniel
 Dauer, Skye
 Dowd, Mary
 Eilertson, Sonja
 Folsom-Meek, Sherry
 Hundstad, Jeffrey
 Johnson, Ann
 Meidl, Linda
 Roberts, Walter
 Schmidt, Diane
 Schulz, Debra
 Torner, Enrique
 Westerman Wasicuna, Gwen
 Wodtke, Connie

25 Years

Beal, Deborah
 Clink, Kellian
 Connelly, Gail
 Duckett, Linda
 Halvorson, Chester
 Hashmi, M Anaam
 Herickhoff, Penny
 Houlihan, Daniel
 Prenn, Maureen
 Proctor, Bertha
 Rauchman, James
 Reid, Guynel
 Schumann, Paul

Severns, Roger
 Shin, Dooyoung
 Vieceli, Jacqueline
 Wenner, Helen

30 Years

Colby, Cathy
 Endres, Carol
 Evans, Sharon
 Haroldson, Catherine
 Harrington, Patricia
 Laverny-Rafter, David
 Mrja, Ellen
 Nolan, Delores
 Roca, Joan
 Schilling, Susan
 Smaying, Miles
 Solo, Harry
 Tung, Chia
 Wilmes, Merle

35 Years

Anderson, William
 Dickey, Theresa
 Eggenberger, Sandra
 Hensel, Donna
 Larson, Lee Ann
 Struck, Lu Ann

40 Years

Dugan, Suzanne

45 Years

Binstock, Jilane
 Lee, Bonnie

On behalf of the
 Employee Recognition
 Committee
 we would like to
 express our appreciation to all
 those who make Minnesota
 State University Great!



Tuition Waiver Deadline

Deadline - The absolute deadline for applying for tuition waiver is 10 days after the start of the class. If it's an Independent Study course, the deadline is 10 days after the start of the semester.

There is no exception or appeal process so please pay attention to the deadlines!

Third-party schools – If you and/or your dependent(s) are taking a class at another MnSCU University, please be sure to check that University for their 'drop-dates for non-payment' and apply for the tuition waiver early! We have found that each University has different drop-dates and students have had classes dropped even though they had applied for the tuition waiver.

Self Service
State of Minnesota



EMPLOYEE SELF SERVICE
"LOCKED OUT"

If you get 'locked out' of your Employee Self-Service,
it will re-set once around noon or again around midnight.

Regardless of what the screen says,
Human Resources is unable to re-set the password for you!

(Yes, we have tried to get MMB to change this but...)

But, if there is something else that you need before your account is re-set, please let us know and we can provide that for you.

Highlights

The Professional Development Committee was honored once again to host the annual Professional Development Day on January 9, 2013. We had another great year of presenters and overall attendance for all sessions was approximately 864. Session materials that have been shared with the committee will be available on the Professional Development Committee website soon!

This was another great year for the Employee Resource Fair which was held on January 24, 2013, in the CSU Ballroom. We had over 50 tables of campus departments or on-campus services displaying what resources they have available to MnSCU faculty and staff. The committee worked hard once again to solicit wonderful door prizes for participants. A full list of door prize winners can be found on the Professional Development Committee website:
www.mnsu.edu/hr/profdev/prizes.html.

Retirement Luncheon

Each year Minnesota State Mankato holds the annual retirement luncheon to honor all those employees who have given so many years of dedicated service to this University. The recognition event is an opportunity to greet and express appreciation to those who have served the University with distinction, and who have helped set the standard for high-quality teaching and learning. This year's event will be on April 18, 2013 in the CSU Ballroom, so mark your calendars now! More details regarding the event time, cost and RSVP information will be distributed to the campus community at a later date.