

# MINNESOTA STATE UNIVERSITY, MANKATO HUMAN RESOURCES NEWSLETTER

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VOL. 11 JULY 2006

## FEATURED HUMAN RESOURCES EMPLOYEE



This month's featured employee is Diane Roggow. Diane has worked in Human Resources at Minnesota State University, Mankato for the past 11 years.

In Diane's current position as a Personnel Assistant, she specializes in worker's compensation, ADA, and also provides support to the Assistant Director of Human Resources.

Prior to joining Minnesota State Mankato, Diane also worked in the field of Human Resources specializing in the areas of recruitment, benefits administration, and worker's compensation just to name a few. Diane has also taught Business Communications as an adjunct instructor at Minnesota State Mankato for 9 years.

Diane has been married to her husband, Tom, for the past 27 years. They reside in St. Peter and have two daughters and a cuddly pooch named Rascal.

When Diane is not at work, she enjoys gardening, reading, and walking. She is a member of the American Cancer Society and participates in the Relay for Life.

Diane has also been a team leader for the MSU Maverick Walk for Women's Athletic Scholarships for the past two years.

Diane contributes significantly to Human Resources and we're fortunate to have her on the team!



*In May we held the Annual Retirement Luncheon to celebrate the many years of service for those who retired in 2006.*

*(We even said farewell to two of our own, Gwyn Outka and Mary Ellen Kamas.)*

## FROM THE DIRECTOR SUPERVISORY TRAINING UPDATE

Being a supervisor is probably the hardest job in the world. Interestingly, it is probably the job for which people receive the least amount of training and preparation.

I am pleased to say that the Quarterly Supervisory Training we started this calendar year has been very successful. We started in January and covered the topic of Employee Engagement and how supervisors can work to get employees fully engaged in the work they do – leading to better morale and greater productivity. In April, two of our esteemed faculty – Jean Haar and Julie Carlson – led a great workshop on Change Management.

July's session was on Performance Management and covered a variety of related principles including: performance evaluations; dealing with sub-standard performance informally and formally through the discipline process; and the university's protocol for discipline. Future topics for sessions are determined based on requests from the participants. We want the programs to be valuable to those attending so we want to address what concerns you.

Another exciting supervisory training opportunity includes the new and improved Frontline Leadership Training program offered through the Office of the Chancellor. We have the great fortune of having the second phase of this program offered on our campus on September 25-27. This three day program called "The Art of Supervision" discusses the skills and abilities to effectively lead employees in an ever-changing world. It discusses building relationships, managing performance, leading change, and communicating effectively. It offers an interactive and energizing environment for learning. If you are interested in this program please register by going to <http://www.hr.mnscu.edu/registration/supervision/registration.html>.

I would encourage anyone on our campus who supervises others to take advantage of these opportunities to develop skills to better supervise others. It is not easy managing people, after all, and I know that I can use all the help I can get.

Lori Lamb

## TUITION WAIVER FORMS AND REGISTRATION CANCELLATION

An important deadline is fast approaching. The university's tuition due date is Friday, August 11 for those registered through Monday, August 7. In order to meet the new tuition payment policy requirement and avoid registration cancellation after this due date, employee/dependent tuition waiver forms must be submitted to the Office of Human Resources on or before Friday, August 4.

Employee or dependent students whose tuition waiver requests are not reflected on their university records at the time the cancellation process is run will have their registrations cancelled, provided they do not meet any of the other minimum payment requirements of the policy. There is no provision for automatic reinstatement of registrations cancelled for nonpayment through this procedure.

Faculty and staff who wish to submit tuition waiver requests for fall semester can obtain the form at <http://www.mnsu.edu/humanres/forms/tuitionwaiverform.pdf>

For employee or dependent students who will be registering for fall semester courses after August 7, tuition waiver forms must be submitted to the Office of Human Resources by Friday, August 25, to be reflected on the student's university records in time to prevent registration cancellation for nonpayment following the tuition due date of Friday, September 1. Thanks for your anticipated cooperation.

## BENEFITS INFORMATION

### TRANSIT EXPENSE ACCOUNT

The Department of Employee Relations (DOER) has had problems this summer with the Transit Expense Account payroll deductions and some employees have reported that too much money has been deducted from their paychecks. If you enrolled in the Transit Expense Account this year, please verify that the correct amount has been or is being deducted from your pay. The deduction will appear on your paycheck stub as "PKEA" in the "Before-Tax Deductions" column.

If you find that the incorrect amount has been deducted from your pay, please send an e-mail to me at [therese.mullins@mnsu.edu](mailto:therese.mullins@mnsu.edu) explaining what is incorrect (e.g., enrolled for \$230 but \$287.50 has been deducted). I will forward your message to DOER and have them refund the excess deductions.

Also, just a quick reminder to submit your reimbursement forms to Eide Bailly within 180 days of the date you purchased your parking permit. Instructions were included in the May 2006 Human Resources newsletter which can be viewed on our website, [www.mnsu.edu/humanres](http://www.mnsu.edu/humanres), under News & Info Archives.

Therese Mullins

### TIAA-CREF IS PLAN ADMINISTRATOR

TIAA-CREF became the plan administrator for the MnSCU Defined Contribution Retirement Plan and the Tax Sheltered Annuity Plan effective July 1, 2006. They have sent information and new account numbers to employees who have an IRAP, SRP, or TSA/403(b) account.

If you have questions or need assistance with any of these retirement plans, you may contact TIAA-CREF or use their on-line resources. They have established a website and call center specifically to service MnSCU. The website is [www.tiaa-cref.org/mnsu](http://www.tiaa-cref.org/mnsu). The call center phone number for MnSCU is 1-800-682-8969. This call center is staffed Monday through Friday, 8:00 AM to 5:00 PM. After-hours and weekend calls will transfer to TIAA-CREF's general call centers which may not be as familiar with the MnSCU programs.

One-on-one consultations and group presentations will be offered this coming year. Watch for announcements in the fall.

Therese Mullins

<p>Always Keep your <b>ON-CAMPUS INFO</b> <b>Current</b></p> <p><a href="http://www.mnsu.edu/humanres/forms/oncampuschangeform.pdf">http://www.mnsu.edu/humanres/forms/oncampuschangeform.pdf</a></p>	<p>You can check your ON-CAMPUS info including mailcode, phone, etc. on the people finder located on the MSU web page under Directories. If corrections are needed please complete &amp; submit the ON-CAMPUS INFO CHANGE FORM located at the web address listed below.</p>
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### TRA AND MSRS CONTRIBUTION RATES



TRA Welcome to TRA

Contribution rates to the Minnesota Teachers Retirement Association (TRA) and the Minnesota State Retirement System (MSRS) General Employees Retirement Plan have increased for employees and employers as a result of legislation passed this spring.

As of July 1, the contribution rate for TRA members increased from 5.00 percent to 5.50 percent. Faculty and administrators whose current retirement plan is TRA will see the 0.50 increase in their TRA payroll deduction as of this month. The university's contribution rate will increase to 5.50 percent as of July 1, 2007. Additional information is available on the [TRA](http://www.tra.state.mn.us/) website at <http://www.tra.state.mn.us/>.


MSRS General Plan contribution rate increases will begin in July, 2007, and will increase 0.25 percent each year until they reach 5.00 percent. The employee and employer contribution rates will remain at 4.00 percent through June, 2007. Beginning in July, 2007, the contribution rates for both employees and the university will increase as follows:

- July, 2007 - 4.25 percent
- July, 2008 - 4.50 percent
- July, 2009 - 4.75 percent
- July, 2010 - 5.00 percent


For details see the [MSRS](http://www.msrs.state.mn.us/) website at <http://www.msrs.state.mn.us/>.

No contribution rate increases are scheduled at this time for the Individual Retirement Account Plan (IRAP), Supplemental Retirement Plan (SRP), or MSRS Unclassified Retirement Plan.

**New Employee On-Line Orientation**

 **May MAIL** [mavmail@mnsu.edu](mailto:mavmail@mnsu.edu)

New Employees, access your Mavmail for all the details!  
Current Employees, can request a user ID and password by emailing [deborah.anderson@mnsu.edu](mailto:deborah.anderson@mnsu.edu)

 **Desire2Learn**  
Innovative Learning Technology

This orientation was created using D2L and can be accessed at <https://d2l.mnsu.edu/>  
or from Minnesota State Mankato's home page.

### VACATION DONATION RECIPIENTS

Minnesota State Mankato currently has two employees participating in the Vacation Donation Program, Sandra Baynes and Beverly Raimann.

For more information you can view Sandra and Beverly's flyers at <http://www.mnsu.edu/humanres/vacationdonationrecip.html>

If you would like to donate vacation (faculty may donate personal days), the donation form is available on the web at <http://www.doer.state.mn.us/adsv-sm4/sm4-frms/sm4-pdf/pe665.pdf>

### CLAIRE E. FAUST PUBLIC SERVICE AWARD

Nomination deadline extended until

**August 15, 2006**

This year's nomination deadline has been extended until August 15, 2006. The recipient will receive his or her award at the Fall Convocation. If your previous nomination was unsuccessful, you may update the information and resubmit the nomination.