Inside this issue:

Training and Development ............ 2
W-2s .................................. 2
Years of Service .................. 3
Tuition Waiver Deadline .......... 4
Locked Out! Self Service .......... 4
Highlights .......................... 4
Retirement Luncheon ............. 4

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.

---

eTIME

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.

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 employee 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 Development ........................................ hr.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

**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.

5 Years
Ahmed, Said
Alvarez, Michelle
Anderson, Patricia
Armentrout, Suzanne
Arvesen, Greta
Azarbad, 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
Erdrmann, Renee
Fleming, Mary Ellen
Freitag, Jordan
Grans, Darlene
Guerrero, Pamela
Hallbar, 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
Ondega, AGnes
Offenhauser, Richard
Park, Hysna
Parsneau, Kevin
Paul, John
Petitt, Robert
Pinero, Ramon
Rademaker, Kim
Rath, Melissa
Robinson, Steven
Rodgers, Joseph
Rodman, Steven
Royle, Colleen
Scholtz, JoAnn
Schwein, Debra
Starck, Emily
Steiger, Samuel
Tran, Christopher
Tsao, Yea-Ling
Van Sickle, Colleen
Volk, Stephanie
Waugh, Michael
Wittkop, Chad
Walnuth, Lori
Yang, Sang
Yin, Hongxia
Yu, Sun
Zammit, Kimberly

10 Years
Bates, Rebecca
Blue, Kathleen
Bothmann, Robert
Brennan, Paul
Buismann, Kevin
Carlson, Julie
Clarke, Colleen
Davenport, Richard
Dimock, James
Dose, Nicole
Drabota, Shane
Dueis, Susan
Egeland, Jodi
Engen, David
Haar, Jean
Kaliski, John
Kirk, Steven
Krueger, Kim
Law, Tammy
Lund, Bonnie
Matarrese, Craig
Mead, Gary
Meissner, Debra
Miller, Phillip
Moultrie, Maxille
Peng, Tao
Reising, Joseph
Roqne, Leah
Roismun Foley, Amy
Schalge, Susan
Shanafelt, Todd
Sorensen, Robert
Tesdell, Lee
Trenien, Kristen
Vorlick, Trenton
Wenger, Gina
Westman, Jason
Wilde, William
Wilkins, Barry
Worrell, Marie

15 Years
Alonso, Gerard
Anderson, Deborah
Beatty, Mary
Blunsham, Denita
Bond, Joyce
Clarke, Jean
Cooper, Bridgette
Derner, Connie
Dornack, Julie
Fee, Ann
Fee, Scott
Friend, Donald
Grant, Kathryn
Hughes, Catherine
Jeffries, Jerry
Johnson, Steven
Johnson-Curzisko, 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
Schult, Donna
Witt, Diane

20 Years
Browne, Vance
Carson, Barbara
Contag, Kimberly
Coopman, Gerald
Corcoran, Paul
Crom-Mills, Daniel
Dauer, Skye
Dowd, Mary
Eilertson, Sonja
Folsom-Meek, Sherry
Handstad, Jeffrey
Johnson, Ann
Meid, Linda
Roberts, Walter
Schmidt, Diane
Schulz, Debra
Torner, Enrique
Westman, Wasicuma, Gwen
Wodik, Connie

25 Years
Beal, Deborah
Clink, Kellian
Connelly, Gail
Duckett, Linda
Halvorsen, Chester
Hashmi, M Anam
Herickhoff, Penny
Houlihan, Daniel
Prent, Maureen
Proctor, Bertha
Rauchman, James
Reid, Gunnel
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
Miura, Ellen
Nolan, Delores
Roca, Joan
Schilling, Susan
Smayling, Miles
Soli, 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](http://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.