Our Director of Human Resources, Lori Lamb, was awarded the Vice Chancellor’s Nancy Brataas Award. The award was presented by Bill Tschida during this year’s fall MnSCU Human Resources Conference.

Nancy Brataas was the first woman elected to the Minnesota Senate and served on the Minnesota Community College Board and the Minnesota State Colleges & Universities Board of Trustees for a total of nine years. Mrs. Brataas has had a long career of representing the needs of her community as well as the needs of all citizens of Minnesota.

As a recipient of this award, Lori has demonstrated that same concern and dedication in working not only for the benefit of our campus, but for the entire Minnesota State College & University system.

We could not do it without our students!

As many of you know, our offices and departments simply would not be able to function without the much needed support provided by our student workers. Here in Human Resources, we are very fortunate to have such a talented, hard working and dedicated group of students who help keep our office running smoothly.

Every day they perform numerous duties including front-line support, customer assistance, special projects, and of course, have all taken their turn at the never-ending filing! In addition, they bring fresh perspectives, great personalities and remind us what MSU is really all about!

We would like to express sincere appreciation for the contributions our students make in the multitude of roles they fill. They are truly our most valuable asset. We invite you to read about each of our outstanding students on page 2.

Meet our students on page 2!

This month’s featured employee is Susan Ehlers. Sue came to Minnesota State Mankato in 1989 following employment with Blue Earth County. She was originally hired in Office Support Services as a word processing operator and was reassigned full-time to Human Resources in 1996 where she is a Personnel Assistant. Her responsibilities include data entry, unclassified leave, and ensuring all employees are set up accurately in our systems.

Sue and her husband have been married 31 years and have two sons and a new daughter-in-law! They are avid animal lovers and in addition to having a springer spaniel named Putter and a cat named Missy, Sue rescued two wonderful greyhounds named Blue and Daisy. When not working, Sue enjoys golf, golf and more golf!
OUR STUDENTS

Julia Andres, Senior majoring in HR Management from Antigo, Wisconsin
I am graduating in May! I have one sister, who is attending Grad School at Concordia University, Wisconsin for Physical Therapy and is getting married next summer. My mom is the manager of two Subways and my dad, is a machinist. They are now in the process of building a new home. As for HR, I enjoy working most with the Leadership Institute am learning so much from it!

Brittany Adrian, Senior majoring in HR Management from Glencoe, Minnesota
I am graduating next December and am very excited to put to use the experience I have gained in the HR office. I enjoy doing employee testing on Fridays and am learning first-hand how to deal with people. I am also an officer for the Management Club on campus. My mom is a loan administrator and my dad works in construction. I have two older brothers who also live in Minnesota.

Laura Gadach, Senior majoring in General Management from Elk River, Minnesota
I am on my 5th year of college here at MSU and will be graduating this May. I have two sisters and two great parents! I am a reality show junky and love celebrity gossip. I enjoy shopping, going to the beach, trying new things, and spending my time with my wonderful friends and family. One thing that I really enjoy when working in the Human Resources Department is being able to help out and do things for other employees, and always learning new things.

Natalie Gordon, Grad Student majoring in Industrial/Organizational Psychology from Kingston, Jamaica
I am Graduate Assistant in the Human Resources Department here at MSU. This is my first year as a graduate student in the Industrial/Organizational Psychology program. I am originally from Kingston Jamaica and have been living in the United States for the past five years. I received my bachelor’s degree from Lawrence University in Appleton Wisconsin and worked for one year as an Associate Research Specialist at the University of Wisconsin Madison.

Graham Prather, Grad Student majoring in Experiential Education from Louisville, Kentucky (pronounced Loo-ah-vuhl)! I graduated from Bellarmine University. My family including our dog, named Harley Clem, all live down south. I am the graduate assistant for the employee wellness program. I greatly enjoy the diversity of this position and also have an interest in working with youth; facilitating leadership development, and recreation & experiential learning. In my free time I enjoy gardening, cycling, running, rock climbing, and listening to way too much NPR. I very much like the words “yall” and “I reckon”.

Mat Werner, Senior majoring in HR Management from Rochester, Minnesota
I have worked for the Human Resource Department for two years now, and have enjoyed every minute. I am looking forward to graduating in the spring of 2009. I attended John Marshall High School in Rochester where I served as the state officer for DECA. Outside of school and work I enjoy spending time with friends, snowboarding, and softball.

Thanks for all your hard work!
**TRAINING & DEVELOPMENT**

We encourage participation in both on and off-site training and development opportunities. Outlined below are some upcoming training and development opportunities available here on campus.

- **QUARTERLY SUPERVISOR WORKSHOP** – Wednesday, October 24, 2007
- **LEAVE OF ABSENCE, WORKERS’ COMP & FMLA TRAINING** – Thursday, November 29, 2007
- **PROFESSIONAL DEVELOPMENT DAY** – Wednesday, January 9, 2008
- **UNCLASSIFIED SEARCH PROCESS TRAINING**
  - October 24, 9:00 a.m. to 11:00 a.m. in CSU 284ABC
  - November 13, 10:00 a.m. to noon in CSU 253-4-5
  Human Resources has updated and shortened the search process in important ways, so these sessions will offer new information. A section on affirmative action will help unclassified search participants satisfy institutional responsibilities.

You may register for these events on line by going to [www.mnsu.edu/humanres/profdev](http://www.mnsu.edu/humanres/profdev/). Please take time to review our Human Resources website for additional information, or contact us with any questions.

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**Flu Shot Clinic**

We are once again holding the Workplace Flu Shot Clinic for faculty and staff!

- **Date:** Monday, October 22, 2007
- **Time:** 7:00 AM to 3:00 PM
- **Location:** CSU 253-4

Employees can stop in any time during the scheduled clinic hours and receive a free flu shot by presenting their current Minnesota Advantage health plan card.

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**2007 COMBINED CHARITIES CAMPAIGN**

The 2007 Combined Charities Campaign is underway and will run until October 31, 2007. Faculty and staff at Minnesota State Mankato may pledge to the charity of their choice through a simple visit to the Employee Self Service website during the time of the campaign. Your pledge will be automatically deducted through payroll and you may elect to have your monies taken out over the entire year, or simply make a one time charitable deduction.

Please remember that even if you are still giving through payroll deduction this year, you still need to fill out the online pledge form for calendar year 2008. For more information on the 2007 Combined Charities Campaign at Minnesota State University, Mankato, please visit the website at [www.mnsu.edu/charities](http://www.mnsu.edu/charities/).
OPEN ENROLLMENT

Open Enrollment will take place October 25 through November 7, 2007. During Open Enrollment:

- Learn about the new prescription drug coverage under Navitus;
- Get information about changes in the health insurance premiums and out-of-pocket costs;
- Find out if your primary care clinic will be changing cost levels in 2008. Clinics in the Mankato/North Mankato area are continuing at their current cost levels in 2008. The 2008 Clinic Directory is available at [www.doer.state.mn.us/insdir/provider_directory_openenrollment.aspx](http://www.doer.state.mn.us/insdir/provider_directory_openenrollment.aspx);
- Enroll in, cancel, or change health and/or dental insurance;
- Enroll in or increase Long Term Disability insurance;
- Enroll in Pre-Tax Benefits; and
- Take the Health Assessment.

Open Enrollment information is available only online this year; you will not receive any booklets in the mail. Your online resources are DOER’s Open Enrollment website, [www.doer.state.mn.us/oe/index.htm](http://www.doer.state.mn.us/oe/index.htm); State Employee Express (SEE), which is a link to your personalized benefits information on the Employee Self-Service website, [www.state.mn.us/employee](http://www.state.mn.us/employee); and the Human Resources website, [www.mnsu.edu/humanres/](http://www.mnsu.edu/humanres/).

There will be group presentations and drop-in help sessions to assist you. No registration is required. The presentation by DOER and the insurance representatives will be Wednesday, October 24, from 1:30 to 3:30 PM, in CSU 284. See the Human Resources website for the schedule of other presentations and help sessions. Computers will be available for your use at the drop-in help sessions.

RETIREMENT COUNSELING AND PREPARATION RESOURCES

TIAA-CREF, administrators of the Individual Retirement Account Plan (IRAP), Supplemental Retirement Plan (SRP), or Tax Sheltered Annuity/403(b) Plan, including the Roth TSA, will offer on-campus consultations throughout the school year. Go to [www.tiaa-cref.org/mnscu](http://www.tiaa-cref.org/mnscu) to view or schedule an appointment.

TRA (Teachers Retirement Association) offers one-on-one counseling at their Mankato office. They are also offering “Preparing for Retirement” group workshops for TRA participants in Mankato on November 1, 2007, and February 7, 2008. Go to [www.tra.state.mn.us](http://www.tra.state.mn.us) or call 1-800-657-3669 to make a reservation or to schedule a one-on-one consultation at the Mankato TRA office.

MSRS (Minnesota State Retirement System) administers the MSRS General Plan, the Unclassified Plan, the Deferred Compensation Plan, and the Health Care Savings Plan (HCSP). Contact MSRS at 1-800-657-3669 or their Mankato office at 389-6216 if you would like to make an appointment. An MSRS representative will be doing counseling on campus in the coming months. Watch for announcements and a schedule on the Human Resources website and Faculty/Staff Announcements.

The state offers two retirement planning seminars for state employees several times a year. These seminars cover a wide range of topics. A “Pre-Planning for Retirement” seminar for younger employees is scheduled for February 27 and 28, 2008, at the Department of Health Freeman Building in St. Paul. The “State Retirement Seminar” for those close to retirement is scheduled for January 22 and 23, 2008, at St. Paul College in St. Paul. Additional information about the seminars, registration instructions, and directions are located at [www.admin.state.mn.us/mad/TDRC.htm](http://www.admin.state.mn.us/mad/TDRC.htm). Submit course registrations to Therese Mullins in Human Resources.

HAPPY HALLOWEEN!

Minnesota State Mankato is an Affirmative Action/Equal Opportunity University.
This document is available in alternative format for individuals with disabilities by calling Human Resources at (507) 389-2015 or 1-800-627-3529 (MRS/TTY).