



Human Resources News

A quarterly newsletter from the Minnesota State Colleges and Universities Human Resources Division

Human Resources, Minnesota State Colleges and Universities
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Energizing Our Frontline Network Conference Brings Together 375

This year's Frontline Leadership Conference, "Energizing Our Frontline Network," for AFSCME and MAPE employees took place at Alexandria Technical College on May 20th and 21st. The joint labor-management partnership between the Minnesota State Colleges and Universities, AFSCME, and MAPE focusing on front-line leadership sponsored the conference. It was a great success, bringing together colleagues from across the Minnesota State Colleges and Universities system. Participants enjoyed the learning opportunities in addition to the chance to meet and network with their colleagues system wide. This year's conference saw the largest number of participants so far, with 375 registrants.

A year of planning resulted in two half days of programming that included a keynote from Carol Ann Small on the power of humor and laughter in the workplace. Over thirty concurrent sessions were offered on a variety of topics including the use of green cleaning products, training on ISRS, the American Indian culture, and stress management. The conference wrapped up with a closing session from Chris Heeter, founder of the Wild Institute using her experiences as a wilderness guide to illustrate how we can bring the experience of a conference back into our day to day lives.

Planning for next year's conference has already begun. Keep this great event in mind as an employee development opportunity for your AFSCME and MAPE staff. Feedback from those who attend has been very positive. We look forward to seeing the conference continue as a yearly chance to energize our frontline workers.



This newsletter will be issued each quarter. Please send your submissions and suggestions two weeks prior to the end of the quarter to Heather Kidd at heather.kidd@so.mnscu.edu. Please send your feedback to Heather at any time.

HR Calendar

June

20 Summer Solstice

From the Calendar of Recurring Tasks and Deadlines:

- 15 Tenure decisions made by SU Presidents
 IFO promotion decisions made by President
- Submit all MSCF Layoff Information Sheets to the OOC
 - Determine SRP eligibility in SCUPPS and code by 7/1

July

4 Independence Day Holiday

10-11 Science of Supervision - Hennepin Technical College

23-24 Supervisory Lab Class, Mesabi Range CTC

From the Calendar of Recurring Tasks and Deadlines:

- 15 Annual Teachers Retirement Association (TRA) Report
- 30 Affirmative Action Plan
- Allocations to PIF/PDF funds made to campuses for IFO and MSUAASF and reported to unions. Invoices for union release time billed to bargaining units.

Save the Date...

September 30 - October 2 - Fall Human Resources Conference and CHRO Meeting

November 5-6 - MnCUPA 10th Anniversary Conference

Tension is who you think you should be. Relaxation is who you are. ~Chinese Proverb



Rest is not idleness, and to lie sometimes on the grass under trees on a summer's day, listening to the murmur of the water, or watching the clouds float across the sky, is by no means a waste of time.

~J. Lubbock

The Human Resources Roadmap

Have you ever wondered where you could go to get information on the basics of how Minnesota State Colleges and Universities Human Resources is organized? Ever wished someone could define all of the peculiar terms we use? Have you ever been frustrated with the hundreds of cryptic acronyms that get thrown around in our work world? Do you wonder where you can go for more information on the many areas under HR's responsibility?

If so, the MnSCU Human Resources Roadmap is for you! Over the spring months the Administrative Systems Review Process (ASRP) group undertook to design a web based tool that would serve as a broad orientation to MnSCU HR and a go-to place directing users to more information on the many topical areas that make up the Human Resources Departments' responsibilities. This tool exists as a Web page on the MnSCU Human Resources Web site. (<http://www.hr.mnscu.edu/>) Simply go to the Resource Index under Campus HR Staff and look under H for the Human Resources Roadmap. Or, you can use this link: (<http://www.hr.mnscu.edu/campusrstaff/HRRoadmap/index.html>)

HR Department Profile: Central Lakes College



(back row) Susan Stoner-Harlander, KaAnn Drone, Ellen Maier
(front row) Cindy Foote, Nancy Paulson

As I sat down to write my submission for the HR newsletter I realized that one of our strengths as an HR Department was the longevity and commitment of a dedicated HR staff. I believe we are one of very few HR departments in the system where we have seen very little turnover - four out of five of us have been with CLC since pre-merger - and three of us began working together at merger. We are survivors!

As a department, we draw inspiration from each other. As we all know, the campus HR function can sometimes be a little rough going with the plethora of changes we have all seen since merger - and they keep coming! We have all survived because we have developed a strong team of technical experts and we draw support and learn from each other.

As a department, we are motivated by those supervisors/administrators who ask the pertinent questions prior to moving forward. We much prefer to try to respond to the questions up front than be running behind trying to sweep up the mess that might occur when this doesn't happen.

As a system, there have been many opportunities for growth and input. The CLC HR Department has been able to make contributions and to simply be heard with regard to moving the HR function forward. The CLC HR staff have provided input into the contract negotiations process, SCUPPS committee, ASRP, etc. All of these opportunities for input have given us a voice at the campus level. It's exciting to be a partner in the MnSCU system!

Nancy Paulson
Chief Human Resources Officer
Central Lakes College

Nancy Paulson, Director

Labor Relations
Contract Administration
Policy Development and Implementation
HR information system and payroll processes
Hiring/Searches/Recruitment
Affirmative Action/EEO
Sexual Harassment/Non-Discrimination
Staffing (advising and management/orientation)
Training/Performance Management
Employee Mediation
Data Practices Compliance
Employee benefits (Insurance/Workers' Compensation/Retirement)
HR & Payroll staff

Participates:

College-wide budget process
Administrative Council Representative
College Diversity Committee

Cindy Foote, Assistant Director

HR Info. Sys./Transaction Processing- Faculty, Administrators
Searches/Recruitment/Hiring
Classification planning, advising, reallocations, etc.
Assessment testing
Budget preparation assistance
Benefits (Insurance/Retirement)
Faculty Licensure
Payroll reconciliation
Employee Orientation

KaAnn Drone, Account Clerk Sr.

Employee & Student Payroll
Payroll Reconciliation
Employee expense reimbursement
Leave Records
Workers' Comp Coordinator - Staples
W-4, Direct Deposit, W-2 replacement
Tuition Waivers - Staples campus
FMLA Coordination - Staples

Ellen Maier, Personnel Aide:

HR Info. Sys. /Transaction Processing - MAPE, MMA, AFSCME
Searches/Recruitment/Hiring
Workers' Comp - Brainerd
Employee Evaluation Monitoring
Tuition Waivers
Seniority Rosters
Organizational Charts
Postings & Advertising
Affirmative Action Quarterly Reports
Position Descriptions
FMLA Coordination-Brainerd

Sue Harlander, Administrative Assistant

Assistance to the HR Director
Adjunct Faculty Hiring
ADA Employee Assistance
AFSCME & MAPE Overtime/Compensatory Reports
Employee Handbook & Orientation
HR Intranet Site
Faculty Sabbaticals
Summer Rotation
Records Retention
Staff Development & Training
Harassment/Discrimination Investigation Assistance
Back-up Payroll Clerk