



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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<http://www.hr.mnscu.edu>

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Introducing...HR Online Help!

http://www.hr.mnscu.edu/HR_Online_Help/

How do I...?

What is the...?

When do we...?

Where is the...?

Why...?

We all have questions. Whether we've been working in HR for twenty years or two days, we all have questions. With the new HR Online Help system, there are now more readily available answers than ever!

Starting in November of 2008, a group of HR and Payroll staff from across the system began documenting workflow processes and step by step instructions for the wide range of responsibilities of a MnSCU Human Resources Department. Thanks to initiative funding, the System Office Personnel division was able to engage the services of a technical communications firm to coordinate this project and design a Web-based system to present all of this information in an organized, accessible format.

That system is now available on the MnSCU HR Website. To find it, click on the link above or look under Campus HR Staff on the left navigation. In addition to the HR Online Help system you will find three Web-based tutorials that take the learner through an overview of HR processes, a SCUPPS overview, and an introduction to SCUPPS basic transactions.

This system will be an excellent resource for both someone new to MnSCU HR and the seasoned MnSCU HR veteran. Take some time in the next few days to visit the site and familiarize yourself with what you find there. View the Web-based training videos.

As you use the site if you note areas for improvement, please send your ideas to the HR Help Desk. We'll be continually updating and improving the system.



Special thanks to the following individuals for their participation in the HR Online Help Project:

Deb Almer, Southwest Minnesota State University
Pam Anderson-Popp, Hennepin Technical College
Nella Austin, Inver Hills Community College
Betsy Bauer, Century College
Barbara Biljan, System Office, HR
Nicole Blanchard, System Office, Finance
Chris Blaschko, South Central College
Cindy Brimacombe-Whiteaker, Riverland CC
Ruth Dickey, Alexandria Technical College
Jeanne Duinink, St. Cloud State University
Shelly Dunn, Pine Technical College
Jane Floden, Hennepin Technical College
Cindy Foote, Central Lakes College
Denise Green, Minneapolis CTC
Darren Hoff, Anoka-Ramsey CC
Jeff Hudson, System Office, HR
Kristen Koontz, Office of the Chancellor, HR
Jodie Knaus, Ridgewater College
Marie Krey, System Office, ITS
Lori Lamb, MSU Mankato
Ann Lewis, Saint Paul College
Sue Lindquist, St. Cloud State University
Shari Maloney, Alexandria Technical College
Betty Mayer, Century College
Missy Miller, Hennepin Technical College
Sharon Mohr, Hennepin Technical College
Mary Muenchow, System Office, HR
Mike Nordby, System Office, Finance
Lisa Olson, System Office, ITS
Nancy Paulsen, Central Lakes College
Kathy Running, System Office, HR
Mary Turner, MSC - MSC, Southeast Technical
Wendy WendtVanGuilder, OOC, Payroll

Thanks as well to the colleagues and supervisors of these individuals for enabling them to participate.

Lori Lamb Appointed Vice Chancellor for Human Resources

(Press release from the MnSCU Office of Public Affairs)

The Minnesota State Colleges and Universities Board of Trustees appointed Loretta Lamb as Vice Chancellor for Human Resources.

Lamb, 47, has been chief human resources officer at Minnesota State University, Mankato since 2003. Previously, she was the university's affirmative action officer.



(L to R) Retiring Vice Chancellor for Human Resources, Bill Tschida; Trustee Ruth Grendahl; Incoming Vice Chancellor for Human Resources, Lori Lamb; Chancellor James McCormick

"Loretta Lamb is a seasoned executive with more than 15 years of experience in all aspects of human resources administration," said Chancellor James H. McCormick, who recommended Lamb's appointment to the trustees. "She is recognized as a committed and successful leader in our system, and she has demonstrated an ability to adapt to changing environments."

Trustee Ruth Grendahl, who is chair of the board's human resources committee and who participated in the selection process, said, "It's

always gratifying to see that after a nationwide search, we find the top talent within our system. Ms. Lamb is a graduate of the Luoma Leadership Academy, a system program to develop leaders. Her appointment provides more evidence that our initiative to ensure the system has top-notch administrators in future years is paying off." Before joining Minnesota State University, Mankato's staff, Lamb served as Associate Vice President and Assistant Vice President for Personnel and Administration at Washington State University in Pullman and counsel in the Washington State Attorney General's Office. She holds a bachelor's degree and a law degree, both from Gonzaga University.

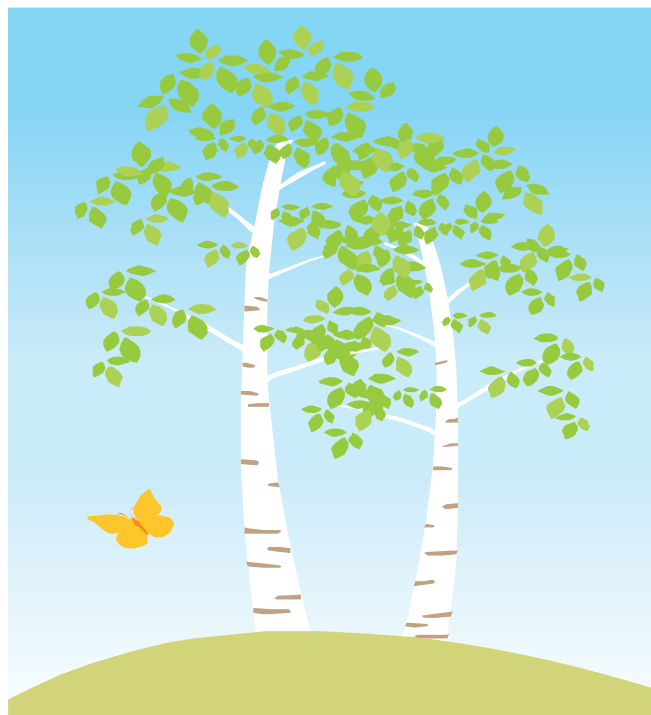
"I'm honored to accept this appointment and look forward to serving the system," Lamb said. "I am excited that I will be able to continue working with the human resources directors throughout the system and colleagues in the system office."

Lamb will replace Bill Tschida, who is retiring. Her appointment becomes effective July 1.

Best Wishes and Good Luck!

To **Jeff Hudson** who has taken a position in Customized Training at Normandale Community College in Bloomington. Jeff's stellar sense of humor, friendliness, and exceptional taste in music will be sorely missed by his colleagues at the Office of the Chancellor. We wish him the very best. Next time you see him - ask to see pictures of the kids!

To **Stephanie Miller** who is leaving Normandale to become the new Chief Human Resources Officer at Metropolitan State University. Congratulations Stephanie!



This is how change happens, though. It is a relay race, and we're very conscious of that, that our job really is to do our part of the race, and then we pass it on, and then someone picks it up, and it keeps going. And that is how it is.

-Alice Walker

The most important thing to remember is this: To be ready at any moment to give up what you are for what you might become.

-W.E.B. DuBois

HR Calendar

June

From the Calendar of Recurring Tasks and Deadlines:

- Tenure decisions made by SU Presidents (6/15)
- **IFO** promotion decisions made by President (6/15)
- Submit all **MSCF** Layoff Information Sheets to the OOC.
- Determine SRP eligibility in SCUPPS and code by 7/1

July

- 9-10 Science of Supervision, St. Paul College
- 22 Next go live date for eTimesheet

From the Calendar of Recurring Tasks and Deadlines:

- Annual Teachers Retirement Association (TRA) Report (7/15)
- Affirmative Action Plan (7/30)
- 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.
- Run quarterly insurance report.

August

From the Calendar of Recurring Tasks and Deadlines:

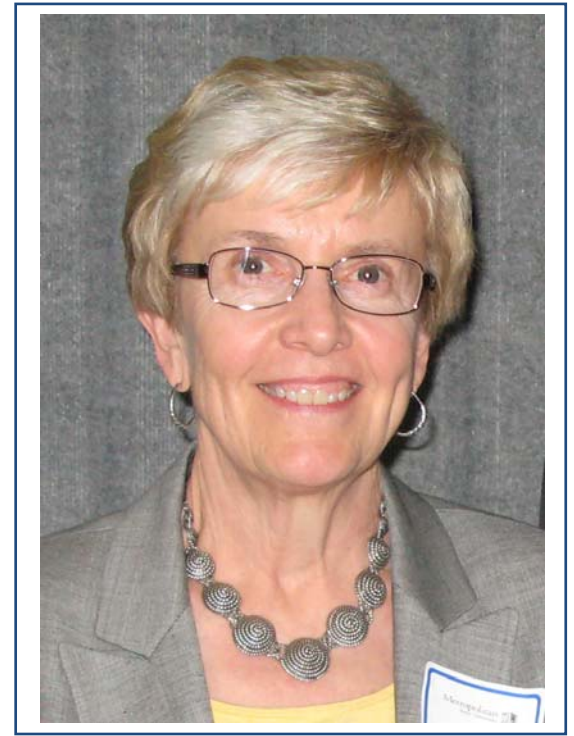
- Phased retirement paperwork to TRA / IRAP (employee and employer forms)
- Sabbatical paperwork to TRA / IRAP
- Review the Hyperion / Brio multi campus report to ensure the use of consistent base salaries at each employing college for **MSCF** faculty.
- **IFO** NTT Notice of Non-Renewal (8/1)
- **IFO** 2nd or more probationary years of service Notice of Non-Renewal (8/1)
- **IFO** notifies President of credits of release time to be used for academic year (8/1)
- Reconcile bargaining unit status for all faculty and appropriately code in SCUPPS.

SAVE THE DATE

- **September 23-25** - Art of Supervision at St. Cloud State University
- **September 29-30** - Fall HR Conference at St. Cloud State University

Jan Anderson Retires

Jan Anderson, HR director at Metropolitan State University, retired on May 15 after 30 years there. When Jan was hired, the university had no stand alone "personnel" office. Most of the hiring was done through academic affairs. In the business office there was a person whose job it was to sign employees up for the one insurance plan, keep track of leaves, and to sign people up for either MSRS or TRA. Jan was hired to start a personnel function and to serve as affirmative action officer. Her title then was Director of Personnel and Employee Relations. At the time, the university had just over a thousand students. Metropolitan State was known as a non-traditional university and they took a non-traditional approach to hiring Jan. They needed someone who had faculty experience and union experience, and did not require any personnel experience beyond scoring highly on the personnel officer examination administered by DOER. Jan had been on the at Lakewood Community College (now Century) faculty teaching German and Spanish, and, while previously working as a teacher in Chicago, had walked a picket line, so she obviously met the main qualifications! 😊



Jan was eventually given permission to hire some student help. In the early 80's, she hired a very bright student worker named Sharon Mohr, who, as everyone knows, went on to greater fame. Gail Peterson, now at Anoka Ramsey, also worked in HR with Jan at Metropolitan State for a number of years, as did Gwen Aubineau who now works in staffing at the system office.

Over the years at the university, Jan also served as special assistant to the VP for Academic Affairs and for a time was responsible for university planning. In 1991, she worked at the State University System Office for 5 months to help set up the payroll process for the new campus in Akita, Japan, and to assist with negotiation of the terms of the IFO agreement for the faculty in Akita.

When asked about the changes in HR Jan has seen in her career, she replied, "The main change that I have seen over the years is the tremendous expansion of employment law with the resulting increase in federal and state regulations. Since merger, I've enjoyed getting to know and to work with HR staff at the 2-year campuses, and I've been pleased to see the good progress that's been made to share expertise and to learn from one another. We, on the campuses, love to comment and complain about the central office (yes, it's true!) but I have always been very well served by the staff there with whom I've worked."

Jan's advice to a person new to the HR field is to "try to manage in such a way as to help administrators and staff to get their work done in spite of the many rules and regulations. HR should never lead with the word 'can't,' but instead must always try to anticipate the roadblocks so people can plan accordingly."

When asked about her favorite memory from her time at Metropolitan State, Jan says, "I can't think of one particular memory, but I am grateful to the university for taking a chance on me and letting me learn on the job. It's been a great experience and I love the mission of the university- serving people, who, like myself, have to work to put themselves through college and are often the first in their family to get a degree."

In retirement, Jan will be teaching English to immigrants at Neighborhood House in St. Paul, and will serve on the board of People, Incorporated, an organization that raises funds to provide transitional housing for people released from mental hospitals and to provide crisis care to help the mentally ill avoid hospitalization. "I'll also be gardening, playing golf, traveling and reading what I want to read, not what I have to read. I'm also available to help MnSCU campuses with investigations or other projects, as the need arises." she says.

Jan shares this concluding thought with her MnSCU HR colleagues, "Ralph Waldo Emerson said 'Life consists of what a person is thinking all day long.' So it's important to think positively and try to enjoy each day, even the frustrating ones.