



# 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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## Saint Paul College Promotes Innovative Employee Wellness Program

Saint Paul College has been chosen by the University of Minnesota to be one of three Twin Cities worksites to participate in Healthworks, an innovative program designed to reshape the workplace in order to make it easier for employees to maintain or reach a healthy body weight. In the past, most weight control programs have focused exclusively on educating people on how to eat healthy and exercise more regularly. Although learning these skills is important, for most it's simply not enough. Knowing does not result in doing if everything around you is pushing you in the wrong direction. The Healthworks program includes creating employee walking groups, distributing free pedometers, monthly newsletters, placing scales throughout the campus for employees to weigh themselves on a daily basis and keep track of their weight gains and losses, adding music to the stairwells to encourage stair usage versus taking the elevator, listing the amount of calories of all of the food available in the café, team walking challenges, and of course prizes.

The Healthworks program has been very popular at the campus with over 80 full-time employees officially participating in the program. The program started in August 2006 and will continue until August 2008.

Resource: [www.americaonthemove.org](http://www.americaonthemove.org)  
For more information contact:

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**Save the Date!**  
April 18 (all day) and 19 (until noon)  
**MnCUPA Spring Conference**  
Four Points by Sheraton, Minneapolis

**Save the Date!**  
April 19, 2007 1-5pm  
**MnSCU CHRO Meeting**  
St Paul College

**Save the Date!**  
April 20, 2007 (all day)  
**MnSCU Spring HR Conference**  
St Paul College

*This newsletter will be issued at the beginning of 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](mailto:heather.kidd@so.mnscu.edu). Please send your feedback to Heather at any time.*



A belated Halloween photo submitted by Mary Nienaber, CHRO at Lake Superior College with the notation describing that this photo is from...

*"our all employee Conversation Day...part of AQIP process, and it happened to be on Halloween so we had a costume contest and had fun with it... The wizard is our PR Director Gary K...funniest guy on the planet. We did a quick shtick on making predictions; one of mine was.... I predict that the "rule of 90" will be coming back to public employment...with a minor modification.....! We'll be working until we're 90!!!!!! HA!"*

### Dates for Future CHRO Meetings Set

**January 18, 2007**

Anoka-Ramsey Community College, Coon Rapids Training Center, Rm D-100

**April 19, 2007**

Saint Paul College, St. Paul

**June 19, 2007**

Riverland Community College, Albert Lea

**October 2007**

to be determined

**January 9, 2008**

St. Cloud Technical College, St. Cloud

### HR Calendar

#### January

18 CHRO Meeting

#### *From the calendar of recurring tasks and deadlines:*

- 15 IFO Early Notice Incentive Deadline
- 15 IFO Phased Retirement/AEP notification for Spring semester of following year.
- 15 IFO members denied tenure or non-renewal can meet with President.
- 15 MSCF job market stress declaration sent to colleges.
- 31 MSUAASF Non-Renewal Letters.
- 31 IFO department promotion recommendations to supervisor.
- MSCF hiring practices -reconciliation of data begins
- Review assignment FTE of UPT MSCF faculty to determine rollover implications for the following academic year.
- Reconcile bargaining unit status of all faculty and appropriately code in SCUPPS.

#### February

- 1-2 Science of Supervision Training, Inver Hills / DCTC Customized Training Facility
- 13 CHRO Conference Call
- 19 President's Day Holiday
- 20 Deadline for nominations for the Louma Leadership Academy.
- 26 - 28 Art of Supervision Training, MCTC

#### *From the calendar of recurring tasks and deadlines:*

- 1 IFO Faculty on reduced contracts request to be reinstated to full-time duties to President
- 15 MSCF hiring practices - concurrent enrollment data from colleges turned in for the 1<sup>st</sup> phase of the HP summary
- 15 MSCF sabbaticals are awarded or denied

#### March

- 21 - 23 Art of Supervision Training, Winona

#### *From the calendar of recurring tasks and deadlines:*

- 1 IFO Seniority Rosters
- 1 Redefinition of departments in IFO must be met and conferred
- 1 Demographic Report
- 13 CHRO Conference Call
- 15 Notification of termination date for IFO externally funded positions for faculty in 3<sup>rd</sup> or more year.
- 15 MSCF hiring practices - final summary
- 31 MSCF hiring practices - colleges out of compliance must post UFT positions
- Renew Resumix license

## Coming Soon: Information Sessions on the Administrators Plan

"This assistant to the associate Dean position needs to be in the Administrators Plan because it is the only way we can pay enough to the person we want." "How much notice do I have to give an administrator before a layoff?" "What is this new HRA the plan talks about?"

The questions and comments that we regularly hear from presidents, HR Staff, and from administrators themselves, have led us to conclude that there is a gap in understanding of the Personnel Plan for MnSCU Administrators. We regularly do training sessions on new and existing union contract language. But we've never done sessions on the Administrator's Plan.

This year we are going to try to rectify this. Jim Lee and Linda Skallman have developed a 2-3 hour presentation that goes through key elements of the plan, explains the legal status of the plan, and reviews our compensation philosophy. There will also be lots of time for questions from participants. Any Administrator or HR staff member is welcome to attend. We've scheduled sessions in each area of the state beginning at the end of February.

We'll be sending a flyer and registration information soon. We are asking that you help us get the word to all of your administrators. Since this is a first, we don't know quite what to expect. Depending on the numbers of registrants we may have to eliminate or add sessions in certain areas.

Linda Skallman, Associate Vice Chancellor for Personnel  
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### Department Profile - Normandale Community College, Bloomington, MN

#### Normandale Community College Human Resources Department Mission Statement

Our mission is to ensure ethical, efficient and legal employment practices are used throughout the college. We will enhance the college's core values by recruiting, retaining and developing a diverse group of highly proficient and committed employees. We strive to create an atmosphere of respect, fairness and dignity for every person who comes to us for service.



Kay Grunseth Jill Lawrence Nella Austin  
 Gloma Hamernick Cyndee Robinson Sharon Harris

#### Staff Profiles:

**Gloma Hamernick** Position: *Personnel Services Supervisor/Asst. HR Director* Length of Service: *20 years*  
 Responsibilities: *Job audits, Advisor to Supervisor, supervise day-to-day operations and HR support staff.*  
 Favorite thing about my job: *Job audits, working with supervisor, solving college staffing issues.*

**Jill Lawrence** Position: *Office Assistant* Length of Service: *3 weeks*  
 Responsibilities: *To assist where ever I am needed.*  
 Favorite thing about my job: *I am happy to be part of a team of very professional yet genuinely warm and caring staff. I am excited to have the opportunity to learn from the well seasoned leadership here at NCC. They are not only knowledgeable but also possess a great sense of humor. My co-workers have made me feel welcome and appreciated and I am delighted to say I work at Normandale Human Resources.*

(Normandale Community College Department Profile continued...)

**Nella Austin** Position: *Personnel Aid, Sr.* Length of Service: *2 years*  
 Responsibilities: *Classified Payroll, Faculty Bi-weekly Payroll, Step Increase Management for AFSCME, MAPE and MMA employees, Hiring Support for Non-Faculty positions/Resumix, DDIR/Benefits Specialist, FMLA & Workers' Comp Coordinator, Document Imaging Administrator*  
 My favorite things about my job: *I never get bored with my job. Every day brings new exciting things on my desk. Sometimes I'm not sure if I can handle so much excitement alone, so I share it with my co-workers. Being a part of the dedicated, hard-working team, helps to accomplish a lot.*

**Cyndee Robinson** Position: *Personnel Services Representative* Length of Service: *1 year*  
 Responsibilities: *Process tuition waiver requests, faculty hiring process, faculty and staff development requests, performance review tracking.*  
 My favorite things about my job: *The variety.*

**Kay Grunseth** Position: *Personnel Services Rep.* Length of Service: *1 year, 6 mo*  
 Responsibilities: *Faculty and Administrators assignments, DDIR, compiling HR data related reports and retirement.*  
 My favorite things about my job: *My co-workers*

**Sharon Harris** Position: *Chief Human Resource Officer* Length of Service: *7 years +*  
 Responsibilities: *Administrator for HR/Labor Relations programs and services for the college/AAO and Data Practices Officer.*  
 My favorite things about my job: *There is always a new and interesting challenge and I love the diversity of the college environment. Plus, I have a great staff to work with every single day.*

#### Questions:

We believe that the... *dedication and positive attitude of our staff, faculty and administrators...* makes our institution unique / is our institution's strength.

As a department we draw inspiration from.... *All the hard working people around us.*

As a department we are motivated by.... *We want to be the best and we have a lot of competition from other MnSCU HR operations.*

When things get really stressful around here, we... *throw a party, eat, laugh and get loud...* to blow off some steam.

If our HR department ruled the world.... *We would never again hear the whiney words in regard to the employee self-service website: "But I don't have a password..."*

The funniest thing we can remember happening in our office is... *The Tootsie Roll Caper: We all had Tootsie Rolls in our desk candy dishes. We noticed they were disappearing by the dozen at night and on the weekends. Even more curious was that there were never any Tootsie Roll wrappers left behind. We were convinced that unauthorized personnel were sneaking into our locked "secure" offices and eating our stash. We finally convinced security to set up a video camera in one of our offices at night. Even though they were dressed in a mottled gray and could grab and run quickly, the thieves showed themselves! Yikes! Mice!!!!!!*

Why are you important to the college? *We work hard, play fair, laugh lots, and the best interests of our employees and students are our first priority.*