



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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Regional Professional Development Program Brings Together Four Institutions to Share Best Practices

A regional event providing a professional development opportunity for staff at four southern-Minnesota institutions was held on April 12, 2006 at Rochester Community and Technical College Regional Sports Center. The concept of a regional professional development program was envisioned by the collaborative leadership of four institutions: Minnesota State College - Southeast Technical, Rochester Community & Technical College, South Central College, and Riverland Community College.

Programming was designed to celebrate our respective differences as four institutions while coming together to share our best practices. Sharing resources allowed the institutions to provide a higher quality of professional development opportunities more efficiently and effectively.

Chancellor McCormick welcomed approximately 1,000 faculty and staff to this first Regional Development Day. His address was followed by the presentations, "Demanding Technology: Understanding the New Student" by John O'Brien; "Fostering Student Learning for a Lifetime" by Dr. Mark Milliron; "Verbal Judo" with Lee Fjelstad; and "Keeping it in Perspective" by Father Nick. The event also included best practice discussions and division break-out sessions.

By working together as partners in the system, we can continue to promote the stability and confidence in the educational opportunities within our region in the goal of better serving our students.

Celeste Ruble
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This newsletter will be issued at the beginning of each quarter. Please send your submissions and suggestions by 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 Fall Conference in Marshall

The HR Fall Conference will be held at Southwest Minnesota State University in Marshall, Minnesota, on October 10-11. Retirement and CHRO meetings will be held on the afternoon of October 9th. Look for online registration on the HR website in early September.

Supervisor Training: It's Not Just For Supervisors Anymore

Campuses have received a barrage of information lately about the supervisor training program, most of it referring to registration information for your supervisors. While supervisors are certainly our target audience, we also want all HR professionals to know that they are definitely welcome to attend.

There are several reasons why both HR and the Office of the Chancellor will benefit from having an HR presence at these programs.

Benefits for HR:

- It can serve as a good refresher for yourself, especially if you are in a supervisory role.
- It is helpful to know what your supervisors are being told, which can create a more meaningful conversation when you are back on campus.
- You are exposed to perspectives from other campuses.

Benefits for the Office of the Chancellor:

- We learn immediately about any discrepancies or misinformation we might be giving.
- We have the opportunity to defer certain questions to campus HR experts who can provide the relevant experience.

Some HR professionals have already taken advantage of this opportunity. Jodi Knaus, assistant HR director for the Northeast Higher Education District, explained that "I benefited a lot from this training. It's unusual to come out of a three day training and say this! The material covered is very beneficial to a new supervisor AND a seasoned one. We could have all of our supervisors attend and I know they would learn!"

If you would like to register for any of our programs, please visit the HR website at:

<http://www.hr.mnscu.edu/registration/supervision/registration.html>

Jeff Hudson
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HR Calendar

July

- 4 Independence Day Holiday
- 21 Dashboard worksheets due

From the calendar of recurring tasks and deadlines:

- 1 ADA Survey
- 30 Affirmative Action Plan
- 30 Annual Teachers Retirement Association (TRA) Report
 - 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.
 - Verify MSCF union officer release for the previous academic year. Submit completed forms to the OOC.

August

- 24-September 4 Minnesota State Fair - Stop by the MnSCU booth in the Education building!

From the calendar of recurring tasks and deadlines:

- 1 IFO NTT Notice of Non-Renewal
- 1 IFO 2nd or more probationary years of service Notice of Non-Renewal
- 1 IFO notifies President of credits of release time to be used for academic year
 - Review the Brio multi campus report to ensure the use of consistent base salaries at each employing college for MSCF faculty.
 - Reconcile insurance benefit levels on a system-wide basis or statewide basis for faculty or other academic year staff.
 - Reconcile appointment status codes for all faculty to ensure 100% accuracy.
 - Reconcile bargaining unit status for all faculty and appropriately code in SCUPPS.

September

- 4 Labor Day Holiday
- 5 Linda Neudahl retires

From the calendar of recurring tasks and deadlines:

- 1 TRA reports on leaves of absences and sabbaticals must be submitted within 14 days of the leave or sabbatical

Congratulations to Annie Salner of St. Cloud Technical College for answering last quarter's trivia questions!

Keep an eye on the Avian Flu web site for updates and more information about planning at www.chancellor.mnscu.edu/avianflu/index.html

Front-Line Network Conference Draws Nearly 300 Participants

System employees from across Minnesota converged on St. Cloud State University May 17-18 for the "Energizing Our Front-Line Network" conference, sponsored by the AFSCME/Minnesota State Colleges and Universities Joint Task Force on Training and Development. Close to 300 employees in AFSCME, MAPE and the Commissioner's Plan attended sessions on topics ranging from customer service and emotional intelligence to campus safety violations and floor care.

Chancellor James McCormick thanked employees for their hard work, advocacy for the system and commitment to improving access to education and quality of life in Minnesota. Keynote speakers included corporate trainer and improvisation artist Stevie Ray, a Minnesota State University Moorhead alumnus, who reminded the group that workplaces are more productive when people have fun; and by Tracy Knofla of High Impact Training, who showed how we all can "Survive in Chaos."

The task force, co-chaired by AFSCME representative Karen Foreman and Sylvia Bergh of Office of the Chancellor Labor Relations division, was established by letters appended to the 2003-2005 AFSCME contract. Chancellor McCormick provided seed money for the conference.
(From The Review: News from the Office of the Chancellor)



Participants landed on the stage to make points come alive during a conference session.

Campus HR Profile: Northland Community and Technical College

Becky Holthusen, Chief Human Resources Officer, has served as the CHRO for 11 years at NCTC and has been employed at the college for 26 years.

Responsibilities: CHRO - Human Resources/Payroll; Affirmative Action Officer; Safety Officer; Pandemic Plan Coordinator; labor relations.

Favorite thing about my job: "I have the pleasure to work with four dedicated, hard-working women in the department."

Diana Hermreck, Assistant Director of Human Resources, started at NCTC 9 years ago as the payroll clerk.

Responsibilities: Provide lead work & management for the processing of HRIS transactions; position management; column and step placement/change; faculty credentialing; insurance and retirement benefits; tuition waiver processing; unemployment benefits; first report of injury and workers' comp benefits.

Favorite thing about my job: "Being in a position to assist employees with any questions they may have."

Diane Rapacz, HRIS Manager, has been employed at the College since 1991, performing payroll as well as academic support prior to transitioning back to the human resources department.

Responsibilities: HRIS Manager; student payroll.

Favorite thing about my job: "It has everything to do with the great people I work with. Everyone is very helpful and knowledgeable and willing to answer my questions without hesitation."

Kristi Lane, Human Resources Assistant, joined the HR team in 2004.

Responsibilities: Coordination of the vacancy process; administrative assistant for human resources.

Tiffany Bieganeck, Account Technician, has been at the college since 1988 beginning in financial aid, then payroll, and as HRIS Manager for a short period of time before returning to payroll.

Responsibilities: Employee payroll; employee business expenses; employee leave records.

Favorite thing about my job: "Pay day!!!"

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(NCTC from page 3)

As a department we draw inspiration from... one another. If one person is stressed out or down about a project, someone is there to encourage and help them work through it. It's the relationships that make the wonderful office environment and knowing Friday is one day closer.

As a department we are motivated by... our co-workers. We have a good group that all seem to understand one another and get along well. Everyone is willing to help one another out and work on problems together. Sure makes for a good day at the office! We are also motivated by the employees that come by to say "good job" on something - makes everything seem worthwhile. Oh yes, and we are motivated by food, especially baked goods!

If our HR department ruled the world.... everyone would know their employee ID number and know how to look at their paystub and wouldn't injure themselves doing it.

We believe that the employees make our institution unique. There is a huge sense of pride among the employees at NCTC. So many say that this is a great place to work. It shows...in the attitudes toward co-workers, students and the public.



Diana Hermreck Diane Rapacz

Tiffanie Bieganeck Kristi Lane Becky Holthusen

Northland Community and Technical College, East Grand Forks and Thief River Falls

Northland Community and Technical College Human Resources Department Mission Statement: It is the commitment of the Human Resources Department to provide leadership in the delivery of quality services to employees and constituents in a responsive and effective manner which contributes to a working environment that promotes teaching and learning.

One thing life has taught me: if you are interested, you never have to look for new interests. They come to you. When you are genuinely interested in one thing, it will always lead to something else.

-Eleanor Roosevelt