



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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From the Desk of the Vice Chancellor...

Leadership Council Human Resources Committee

The Human Resources Fall Conference is fast-approaching, as you probably already realize. An opportunity arose this fall for the Leadership Council Human Resources Committee to meet in conjunction with the Chief Human Resource Officers' meeting on Monday afternoon (October 10) in Willmar. We are planning to have the Presidents meet for one hour with the group, after they conduct their regular Leadership Committee meeting. Presidents on this committee include Co-chair Kathleen Nelson (Lake Superior College), Terry Leas (Riverland Community College), Roland Barden (Minnesota State University Moorhead), Jim Johnson (Minnesota State College-Southeast Technical), and Joseph Opatz (Central Lakes College). I look forward to our discussions.

Common Term Start Dates

Linda Baer, Senior Vice Chancellor for Academic and Student Affairs recently sent a communication to Presidents asking them to support a common term start date among all of our colleges and universities in the system, stating, "As you know, the common term start date is critical for aligning several BPAC issues and key to creating a seamless environment for our students." As a result the Business Practice Alignment Committee (BPAC) has recommended to the Leadership Council the alignment of term start dates beginning Fall 2007 as follows:

August 27, 2007 for Fall Semester, and
January 9, 2008 for Spring Semester.

Similar common dates would apply for succeeding academic years.

I trust the academic year has gotten off to a good start for you, and I look forward to our making significant progress on human resource issues this year.

-Bill Tschida

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Looking for a training course or workshop?

Check out the Minnesota State Colleges and Universities' staff and leadership development Web site at

<http://www.hr.mnscu.edu/staffDevelopment/welcome.html>

It lists current courses and workshops available throughout the system in the following areas:

- Business Skills
- Career Development
- Communication and Interpersonal Skills
- Computer Skills
- Human Resources
- Management and Supervision
- Safety/Health/Wellness

From the Web site, you can also access the new *Minnesota State Training Calendar* which features training offered by various state agencies to all state employees. So bookmark the Web site now and begin referring employees to a wealth of staff and leadership development opportunities.

-Anita Rios

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Minnesota
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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.

Remember to sign up for the MnCUPA Fall Development Conference at St. Olaf College in Northfield on Thursday, November 3rd. For more information see the MnSCU HR Web site at www.hr.mnscu.edu.

ASRP Bursts Forth

The Administrative Systems Review Project (now known as the Administrative Systems Review Process) continued its work with a series of meetings in the summer of 2005. The group is a gathering of Human Resources and Payroll staff from throughout the system. The group's charge is to make and suggest improvements to administrative systems and address efforts toward data integrity throughout the system.

Following the task force's initial set of meetings in spring 2005, ASRP decided to continue to meet in what the group has dubbed "Bursts" - three to five every-other-week meetings for a period of six to eight weeks. Bursts will take place three times per year.

Some of the projects of the ASRP group during Burst 2 were:

- Redesigning the Retirement Form for New Employees
- Documenting the Workers' Compensation transaction process
- Proposing a redesign of the SCUPPS retirement page
- Reviewing and expanding upon retirement code descriptions
- Collecting examples of SCUPPS Input forms and instructions from various campuses and sharing these with the entire system

The ASRP is set to begin Burst 3 with meetings in November and December.

-Heather Kidd
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DOER News

* DOER has announced that **State Employee Recognition Week** will be held January 23-27, 2006. Keep an eye on the DOER Web site for further information and ideas for recognition events.

* **Save the Date!** DOER's Human Resources Conference will be held on December 7th at the Earl Brown Heritage Center in Brooklyn Center. The cost will be \$40 per person. Online registration will begin at the end of October. Again, check the DOER website for more information about this conference.

* **Fight the Flu!** The Department of Employee Relations is sponsoring the "Fight the Flu" campaign from November 14 - December 2. Flu shots with no out-of-pocket costs will be available through 178 clinics at state agency locations for all State employees who present a State of Minnesota Advantage health insurance card. Without an insurance card, the cost of the shot is \$20.

All flu shot clinics are on a "walk-in" basis, so no appointments are necessary. Keep in mind, if you attend a clinic at another agency, you may have to check in at security.

If you cannot attend a state clinic, vaccinations are also available from your primary care clinic or from MinuteClinics in the Metro area.

For more information on the "Fight the Flu" Campaign and to find an Agency Flu Shot Clinic near you, please visit <http://www.doer.state.mn.us/ei-sehpp/flu/flu.htm>

A spirit of harmony can only survive if each of us remembers, when bitterness and self-interest seem to prevail, that we share a common destiny.

-Barbara Jordan

HR Calendar

- 📅 **October**
- 4 Rosh Hashana
- 4 First Day of Ramadan
- 10 Leadership Council of the Human Resources Committee Meeting, Willmar
- 10 CHRO Meeting, Willmar
- 10 Retirement Meeting, Willmar
- 11 - 12 Fall HR Conference, Willmar
- 12 Yom Kippur
- 30 Daylight Savings Time Ends
- 31 Halloween

From the calendar of recurring tasks and deadlines:

- 1 TRA Part-time Teacher Reports (also employees participating in Phased Retirement Program)
- 1 IFO Early Notice Incentive Deadline
- 1 IFO Phased Retirement/AEP Notification for Fall Semester of following year.
 - CUPA- HR Salary Surveys
 - AAUP Faculty Salary Surveys

- 📅 **November**

- 3 MnCUPA Fall Development Seminar, St Olaf College, Northfield
- 4 Eid al Fitr
- 7 Deadline for bidder's response in DCR and TSA Request for Proposal Process
- 8 Election Day
- 11 Veteran's Day Holiday
- 24-25 Thanksgiving Holiday

From the calendar of recurring tasks and deadlines:

- 1 MSCF Layoffs
- 1 MSCF Seniority Rosters
- 1 IFO Seniority Roster
- 1 MSUAASF Seniority Roster
- 1 IFO 1st year faculty notice of non-renewal (11/1 of 2nd year of employment)
- 15 IFO seeking promotion apply to supervisor
- 24 MSCF sabbatical application process begins
- 30 AFSCME/MAPE/MMA Seniority Rosters
 - Insurance Open Enrollment

- 📅 **December**
- 7 DOER Human Resources Conference
- 25 First Day of Hanukkah
- 25 Christmas
- 26 Kwanzaa Begins
- 26 Christmas Holiday
- 31 New Year's Eve

From the calendar of recurring tasks and deadlines:

- 15 MSCF sabbatical application process ends
 - MSCF phased retirement applications deadline the end of fall semester for request for the following academic year.

The Word on Retirement

Retirement Plan revisions are underway! The Defined Contribution Retirement (DCR) Plan and Tax Sheltered Annuity (TSA) Plan are reviewed every five years so that the plans can become more efficient and responsive to participant retirement needs and goals. The DCR Advisory Committee has been reviewing the plans during the past year and has made a number of recommendations. Some of the recommendations include:

- the establishment of a call center where all retirement questions can be answered with one call;
- moving the DCR and TSA Plans to one record-keeper in order to allow for one summarized, easy to understand, quarterly statement;
- a reduction of the number of overlapping funds;
- a reduction in plan administrative fees.

Plan revisions are scheduled to start by July, 2006. An RFP has been announced, and bidders will be able to respond until Monday, November 7th. Interviews are tentatively scheduled for the second week of December.

For more detailed information on the review see the retirement area of the MnSCU HR Web site at www.hr.mnscu.edu. Contact Gary Janikowski with questions at gary.janikowski@so.mnscu.edu

If you keep saying things are going to be bad, you have a good chance of being a prophet.

-Isaac Bashevis Singer

-Heather Kidd

Campus HR Department Profile: Southwest Minnesota State University

Doug L. Fraunfelder is the Vice President for Finance & Administration/Director of Human Resources and has been with SMSU for 8 years. He handles, "oversight of all things financial, physical plant and facilities, public safety, and human resources. After the last four years, fighting fires and mopping up after floods has been added to my position. I am expecting pest control to be added as the plague of locusts is certainly next on the list." Doug's favorite thing about his job is, "getting all the credit for the good work that the other three people in HR do but actually performing very few of the duties."

Deb Almer has been with SMSU for 16 years and is the Personnel Officer Principal/AAO. She "provides Human Resource services to all clientele including administration of the search and selection process of employees, serving as Affirmative Action Officer and Training Coordinator, coordinating grievance processing and processing classified personnel actions. Deb's favorite thing about her job is that, "There is never a lack of anything to do."

Joan Tutt has been with SMSU for 25 years and serves as the Personnel Officer. She "coordinates benefits administration (insurance and retirement); human resources/payroll information systems and payroll processing; policy, procedure, and collective bargaining agreement interpretation; and assists the Vice President for Finance and Administration/Director of Human Resources with overall administration of personnel functions of the University." Joan's favorite thing about her job is, "The variety of duties I perform and the opportunity to meet new employees when they start employment."

Barb Okrina has been with SMSU for 6 years and is the HR department's Office and Administrative Specialist Intermediate. Barb, "serves as Office Manager for the HR office, assists with the employee recruitment and selection process, processes and maintains payroll records, assists with contract administration, and assists HR staff in preparation of reports and other projects. Her favorite thing about her job is, "The variety of duties I get to perform."

Southwest Minnesota State University HR completed the following statements, providing us a bit of insight into their department:

- ☉ We believe that...*innovation and entrepreneurship*...is our institution's strength.
- ☉ As a department we draw inspiration from...*the teachings and writings of Mr. William Tschida*.
- ☉ As a department we are motivated by...*the desire to get things done correctly*.
- ☉ When things get really stressful around here, we...*usually whine to each other*...to blow off some steam.
- ☉ If our HR department ruled the world...*the 10% that we spend 90% of our time on would not exist*.
- ☉ The funniest thing we can remember happening in our office is... *nothing. We take our jobs seriously and find no humor in anything we do.*

Southwest Minnesota State University Office of Human Resources Mission Statement

The mission of the Office of Human Resources of Southwest Minnesota State University is to manage the human resource functions of the Institution by providing services and programs that support faculty and staff in accomplishing the University's mission and goals. We serve as a resource to the University by providing such services as: recruitment, salary and benefits management, training, employee and labor relations, appointment processing, classifications processing, records and payroll management, management consultation, ensuring compliance with state and federal regulations, and policy development, communication, interpretation and compliance.

Deb Joan Barb Doug

