



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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Metropolitan State University Brings Staff and Faculty Together Through a Celebration of Dia de los Muertos

Faculty, staff, administrators and students of Metropolitan State University will again this year gather to celebrate and remember deceased members of the university community by celebrating Dia de los Muertos or Day of the Dead. The Day of the Dead is celebrated in México on November 1st and 2nd. Mexican families construct special home ofrendas or altars dedicated to the spirits of their deceased loved ones. The ofrendas range from simple to the very elaborate and are usually filled with objects that provided pleasure to the departed person in life, including favorite food and drink. Ofrendas dedicated to the spirits of deceased children often include toys, candy and other sweets.



"We did this for the first time several years ago, and it was a great success." said Jan Anderson, Chief Human Resources Officer. The event is sponsored by the Equal Opportunity and Diversity Office, Student Life and Leadership Development and Chicano-Latino staff members. Members of the university community bring in pictures and mementos of



recently departed members of the university community. "There is a great deal of interest in it, and many many members of the community take time to come to see the day-long exhibit and reminisce about the loss of those featured," according to Jan. A light lunch of ethnic Mexican food is also offered as well as a snack later in the afternoon.

Jan added, "I would recommend this as an excellent way not only to enhance understanding of the Mexican culture and of diversity in general, but also to draw employees together to share human experiences in a way that is not usually a part of the work place."

For more information contact:

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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. Please send your feedback to Heather at any time.

Nancy Brataas, HR All Star Award Recipients Honored at the Fall HR Conference in Marshall

The Minnesota State Colleges and Universities Human Resources Division honored the exceptional work of colleagues at this fall's HR conference at Southwest Minnesota State University in Marshall October 10 and 11, 2006.

The Nancy Brataas Award

✦ Nancy Paulson

Chief Human Resources Officer, Central Lakes College

The Vice Chancellor's Nancy Brataas Award is presented annually to one individual in honor of Nancy Brataas, who served previously on the Board of Trustees. This year's recipient, **Nancy Paulson** of Central Lakes College, was cited for her skilled leadership during CLC's presidential search in 2005, her exceptional work with MSCF bargaining, and her contribution toward system-wide efforts to advance human resources practices.

HR All Star Awards

✦ Deborah Anderson

Minnesota State University, Mankato

✦ Chris Dale

Office of the Chancellor

✦ Pam Anderson-Popp

Hennepin Technical College

✦ Deanna Voth, Terri Korsten, Vanessa Harstad

MSC - Southeast Technical

✦ Celeste Ruble, Kim Byam, Cindy Brimacomb-

Whiteaker, Brenda O'Connor

Riverland Community College

✦ Laural Kubat, Kim Scholtens

South Central College

HR All Star Awards are given to individuals who:

- ◆ Provided significant improvement in quality or process through creativity or innovation in HR principles.
- ◆ Promoted cooperation within or beyond the borders of an individual or institution to resolve a problem or improve a process. -
- ◆ Demonstrated consistent outstanding service on an individual or team basis; performed a wide spectrum of HR functions in a manner which consistently exceeds the expectations for acceptable HR practices.

HR Calendar

🌙 October

23-24 Science of Supervision Training
31 Halloween

From the calendar of recurring tasks and deadlines:

- CUPA-HR Salary Surveys
- AAUP Faculty Salary Surveys

🌙 November

2-3 Labor Relations Training, Detroit Lakes
10 Veteran's Day Holiday
15-16 Labor Relations Training, Rochester
17 College Faculty Salary and Credentialing Training, Alexandria
22 College Faculty Salary and Credentialing Training, Brainerd
23-24 Thanksgiving Holiday
28-29 Labor Relations Training, Brainerd
30 ****NEW DATE!****College Faculty Salary and Credentialing Training, OOC

From the calendar of recurring tasks and deadlines:

- 1 MSCF Layoffs
- 1 MSCF Seniority Rosters
- 1 IFO Seniority Roster
- 1 MSUAASF Seniority Roster
- 15 IFO seeking promotion apply to supervisor
- 24 MSCF sabbatical application process begins
- 30 AFSCME/MAPE/MMA Seniority Rosters
- Insurance Open Enrollment

🌙 December

11-13 Art of Supervision Training
25 Christmas Holiday
25-Jan 1 Hanukkah
26-Jan 1 Kwanzaa

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.

Employee-Right-to-Know Training Video Coming Soon!

Need help with Employee-Right-to-Know training on your campus? A new web streamed 15-minute video will be available on the Human Resources Division website in early December. This is an introduction to employee-right-to-know and should be followed up by any training on specific hazards that employees may come into contact with on the job.

New Employee Development Philosophy Endorsed

(Reprinted from *The Review News* from the Office of the Chancellor, October 2006)

College and university presidents and members of the chancellor's cabinet all have endorsed a new employee development philosophy for the system. The statement reads:

"We are committed to developing the talents of Minnesota State Colleges and Universities employees. We value our employees and understand that continuous learning benefits the entire system by developing and maintaining employee skills that link directly to achieving organizational goals and objectives. Supporting successful leaders at all levels also builds institutional capacity to better serve our students and our communities. This commitment is realized as a shared responsibility between each employee and each college, university, or the Office of the Chancellor."

"I am excited by the recent adoption of an employee development philosophy," said Bill Tschida, vice chancellor for human resources. "We are working to improve staff and leadership development within the Minnesota State Colleges and Universities and this philosophy lays the foundation for that effort."

"Minnesota State Colleges and Universities absolutely depends on highly trained and competent employees at all levels," said Anita Rios, director for Staff and Leadership Development. "That is why it is critical for us to invest in human resource development and create a workplace culture where employees are equipped to perform their jobs effectively and prepared to assume leadership roles when needed."

What does this mean for employees? "You must be a partner in your own professional development," says Rios. "When you review your performance and annual goals with your supervisor, be sure to agree upon specific development strategies to address them." It may be as simple as completing a computer software skills course to meeting more complex goals, such as finishing a college degree. Be sure to look at what will equip you for your current job or what might prepare you for your next move within the system.

What does this mean for supervisors and managers? Ask your employees to create an individual development plan each year. Discuss it with them and agree upon specific development goals. Determine what funding you have available within your budget to devote to employee development. If you need assistance with employee development, contact your Chief Human Resources Officer.

"The employee development philosophy is part of a larger action plan to meet staff development needs," said Tschida. The plan was developed by a system wide staff development steering committee under the leadership of Anita Rios and can be viewed at <http://www.hr.mnscu.edu/staffDevelopment/welcome.html>

For more information contact:
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2007 Dates Set for Supervisory Training

Encourage new supervisors to register now for 2007 training dates. We anticipate February and March dates to fill fast due to current waiting lists. The 5-day program is broken out into two parts, the science and art of supervision. To register, see:

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

Science of Supervision

February 1-2, 2007 (metro area)
June 14-15, 2007 (metro area)
August 2-3, 2007 (metro area)
November 1-2, 2007 (metro area)

Art of Supervision

February 26-28, 2007 - (metro area)
March 21-23, 2007 - Winona State University
July 11-13, 2007 - MSCTC - Detroit Lakes
September 19-21, 2007 - Southwest Minnesota
State University, Marshall



Northland Community and Technical College
From Diana Hermreck (shown below): "Collaboration of Becky Holthusen (sewing because Diana doesn't know how to sew) and Diana Hermreck. Could be the HR mascot. Don't we all sometimes feel like a chicken with it's head cut off? Sure had fun with it."



Hennepin Technical College
Missy Miller, Sheila Matthew, Jane Floden, Sharon Mohr (front)



Metropolitan State University
Deb Staples, Gwen Aubineau,
Jan Anderson, Nancy Moritz, and Fumi Okoya



Metropolitan State University
Gwen Aubineau, Deb Staples, Nancy Moritz