



Human Resources News

A quarterly newsletter from the Minnesota State Colleges and Universities Human Resources Division

Human Resources, Minnesota State Colleges and Universities
Wells Fargo Place, 30 7th St., E., Suite 350, Saint Paul, MN, 55101
<http://www.hr.mnscu.edu>

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The Value of Good Coaching

by Anita Rios

A few months ago, I encountered a tricky situation while trying to leave work. When I approached my car in the parking garage, I realized it was impossible to enter on the driver or the passenger side. There was less than an inch between my minivan and the neighboring cars. I had parked in a hurry that morning, and as a result, not well.

I managed to enter the van through the tailgate and climbed ungraciously over the rows of seats toward the front. But the real trouble started when I tried to back out of the stall. No matter how I tried, I couldn't back out without fear of denting both my car and the neighboring cars. Panic started to set in...as I envisioned explaining to my spouse why our van had an enormous scrape along its side and explaining to the owner of one of the neighboring cars, why there was a matching scrape on their car.

At that moment, when I was stuck contemplating my options—none of which seemed good—a kind person appeared in the parking garage and asked me if I would like some help. Patiently, she guided me out of the stall, letting me know how far I could turn my wheel to exit at the perfect angle, and when to straighten the car out, so that I could back out of the space. I thanked her profusely.

I also left work that day thinking about how valuable her coaching had been to me and how we all need help from a coach at some point in our work lives.

Coaching can be useful in many situations.

If we're in a jam or a difficult situation, expert coaching can give us an outside perspective. Sometimes we're too close to a situation or our perspective is clouded by emotion or past baggage. A coach can help us reframe a situation and think of appropriate responses.

If we're starting a new job or learning a new task, a coach can provide critical support. They can connect us with valuable resources, provide guidance in practicing new skills, build our confidence by reminding us of our strengths, and provide a much-needed sounding board.

If we're working to improve an existing skill, coaches can give us the benefit of their experience and also provide important feedback about our performance that will help us be the best we can be.

(Coaching continued on page 3)





On June 28, 2008 our friend and colleague here in the Office of the Chancellor, Becky Sobolewski, lost her battle with breast cancer. Becky was an administrative support person for the Labor Relations division in our office. She worked for MnSCU for 13 years.

Becky brought warmth and a joyful presence to our office. She generously shared the things she loved with those around her. When Jeff Hudson came to work in our office and Becky learned of Jeff's love for hockey, she came to work one day with a gift of classic hockey memorabilia she had been saving for years. The pennants and popcorn box autographed by Chicago Blackhawks players from the 60's hang on the wall of Jeff's work space. Becky delighted in taunting her Viking and Packer fan colleagues - especially when those teams lost to her beloved Chicago Bears. Many times I stopped at Becky's desk where she always had a full candy dish and listened to stories about her family. It was clear that nothing brought Becky more joy and pride than her husband and children.

We miss Becky. In her honor we'd like to remind you that October is National Breast Cancer Awareness Month and provide this direct link where you can find information on breast cancer prevention and screening:

<http://cms.komen.org/komen/AboutBreastCancer/index.htm>

HR Calendar

September

24-26 Art of Supervision, Lake Superior College

From the Calendar of Recurring Tasks and Deadlines:

- IFO evaluation, promotion, non-renewal, etc. deadline. Calendars are met and conferred
- Begin reconciling SRP (by 10/1 deadline)
- Reconcile insurance benefit levels on a systemwide basis or statewide basis for faculty or other academic year staff.
- Reconcile appointment status codes for all faculty to ensure 100% accuracy.
- Admin leave reductions

October

1-2 Fall Human Resources Conference at Cragun's Resort, Brainerd

9-10 New Administrator Orientation, OOC

29 Next go live date for eTimesheet

From the Calendar of Recurring Tasks and Deadlines:

- TRA Part-time Teacher Reports (also employees participating in Phased Retirement Program) (10/1)
- IFO Early Notice Incentive Deadline (10/1)
- IFO Phased Retirement/AEP Notification for Fall Semester of following year (10/01)
- **MSCF sabbatical application process begins (10/24)**
**(Note - this date of this process was moved up one month in the new contract.
- CUPA-HR Salary Surveys
- AAUP Faculty Salary Surveys

November

5-6 MnCUPA 10th Anniversary Conference

6 Upper Midwest Higher Education Recruiting Consortium Meeting

6-7 Science of Supervision, North Hennepin CC

11 Veteran's Day Holiday

27-28 Thanksgiving Holiday

(November continued)

From the Calendar of Recurring Tasks and Deadlines:

- Insurance open enrollment
- MSCF Layoffs (11/1) Shared governance must meet by 11/15
- MSCF Seniority Rosters (11/1)
- IFO Seniority Roster (11/1)
- MSUAASF Seniority Roster (11/1)
- IFO seeking promotion apply to supervisor (11/15)
- **MSCF sabbatical application process ends. (11/15)**
- Classified Seniority Rosters (11/30)
- IFO 1st year faculty notice of non-renewal (11/1 of 2nd year of employment)
- MSCF notices of non-renewal must be issued one month prior to the end of the academic year (6th semester of probationary status).

December

10-12 Art of Supervision, Rochester CTC

25 Christmas Holiday

From the Calendar of Recurring Tasks and Deadlines:

- Review and update days away from work and restricted days on OSHA panels in SEMA4 for all work comp injuries.
- MSCF phased retirement and AEP applications deadline the end of fall semester for request for the following academic year.
- MSCF - Review coding of replacement faculty for hiring practices.
- Payroll - remind employees to verify and update addresses, tax exempt status, and reciprocity agreements.

Save the Date...

January 7-9 - Art of Supervision, Century College

February 12-13 - Science of Supervision, Metro Location TBD

*(Coaching from page 1)
How do you find a good coach?*

Many of us find good coaches in our managers and supervisors. They are invested in our good performance and are often able to help us succeed. We can also find coaches in our colleagues. We can connect with peers by:

- Joining a networking group or professional organization in our discipline
- Meeting with someone who does our job in another institution or organization
- Searching out coworkers who have a certain skill we want to learn or information that we need

More and more, in the workplace today, professional coaches are also being used to help employees succeed, especially during times of transition into leadership positions. Minnesota State Colleges and Universities will be offering this resource to new administrators this fall.

Coaching Resource for New Administrators

In conjunction with the New Administrator Orientation, professional coaching will be available to those who request it. It is completely voluntary and confidential. Coaching conversations and outcomes will be strictly held between an external coach and the new administrator.

The focus of the coaching will be to help new administrators transition successfully into their roles. The coaching is provided as part of the Administrator Development Program, with up to three sessions provided at no cost to participants. To learn more about this coaching opportunity, please contact Anita Rios at anita.rios@so.mnscu.edu or 651-297-1128.

HR News from Metropolitan State University

We are pleased to announce a new staff member in HR, Susan Johnson, who joined us August 18. Susan came to us from Champion Air where she served as manager of operations administration. In that role, she was responsible for flight attendant and pilot payroll, training records and for contract and regulatory compliance. Her previous experience includes work at Thomson West in administrative services, serving as a supervisor for the Girl Scout Council of St. Croix Valley, and as director of pilot base operations for Northwest Airlines. At Metropolitan State, Susan is responsible for providing support for searches.

In other news, Gary Simon has successfully completed his SPHR certification from SHRM.

Also, Jan Anderson has announced her retirement to take effect in May, 2009 after 30 glorious years!

Trees have long thoughts, long breathing and restful, just as they have longer lives than ours. They are wiser than we are, as long as we do not listen to them. But when we have learned how to listen to trees, then the brevity and the quickness and the childlike hastiness of our thoughts achieve an incomparable joy. Whoever has learned how to listen to trees no longer wants to be a tree. He wants to be nothing except what he is. That is home. That is happiness.

~Hermann Hesse

New Administrator Development Program

The Human Resources Division in the Office of the Chancellor is excited to announce the new Administrator Development Program, targeted to meet the development needs of new and veteran employees in the Administrators Plan.

Making the move into administration can involve an exciting yet challenging transition. Often, the skills that got you there are not the same ones that will take you where you need to go. This program will offer topics identified by administrators as a high need for this audience, such as finance for the non-financial manager, managing conflict, leading change, working with the legislature, the role of the academic dean, and an orientation for new administrators. Programs will be offered in person and online starting this fall.

For more information, contact Jeff Hudson at jeff.hudson@so.mnscu.edu or 651-632-5019. Details on projected launch dates for classes will be posted soon on http://www.hr.mnscu.edu/training_and_development/leadership_development.htm

Minneapolis Community and Technical College is "GREENER" than ever!

Hiring Denise Green as the Assistant Human Resources Officer was no coincidence, it was all part of MCTC's pledge toward a climate neutral campus (okay, perhaps a coincidence). This past December, MCTC President Phillip Davis joined the leaders of over 450 other institutions across the country and signed the American College & University Presidents Climate Commitment. In addition to the myriad short-term and long term projects that have been initiated on campus, MCTC Human Resources joined the effort by creatively spreading the message. The theme for the 2008 Employee Recognition Event was simply "GREEN". A pond-like stage was the backdrop to recognize state service (sustainable years) and retirements (renewable resources). The event began with a video message from everyone's favorite muppet, Kermit the Frog singing (It's Not Easy) Bein' Green. Employees received reusable water bottles, pedometers, lighted frog key chains and enjoyed refreshing Mint Chip Itti Bitz (Little Bitz of Ice Cream Fun!).



MnCUPA-HR Fall Conference Celebrates the 10th Anniversary of the Organization

On November 5th and 6th at the Minneapolis Airport Marriot in Bloomington, the Minnesota College and University Professional Association for Human Resources will hold its annual fall conference. This year, MnCUPA-HR flipped the schedule of conferences to hold the two-day conference in the fall, when the association will be celebrating its 10th anniversary. Come together with your HR colleagues from across the state for what is sure to be an engaging, information packed conference. Visit the MnCUPA HR Web site for more information:

<http://chapters.cupahr.org/mn/index.html>

Fun Facts or Here's How We Spend Our Time

Each division in the Office of the Chancellor was asked to put together some *fun facts* for a Board of Trustees presentation on the office. You could argue that these are not really fun. But they are interesting. Here is how the staffing unit spends its time. And of course for each of these pieces of effort someone at a college or university did work too.

- ✔ 1,022 classified vacancies were processed and submitted to the Dept. of Finance and Employee Relations for posting on their website for calendar year 2007
- ✔ 772 classified vacancies have been processed to date and submitted to the Dept. of Finance and Employee Relations for posting on their website for calendar year 2008
- ✔ 682 vacancies (not including faculty) were posted on the HR website for FY2007
- ✔ 1,741 vacancies (not including faculty) were posted on the HR website for FY2008
- ✔ 868 job audits were processed for FY07
- ✔ 1,085 job audits were processed for FY08
- ✔ 384 salary approval requests were reviewed for FY07 (does not include administrators)
- ✔ 421 salary approval requests were reviewed for FY08 (does not include administrators)

In the next issue we'll provide information on another unit.