

Frostburg State University

EMPLOYEE NEWSLETTER

Volume 14 Issue 5

Published by the Office of Human Resources

September-October 2007

Congratulations!

2007 FSU Staff Awards for Excellence Winners

The 2007 FSU Staff Awards for Excellence winners were recognized in conjunction with the Welcome Back Convocation and Faculty/Staff Picnic on August 20. A packed house looked on in the Lane Center ARMAH as President Jonathan Gibraltar presented three worthy staff members with awards in recognition of their contributions to FSU and the surrounding community. The Award winners each received an engraved plaque and a certificate of commendation, followed by a \$500 cash award funded by the FSU Foundation Annual Fund Campaign.



Dr. Gibraltar with the 2007 Staff Awards for Excellence winners following their award presentations. Left to right: Sandra Livengood, Housekeeping, nonexempt employee in facilities/maintenance; Dr. Phoebe Wiley, P.A.S.S. Writing Center, exempt employee; Carol Cosner, Office of the Registrar, nonexempt employee. Photo by Ann Townsell.

All exempt and nonexempt staff members at FSU are eligible to be nominated for a Staff Award for Excellence. The selection of Award winners is based on evidence of exemplary service to the University community, a high level of professionalism and job performance, and outstanding service to the external community as demonstrated in nomination packets.

Save the Date

Tuesday, November 13th



Join us for HR Day! Learn more about what we do in the Office of Human Resources and how we work for the FSU employees. We'll have handouts, giveaways, door prizes, and something of interest to everyone.

Watch for complete details coming soon.

Inside This Issue

Page 2 – SkillSoft Report Card

Page 3 – Children's Center Happenings

Page 3 – MD Charity Campaign

Page 4-5 – From the Director...

Page 5 – Mid-Year PMP Reminder

Page 6 – From the Benefits Coordinator...

Page 7 – Safety Corner

Page 7-8 – People on the Move

Page 8 – *Preventing Sexual Harassment* Training for New Employees

Page 8 – Friendly Friday

Are You Feeling Stressed? SkillSoft E-learning Can Help You Cope

Do you feel stressed? Is your life out of balance? Too busy at work? Too much to do at home? Not enough time and energy to accomplish everything? Feeling stressed? Too many demands? Too much pressure? *FEELING STRESSED?? STOP* and deal with the stress before it becomes harmful to you. SkillSoft e-learning offers resources to help you learn to deal better with the stress in your life.

According to the SkillSoft course *Success over Stress*, pressure motivates and challenges us to perform, but too much pressure over time can result in harmful stress that impedes performance. Stress is produced by your reactions to demands, and recognizing how you respond in certain situations allows you to better control your reactions. It's important to deal proactively with stress before it adversely affects your health, well-being, and personal performance.



The SkillSoft course *Success over Stress* and related SkillBriefs can help you to recognize the emotional, physical, and behavioral signs of stress.

The target audience for *Success over Stress* is “anyone who wants a balanced life in order to increase his or her satisfaction, energy, and productivity.” Sounds good. The expected duration of the course is 4.5 hours. Not so good. You’re already under stress because you don’t have enough time, and SkillSoft expects you to spend half a workday taking an online course?

Fortunately, you can benefit from the *Success over Stress* course content even if you can’t devote more than four hours to go through the whole course. A number of useful SkillBrief summaries supplement the course and condense the instructional content into smaller components for quick and easy reference. SkillBrief titles about stress include the following:

Defining Stress

Recognizing Stress

Personality Types and Stress

Causes of Stress at Work

Being Prepared for Stress

Recognizing Negative Thinking

Challenging Negative Thinking

How to Handle Criticism

Understanding the ABC Method of Perception

Relaxation Techniques

Do yourself a favor and let SkillSoft help you manage the stress in your life.

Activity reports as of October 05 show that 203 employees have used SkillSoft and completed 514 courses since the program launch at FSU on November 30, 2004. Free, convenient, around-the-clock access to the SkillSoft catalog of more than 2,500 interactive courses and related SkillBriefs helps to make employee training less stressful. Tap into this valuable resource soon.

A *SkillPort Quick Start* document with the site link, login information, and other details about using SkillSoft e-learning remains available on request from OHR. The Training & Development section of the OHR web site has a convenient quick link to the SkillPort login screen. Any questions, problems, or comments about using SkillSoft should be addressed to OHR at x7487 or humanresources@frostburg.edu.



Children's Center Happenings

The FSU Children's Center fall pre-school program is underway with 17 children enrolled. After a few weeks of getting acquainted and learning the rules, the staff and children are busy with many activities. Learning about the letters "Aa," "Bb," and "Cc" featured ants-on-a-log and banana bread cooking experiences as well as sharing signs of autumn, apples, and bears.

The children made *All About Me* posters with some interesting answers to the questions. Aurya Harpold, for example, would buy a whole world for her Mom if she had all the money in the world, but Claire Breighner wouldn't buy anything because she already has too much stuff. Brayden Cuthbertson wants to be a tree when he grows up, and Sadie Bennett wants to be a witch.

The children attended Law Enforcement Day and particularly enjoyed the helicopter landing. On October 11, Captain Jay Hovatter will arrive in a fire truck from the Frostburg Fire Dept. to visit the children and talk about fire safety. The children will travel to Higson's Farm on October 17 for a hay ride and pumpkin patch visit. Our annual costume parade will take place on October 31 from 9:30 - 11:30 a.m. The children also are looking forward to seeing a performance of *If You Give A Mouse A Cookie* on November 5.

MD Charity Campaign Pledge Drive

The Maryland Charity Campaign is once again underway for 2007 with the theme *Together We Make a World of Difference*. Campaign materials are being distributed to employees. Please consider giving to a local charity of your choice. You can contribute to the FSU Foundation by designating organization #5214 on your MCC pledge card.

Even a small contribution can make a world of difference to someone in need. Send completed MCC pledge cards to the OHR Safety Office or call Jim King at x4897 with any questions about the campaign. Thank you for your continued generosity to help those less fortunate.



Matt Cwikel, FSU Intern with the Maryland State Fire Marshall's Office, is shown in his bomb suit with children from the Children's Center. Left to right: Matt Parker, Michael Calcutta, Sadie Bennett, Brayden Cuthbertson, Jamison Warnick, Zoie Beckman, Valerie Zhou, Ava Rankin, Claire Brieghner, Lizzie Marchbank, Levi Kennell. Photo by Denise Payne.



From the Director's Desk...

At this time of year, especially for the benefit of new faculty and staff, I use this space to introduce the Office of Human Resources (OHR) staff members and their areas of expertise. I hope you learn more about what we do in OHR, and who to call when you have an issue, problem, or recommendation on how we can serve you better.

Kathy Snyder, Director of Human Resources
B.S., M.B.A., Frostburg State University
ksnyder@frostburg.edu - ext. 4105

Kathy develops policy and coordinates and supervises human resources activities such as recruitment, classification and compensation, labor and employee relations, human resource information systems (HRIS), benefit analysis and administration, training and employee services, employee recognition, and special projects.

Kathy coordinates and serves as Chief Negotiator in FSU's labor negotiations with three bargaining units. She coordinates the risk management function by monitoring safety issues, reviewing and monitoring worker's compensation issues, providing employee training, and keeping abreast of risk management issues affecting the workplace and the worker.

Tina Rafferty, Associate Director of Human Resources
A.A., Allegany College of Maryland;
B.S., Frostburg State University;
M.S.M., University of Maryland University College
trafferty@frostburg.edu - ext. 4107

Tina assists in the development and administration of FSU/USM personnel policies, practices, and procedures. She has complete responsibility and oversight of the recruitment and retention program. She also represents the office at the institutional and USM levels as appropriate.

Tina serves as a specialist in the employment and HRIS areas, and as a generalist in the other aforementioned areas. She works closely with Kathy Snyder on any and all phases of OHR policy development and departmental operation and acts with the authority of the Director in Kathy's absence.

Avalon Ledong, Coordinator of Compensation & Classification//Training

B.B.A., M.A., Ohio University;
M.B.A., Marshall University
aledong@frostburg.edu - ext. 7085

Avalon has responsibility for implementation, administration, and maintenance of USM/FSU exempt and nonexempt pay programs. He performs job analysis, conducts salary surveys, and interprets survey data. Avalon designs pay structures, properly titles and classifies positions, and performs any and all other duties associated with classification and wage and salary administration. Avalon also plans, develops, and coordinates training initiatives and SkillsSoft e-learning for the campus community.

Beth Hoffman, Director of Compliance, ADA/EEO
B.S., Shenandoah College;
M.Ed., Frostburg State University
bhoffman@frostburg.edu - ext. 4102

Beth has primary responsibility for implementation and management of the Equal Employment Opportunity program and all matters related to the Americans with Disabilities Act. Beth is responsible for knowledge and proper implementation of all applicable laws, regulations, and guidelines related to ADA and EEO. Beth develops, conducts and monitors training programs relative to specific EEO/ADA topics, (unlawful workplace harassment and diversity training, and ADA compliance). Beth also handles all immigration and naturalization issues for FSU faculty and administrative staff.

Denise Payne, Director of the FSU Children's Center
B.S., M.Ed., Frostburg State University
dpayne@frostburg.edu - ext. 4027

Denise maintains and administers a quality pre-school and child-care environment promoting the physical, mental, and social development of children. She implements and administers an educational program that reflects the child-centered, play-based educational philosophy of the Center. Stacy Winters assists Denise part-time with child care at the Center.

Lee Ann Nightingale, Coordinator of Benefits
B.S., Frostburg State University
lnightingale@frostburg.edu - ext. 4398

Lee Ann performs professional duties in the areas of benefit administration. She develops and administers employee benefits in accordance with FSU, USM, and State of Maryland regulations. Lee Ann also plays a crucial role in administering employee risk management and wellness initiatives.

James King, Occupational Safety Specialist
jking@frostburg.edu - ext. 4897

Jim is responsible for development, implementation, and administration of FSU safety and risk management programs to ensure staff, faculty, public, and student safety, eliminate risk, and assure compliance with OSHA, MOSH, the Maryland Asbestos Safety and Health program, and all other applicable health and safety standards.

Jim conducts required van drivers' safety training and educates the campus community in accordance with Maryland's State Employee Risk Management Administration program. He also works with Lee Ann Nightingale on employee risk management and wellness initiatives.

Beth Clark, Human Resources Specialist
B.S., University of Maryland University College
bclark@frostburg.edu - ext. 4105

Beth is OHR's PeopleSoft expert, monitoring day-to-day use. She has overall responsibility for employee contract requests, ensuring that contracts and payments for contingent employees, faculty and adjuncts, and coaches are correct and are processed in a timely manner. Beth administers tuition remission and handles employee special events.

Beth also provides administrative support to the Director of Human Resources, serves as scribe on the collective bargaining team, and produces Memorandum of Understanding documents. She serves as the OHR Web Page Manager and produces the employee handbook and the employee telephone directory.

Sue Puffenbarger, Human Resources Specialist
spuffenbarger@frostburg.edu - ext. 4106

Sue is responsible for data entry of employee contracts and demographic information and processes personnel transactions that affect employment, creating and updating personnel records. Sue also provides support in matters relating to classification and compensation and employee training, as well as develops, reviews, and edits OHR publications and documents.

Kelly Durst, Human Resources Specialist
B.A., Hood College
kdurst@frostburg.edu - ext. 7487

Kelly is responsible for the applicant tracking system and exiting employment procedures. She provides administrative support in the areas of employment, contract administration, employee training and SkillSoft e-learning, and health and retirement benefits. Kelly also performs PeopleSoft administrative functions, tracks and monitors the annual PMP process, and serves as Chair of the Staff Awards Review Committee at FSU. Kelly is Editor of the *FSU Employee Newsletter*.

Stop by the Lane Center to visit with the OHR staff members at HR Day on November 13 and get to know us even better. We're busy making plans for HR Day and I hope to see many of you there!

Kathy

Mid-Year PMP Reminder

October is mid-year in the PMP cycle. Supervisors should plan to meet with employees to review the status of goals and objectives set during the April PMP session. Any goals that have become unattainable due to factors beyond individual/departamental control should be revised as appropriate.

Also review performance factors, discuss where the employee stands and, if necessary, what improvement needs to occur. Be sure to acknowledge strong performance and schedule coaching sessions to address any deficiencies before next April's PMP session.



From the Benefits Coordinator...

Office of Human Resources

October 2007

How fortunate we are to work on such a beautiful campus, with evidence of fall beginning to show its glory ever so gradually. Just as the seasons change, so do everyday situations change and make it necessary to take a look at the impact on employee benefits.

We are well into the plan year for health benefits and one frequently asked question is *When can I make changes to my coverage?* Normally changes can be made only during Open Enrollment. However, the IRS allows for changes to be made due to certain changes in status, including:

- Birth or adoption of a child
- Marriage or divorce
- Moving outside of a network area
- Death of a dependent
- Dependent's loss of eligibility
- Medicare eligibility
- Involuntary loss of coverage
- Open Enrollment for your other coverage

If you are unsure if an event qualifies, contact me immediately. The IRS also clearly states that employees have 60 days from the date of a qualifying event to submit the enrollment worksheet making changes to benefits. Changes submitted after the 60-day period cannot be processed and the employee will then be required to wait until the next Open Enrollment period.

Another thing to consider is re-evaluating your beneficiaries named for your pension and/or life insurance policies. Employees can change their designated beneficiaries at anytime. Contact me to fill out the required forms to be forwarded to the appropriate agencies.

Have you moved recently? Has your name changed? If so, don't forget to complete change of address/name forms for the Employee Benefits Division as well as the Central Payroll Bureau. Just complete the forms, available online for your convenience, and return to OHR.

Lastly, check the OHR web site at www.frostburg.edu/hr regularly for important updates about employee benefits. As we receive benefits updates from the Maryland Department of Budget and Management, this information and any important links will be posted on our web site to assist you and keep you informed.

Enjoy the season in its entire splendor, and remember to keep us updated of your changes as they affect your benefits.

Lee Ann

SAFETY CORNER

FSU Plumber Johnny Guinn Aces Asbestos Test

Congratulations to Johnny Guinn, who recently attended a Level II asbestos training review session conducted by the Maryland Department of the Environment in Baltimore and attained a perfect score on the final test.

In a class of 23 employees from various State agencies, Guinn was one of only two who scored 100% on the final test. Test questions pertained to proper work practices, methods, equipment, and respiratory protection when dealing with asbestos.

Guinn works as a plumber in the Physical Plant and has been at FSU since June 2004. He is now certified for another year as a State Level II asbestos worker.

People on the Move

Faculty Granted Tenure Effective Fall 2007:

- Dr. William P. Childs
Educational Professions
- Dr. Karla Diehl
Educational Professions
- Dr. Kevin J. Kehrwald
English
- Nicole A. Mattis
Theatre/Dance
- Dr. JoAnna B. Shore
Marketing and Finance
- Dr. Sally D. Stephenson
Educational Professions
- Virginia R. Williams
Ort Library

Faculty Promotions Effective Fall 2007:

- Dr. D. Alan Bensley
Professor of Psychology
- Dr. Diane C. Blankenship
Associate Professor of Recreation
and Parks Management
- Dr. Joan DeVee Dixon
Professor of Music
- Dr. R. Scott Fritz
Associate Professor of Biology
- Dr. Sean Henry
Librarian II
- Dr. Farhad B. Idris
Associate Professor of English
- Katherine E. Jenkins
Librarian II
- Dr. Martha M. Mattare
Assistant Professor of
Management
- Nicole A. Mattis
Associate Professor of
Theatre/Dance
- Dr. Thomas L. Serfass
Professor of Biology
- Virginia R. Williams
Librarian III

Appointments:

- Dr. Paul C. Bernhardt
Lecturer in Psychology
- Sunshine L. Brosi
Instructor of Biology
- Daniel Filippone
Assistant Professor of Visual Arts
- Dr. Daniel A. Fiscus
Assistant Professor of Biology
- Dr. Jennifer A. Flinn
Assistant Professor of
Psychology
- Robert M. Hein
Lecturer in Visual Arts
- Brandon I. Holland
Lecturer in Health and
Physical Education

- Dr. Jennifer F. Ingle
Lecturer in Philosophy
- Philip W. Klickman
Lecturer in Music/
Director of Bands
- Maximo G. Martinez
Lecturer in Political Science
- Micheal C. McAlexander
Assistant Professor of
Mass Communication
- Dr. Michael P. Murtagh
Assistant Professor of
Psychology
- David C. Rands
Instructor of History
- Robert J. Reginio
Lecturer in English
- Dr. Elesha L. Ruminski
Assistant Professor of
Communication Studies
- Dr. Hui Song
Assistant Professor of
Computer Science
- Dr. Chiulien C. Venezia
Assistant Professor of
Accounting
- Dr. Gregory J. Wood
Assistant Professor of History
- Dr. Xinliang Zheng
Assistant Professor of
Computer Science
- Randall A. Lowe
Collection Development/
Acquisitions and Serials
Librarian
Ort Library
- Gregory P. Andorfer
Director of Corporate and
Foundation Relations
- Jeffrey P. Krone
Acting Director of Annual Giving
University Advancement
- Raymond F. Blank, Jr.
Director of Facilities
- John L. Brewer
Assistant Director of Facilities/
Operations and Maintenance
Physical Plant

(Continued on Page 8)

People on the Move

Appointments:

(Continued from Page 7)

- Amy L. Shimko
Coordinator of the
Advising Center
- Tricia J. Ranieri
Lab Coordinator
Academic Computing
- Tai C. Shadrick
Admissions Counselor
- Monika I. Urbanski
Program Management Specialist
Office of Institutional
Effectiveness
- Amanda B. Johnston
Public Relations Specialist
- Patrice A. Travis
Library Assistant
USM at Hagerstown
- Keith E. Byrnes
Assistant Athletic Director/
Head Men's Soccer Coach
- Guy S. Robertson
Assistant Athletic Director/
Head Baseball Coach
- Dr. Dale R. Luy
Head Track and Field Coach
- Ashley D. Manion
Head Women's Lacrosse Coach
- Melissa D. Grosman
Interim Head Field Hockey
Coach
Athletics
- William P. Jackson
Groundskeeper
- Travis M. Brode
- Christy L. Pape
- Roger L. Smearman
Housekeepers
Physical Plant

Retirements:

- Dr. Alice R. Manicur
Office of the President
- Dr. Ronald E. Barry
Biology
- Dr. Ann R. Bristow
Psychology

- Dr. Stephen D. Luzader
Physics/Engineering
- Roger D. Schurg
Physical Plant/Electrical Shop
- Richard J. Gray
Athletics

New Employees: Have You Completed *Preventing Sexual Harassment* Training?

New employees are reminded of FSU's requirement to complete the online *Preventing Sexual Harassment* training within 30 days of employment. Employees who started work during the summer and faculty members hired for the fall semester have now reached the end of their 30-day window. Many of you already completed the training program as asked, but anyone who has not yet taken the training should do so immediately.

Welcome to...

**Preventing
Sexual Harassment**



The Office of Human Resources continues to monitor employee training activity and will follow up individually with employees who neglect to complete the *Preventing Sexual Harassment* program on time.

Contact Beth Hoffman at x4102 or Kelly Durst at x7487 with any questions or concerns about the *Preventing Sexual Harassment* training. Please protect yourself, your fellow employees, and our students from sexual harassment, by ensuring that FSU remains a safe and comfortable place to work and learn.

Friendly Friday

Friendly Friday is held the third Friday of each month during the academic year to recognize University employees. Employees are encouraged to dress casually during the workday and have lunch with friends and co-workers.



EuJean
the Friendly Friday mascot

Celebrate Friendly Friday! Get to know other employees and feel good about working at Frostburg State University.

The *FSU Employee Newsletter* is published bimonthly by the Office of Human Resources
330 Hitchins Building
301-687-4105
Fax 301-687-4118
HumanResources@frostburg.edu
www.frostburg.edu/hr

Kathy Snyder, Director
Tina Rafferty
Avalon Ledong
James King
Denise Payne
Beth Hoffman
Lee Ann Nightingale
Beth Clark
Sue Puffenbarger
Kelly Durst, Editor