

Frostburg State University

EMPLOYEE NEWSLETTER

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Wellness Initiative

Weight Watchers Meetings at FSU

Weight Watchers meetings now are being held right here at Frostburg State University for the convenience of employees. A group of 25 interested employees started the Weight Watchers program last September, and most continued for the duration of the 12-week program. By December, the group had a total weight loss of 254.6 pounds, averaging 10 pounds lost per person.



Weight Watchers participants from FSU are pictured with Weight Watchers Meeting Leader Lois Bittinger at the conclusion of their 12-week session in December. Seated, left to right: Yvonne Beal, Lois Bittinger, Misty Broadwater, Crystal Frantz. Standing: Liz Medcalf, Laura Crone, Cindy Nelson, Lee Ann Nightingale, Harriet Douglas, Tamara Lowry, Bridgette Karalewitz, Cindy Herzog, Amy Kiddy, Naomi Hartman.

The Weight Watchers approach to lose weight and keep it off has proven to be one of the most popular wellness initiatives introduced at FSU. Another group of employees started their 12-week Weight Watchers program in January and will be meeting at lunchtime on Wednesdays until completion of the program in April.

Maryland Charity Campaign Pledge Total

The Office of Human Resources Safety Office thanks all of the employees who helped support local charities during the Maryland Charity Campaign. The 2007 pledge total from FSU faculty and staff is:

\$6,086.00

Of this total, **\$1,203.00** was pledged to the FSU Foundation.

Together We Make a World of Difference Right here in Maryland.
Thank you for your generosity.

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SkillSoft Report Card

SkillSoft E-learning Changes to Note

FSU employees continue to have free, convenient, around-the-clock access to the SkillSoft e-learning catalog of more than 2,500 interactive courses with related Job Aids and SkillBriefs. In this issue we want to point out two important updates for SkillSoft users.

New SkillPort Site Link: FSU's SkillPort site has moved to:

[http://marylandschools.skillport.com/
SkillPortFE/login/login.cfm](http://marylandschools.skillport.com/SkillPortFE/login/login.cfm)

Going to the former site automatically redirects you to this new site, but if you had the site saved be sure to update your bookmark or Favorites list. The SkillPort quick link in the Training & Development section of the OHR web site also has been updated to take you directly to the new site.

Attention Mac Computer Users: SkillSoft has added support for the Mac Operating System (10.4) running the Safari Web Browser (versions 2.0 and 2.0.4). SkillSoft previously was not compatible with Mac computers, but now has been tested on campus and found to work.

Activity reports as of February 18 show that 208 employees have used SkillSoft and completed 544 courses since the program launch at FSU on November 30, 2004. As our annual performance review time draws near, some of you still may have incomplete training and development goals. This is a good time to complete a goal and help add to FSU's SkillSoft usage figures all at once.

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.

Check Out the Spring Training Schedule

The *Spring 2008 Employee Training Schedule* was distributed several weeks ago via campus e-mail as well as in limited paper copies to departments. OHR has additional copies available on request.

Benefits Coordinator Lee Ann Nightingale has developed two new courses for this spring on the *Family Medical Leave Act (FMLA)* and *How to Report an Employee Accident*.

Some popular courses from last semester also are returning, including *Mac Computer, Really Simple Syndication (RSS), Shoot Better Photos with Your Digital Camera, Time Management: Managing Work Tasks Effectively, Foundations and Practical Elements of Leadership, and Working with Stress Around the Workplace*.



Clarice Weimer, left, and Connie Ralston check their camera settings during an October session of *Shoot Better Photos with Your Digital Camera* facilitated by Melissa Martz. Digital photography courses were among the most well-attended sessions last fall. Photo by Avalon Ledong.

Be sure to review the spring schedule of new and returning course offerings from your colleagues in Information Technology, Management/Human Resources, Health and Safety, and University Police. Many training sessions are coming up in March and April. Contact OHR at x7487 or humanresources@frostburg.edu to register for any and all courses of interest to you.

Planning Ahead: Retirement Checklist

Are you a member of the State Retirement and Pension System of Maryland? Is retirement in your near future? If so, the time is right to begin taking steps to prepare for your retirement. Following the suggested timetable, the months prior to retirement will be less stressful, allowing you to ease into a phase of your life you have worked so hard to reach.

12 months prior to retirement

About a year before you plan to retire, complete Form 9 - *Application for an Estimate of Benefits* to receive information on each payment option available to you. This is not your retirement application, but instead a tool important for planning purposes.

If you have previous service you may want to purchase, complete Form 26 - *Request to Purchase Previous Service*. You may be eligible to purchase several types of service including In-State Service, Leave of Absence, Non-State Service, State Redeposit, and Municipal Redeposit.

If you have eligible military service, complete Form 43 - *Claim of Retirement Credit for Active Duty Military Service* and submit it with the required documentation. Several types of military service can be claimed, including active duty before or after retirement membership and inactive duty in the Maryland National Guard.

Now also is the suggested time to contact your local Social Security Administration office for an estimate of your benefits from Social Security.

6 months prior to retirement

As you near retirement it is important to have your personal and business affairs in order.

- Review your estimated benefits and the options with your family and/or financial advisor.
- Obtain the documentation required for proof of age if you are considering an option with a beneficiary for your retirement allowance.
- Ask your Benefits Coordinator about employer provided benefits.

- Prepare a retirement budget. Compare your expenses with your State pension benefit, Social Security benefit, and any other income you expect to receive.
- Prepare or update your will.
- Schedule an appointment for a medical check-up.
- Schedule an appointment with a retirement counselor.

3 months prior to retirement

Contact your local Social Security Administration office about filing for Social Security benefits. This should be done during January of the year you intend to retire, but no earlier than three months before you turn 62.

2 months prior to retirement

Complete the necessary paperwork for retirement 60 days before the effective date. All of the following forms must be submitted to the State Retirement Agency at the same time:

- Form 13/23 - *Application for Service or Disability Retirement*. Proof of age is required for a beneficiary under some options.
- Form 85 - *Direct Deposit Electronic Transfer Sign-Up*.
- Form 127 - *Reemployment After Retirement*.
- Form 766 - *Federal and Maryland State Tax Withholding Request*.
- Enrollment form to continue health coverage (if eligible)

1 month prior to retirement

Submit a formal letter of retirement to your supervisor. Don't overlook this step, even though you already may have discussed your intentions.

By following these suggested steps, your transition into retirement will be smooth, allowing you to enjoy happy and productive years as a retiree. Remember that the key to the whole process is careful planning and preparation as this is a life changing decision.

FSU Staff Members Nominated for 2007/2008 Board of Regents' USM Staff Awards

Nominations from Frostburg State University have been submitted for the 2007/2008 Board of Regents' University System of Maryland Staff Awards. Two FSU staff members were nominated and supported by their colleagues for Awards in the categories indicated below:

- **Paula Livingston**, Office Clerk in the Student Mailroom/Residence Life Office, for Outstanding Service to Students – Nonexempt
- **Gale Yutzy**, Administrative Assistant for the Department of Geography and African American Studies Program, for Exceptional Contribution to the Institution – Nonexempt

The Regents' Staff Awards represent the highest honor bestowed by the Board to recognize exemplary achievements of the exempt (salaried) and non-exempt (hourly) employees of the USM institutions. Award-winners are selected from across the University System based on nominations and letters of support from colleagues, culminating in a formal recommendation from the Council of University System Staff (CUSS). Each award carries a \$1,000 cash prize, funded evenly by the institutions and the Board of Regents, and a plaque presented during a ceremony at a Board of Regents meeting.

Let's hope both of these nominees from FSU are included when the Board of Regents announces the 2007/2008 Staff Awards recipients later this year.

The Staff Awards Review Committee extends thanks to **Ashley Karge** in the Center for Instructional Technologies for her help in scanning the final nomination packets just before submission to comply with a new paper-saving requirement.



Smart move.™

Fidelity Senior Retirement Counselor Andy Wise has scheduled a full slate of visits to Frostburg State University in 2008 to meet with employees. Mr. Wise is available to talk about your Optional Retirement Plan, 403(b), 457(b), and 401(a) supplemental retirement accounts. He can assist you if you need to enroll, if you are interested in consolidating assets into a Fidelity retirement account, or even if you have general retirement planning questions.

Individual employee counseling sessions with Andy Wise will be held by appointment only. Visit the Fidelity web site at www.fidelity.com/atwork/reservations to see his schedule and reserve a meeting time, or call **1-800-642-7131**.

Influenza Prevention Tips

Flu season is upon us! To help stay healthy and prevent the spread of respiratory viruses like the flu:

- Avoid close contact with people who are sick.
- Stay home when you are sick.
- Cover your mouth and nose with a tissue when coughing or sneezing.
- Clean your hands. Wash frequently with soap and water and/or use waterless alcohol-based hand sanitizers especially after you blow your nose, cough, or sneeze.
- Avoid touching your eyes, nose, or mouth. Germs are often spread when a person touches something that is contaminated with germs and then touches his or her eyes, nose, or mouth.



This information provided by the Brady Health Center for the benefit of the FSU campus community.

Foundations and Practical Elements of Leadership

Dr. Danny Arnold and Dr. Ahmad Tootoonchi, Dean and Associate Dean of the College of Business respectively, spoke on *Foundations and Practical Elements of Leadership* on October 10, 2007 as part of the on-going staff training program organized by the Office of Human Resources. Dr. Tootoonchi spoke about the leadership foundation and elements of leadership, while Dr. Arnold focused on practical leadership tips.

According to Dr. Tootoonchi, scholars and researchers generally agree that leadership is about influencing others to achieve desired goals. How does leadership differ from management? Managers do things right; leaders do the right thing. Leadership is an art and science that is rational and emotional. Managers tend to be emotional. Leadership encompasses both cognitive intelligence (the ability to solve problems) and emotional intelligence (the ability to allow our mind and heart to tell us what we do right).

“Managers do things right; leaders do the right thing.”

In addition, Dr. Tootoonchi said that leaders need to understand that leadership is about relationships; it is about character, personal attributes, and the ability to influence the attitudes and behavior of group members and move them toward achieving the group’s goal.



Dr. Arnold spoke about important tips for leadership that would be helpful to all managers regardless of their positions in the organizational hierarchy. Selected leadership tips include the following:

- Recognize the difference between being a leader and holding a leadership position.
- Lead, follow, or get out of the way.
- You cannot be a leader if no one is following!
- Manage for today and lead for tomorrow.

- Arrange things so that people will work together.
- Abandon your ego to the talent of others.

“You cannot be a leader if no one is following!”

- Beware of political jockeys.
- Beware of energy drainers.
- You will make mistakes – admit them and recover in style.
- You will have to work with people you do not like.
- Respect others’ opinions, even if you disagree.
- Achieve the *perception and reality* of being fair and ethical.
- Your word is your bond!
- Learn to deal with confrontations objectively.
- Do not make “back room” deals.
- Do not “vent” at followers or anyone else.
- Do not point fingers.
- Be predicable and consistent.
- Keep your ego in check.
- Stay in your sphere of competence.
- Focus on the big picture AND the details.
- Trust your instincts.
- Be ready to take criticism and disagreements with grace.
- Learn from failure.
- Be absolutely truthful ... and as open as you can.
- Be careful with offhand comments.
- Learn to be both tactful and direct.
- Strive to be easily accessible.
- Be a role model of ethical and personal responsibility.
- Focus on both tasks and people.
- Remember that the greatest enemy of good ... is *perfect*.



Dr. Arnold and Dr. Tootoonchi are co-authors of the book 101 Leadership Tips. They will hold another training session open to all faculty and staff on Wednesday, April 23 from 1:00 to 4:00 p.m. in Lane Center 201. Call OHR at x7487 to register.

Online Campus Directory

The same information that was available in the printed employee telephone directory is available in the online University directory and through individual department web page links that can be accessed from the online directory. By following the link below, you will have access to the table of contents for the University directory. This is the same page from the printed directory. Here you can find a list of Notary Service Providers, Benefits Information Numbers, the Administrative Holiday Schedule, Payroll Schedules, and much more.

<http://www.frostburg.edu/directories.htm>

Aside from saving valuable resources, the online directory is always current. Employees can update their campus address and phone number through PAWS self-service whenever necessary. The navigation in PAWS is as follows:

[Home](#) > [Self Service](#) > [Employee](#) > [View](#) > Personal Information

Employees can access PAWS from several locations on the FSU web site.

- Direct access using the URL <http://paws.frostburg.edu/employees/>.
- From the FSU main page, select Faculty/Staff and then select University Online Services from the Quick Links menu in the upper left corner. Finally, click PAWS for Employees.
- From the FSU main page, select Administration and then select University Online Services from the third column. Finally, click PAWS for Employees.

The online campus directory is updated every night to incorporate changes from Self-Service, ensuring that information is always current.



Notice to Search Committees

Upon completion of your search, it is imperative that all original application materials be returned to the Office of Human Resources in an orderly fashion. OHR is required to retain these materials for two years.

Please **DO NOT**, however, return duplicate copies of resumes and other search materials to the Office of Human Resources. Any duplicate copies that were made by the hiring department during a search must be properly filed or destroyed by that department. Under no circumstances will OHR be responsible for disposal of excess copies of search materials.

Thank you for your cooperation with the proper return of search materials.



M. Katherine Snyder
Director of Human Resources



Children's Center Happenings

Left: Eric Savage, a student in Ms. Mary Siemann's *Movement Experiences for Children* class, introduces a snake to Lizzie Marchbank during his lesson about animals and the different ways they move.



Below: University Police Corporal Allen Shirk visited the children and presented them with many coloring pages to review safety signs and safe ways to cross the street.



Left to right around the table: Matthew Parker, Justin Yu, and Valerie Zhou help with Cooking Experience by rolling out whole wheat dough to make noodles for the letter "Nn."



Photos by Denise Payne.

Save the Date

Open Enrollment Health Benefits Fair

Tuesday, April 1st

9:00 a.m. – 12:00 noon

Lane Center 201

Vendor representatives will be on hand to meet with employees and answer questions.

Watch for complete details about Open Enrollment coming later this spring.

People on the Move

Appointments:

- Dr. Ahmad Tootoonchi
Associate Dean of the
College of Business
- Dr. Doris Santamaria-Makang
Assistant Professor of
Educational Professions
- Dr. David P. Puthoff
Assistant Professor of Biology
- Dr. Mary C. Hogg
Lecturer in Communication
Studies
- Todd R. Moffett
Director of Development
Information Systems and
Technology
University Advancement
- Cherie A. Krug
Director of Major Gifts
University Advancement
- Monica G. Reginio
Director of Annual Giving
University Advancement
- Lynn J. Neddo
Director of the Center for
International Education

- Sean D.C. Morton
Institutional Research Analyst
Senior
Information Services
- Rubin Stevenson
Associate Director of Athletics
- Jody L. Pepple
Senior Women's Administrator/
Head Women's Basketball Coach
Athletics
- Jason I. Hill
Manager of Specifications
Physical Plant
- Michael S. Rubeck
MT Electrical Trades Chief I
Physical Plant
- Eva M. Greig
Executive Administrative
Assistant
Office of the Vice President
Administration and Finance
- Evelyn E. "Gigi" O'Baker
Library Technician III
Ort Library
- Maureen S. Lauder
Office Clerk
Liberal Studies Program
- Angela D. Ashenfelter
Office Clerk
Admissions Office

Retirements:

- William A. Lashbaugh
Physical Plant/HVAC
- Linda S. Lewis
Admissions Office
- Ronda E. Merrill
Office of the Vice President
Administration and Finance
- Donna J. Shockey
Physical Plant/Housekeeping
- René G. Atkinson
Radio Station WFWM
Communications and Media
Relations
- Dr. Amy L. Harman
Biology

On the OHR Web Site

www.frostburg.edu/hr

PAWS Self-Service Login
Employees can correct and update
addresses, phone numbers, and
emergency contact information

2008 PMP Information
Forms and instructions for
the performance review period
April 2007 - March 2008

List of Benefits Providers
USM benefits providers with
contact information including
phone numbers and web sites

Fidelity Investments 2008 Schedule
Link to the Fidelity website to
schedule an appointment at FSU

Contact the OHR Web Page
Manager, Beth Clark, at x4105 or
bclark@frostburg.edu if you have
questions or suggestions to
improve the OHR web site.

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