

## OHR Hosts Open House for Volunteer Trainers

OHR's training and development program owes its success to a group of staff and faculty who have made a commitment to conduct training in areas of their expertise. We invited the 2007-2008 volunteer trainers to an Open House in June to say *Thank You*, on behalf of the University community, for their service and dedication to the program.



Pictured are some of the volunteer trainers who attended OHR's Open House. Clockwise from above: Teresa Feck and Frank Peto, Lori Bennett, Kate Jenkins, Jay Couglin, Pat Deasy. Photos by Avalon Ledong.

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## *Preventing Sexual Harassment* Training Required for All New Employees

Since February 2007, Frostburg State University has required all employees to complete an online training program entitled *Preventing Sexual Harassment*. New FSU employees, as well as department heads/supervisors with new employees coming on board, are reminded of the requirement to complete this training within 30 days of employment.

Welcome to...

### Preventing Sexual Harassment

CONTINUE →



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.

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## Pre-Retirement Planning Seminars September 17 at FSU

The State Retirement and Pension System of Maryland will again be holding Pre-Retirement Planning seminars across the State during Fall 2008. A seminar is being held at Frostburg State University on Wednesday, September 17, 2008 from 8:30 a.m. to 4:00 p.m. in Lane Center 201. State employees within eight years of retirement and their spouses are eligible to attend. Seating is limited and advance registration is required.

The registration form was attached to an e-mail notice sent to faculty and staff on July 8, 2008. Contact Kelly Durst at x7487 or [kdurst@frostburg.edu](mailto:kdurst@frostburg.edu) for another copy of the e-mail notice or to request a paper copy of the form instead. Completed registration forms are to be mailed or faxed to the Community College of Baltimore County as instructed on the form. For more information on the seminars call Sarah Cullip at **410-780-6632**.

## Updated Retirement Benefits Statements Due in September

Many employees enrolled in the State Retirement and Pension System have questions this time of year pertaining to their Personal Statement of Benefits (PSB) and in particular when they will be receiving updated information. These statements are mailed out each September to all active members at their home addresses. This September's statement will reflect your account status as of June 30, 2008.

The information contained in the PSB is a valuable tool for retirement planning and includes the following:

- Years and months of service
- Up-to-date account summary information
- Current beneficiary designations
- Projections of future retirement benefits and eligibility dates

Keep in mind that the information on this statement is estimated only and reflects the monthly amount for the basic allowance which is the largest amount you would be paid. At retirement, most members choose a different benefit option which pays a lower amount each month while providing some form of beneficiary protection. For more accurate information, members can request estimates during the 12 months prior to retirement.

The information provided on your PSB also can be accessed toll free 24/7 by calling **1-800-492-5909**. You will need your Social Security number and Personal Identification Number to access your account. Retirement counselors also are available to assist you at the number listed above.



## Children's Center Happenings

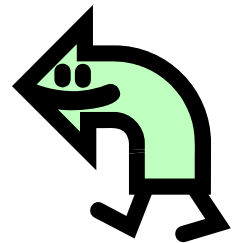
The University Children's Center completed its 20<sup>th</sup> year in June with the annual program and graduation ceremony. Despite a rain delay, proud family members and guests attended to watch the 17 graduating children sing favorite songs and receive their diplomas.

### FSU Children's Center 2008 Pre-School Graduates



Pictured left to right, top row: Matthew Parker, Elizabeth Marchbank, Michael Calcutta, Levi Kennell. Middle row: Brayden Cuthbertson, Ava Rankin, Jamison Warnick, Zoe Welsch, Claire Breighner, Zoie Beckman, Olivia Glotfelty, Ashton Shimko. Bottom row: Isaac Taylor, Aubree Raley, Sadie Bennett, Aurya Harpold, Valerie Zhou. Photo by Denise Payne.

**Attention Parents:** Enrollment for the 2008-2009 school year currently is underway at the University Children's Center. Contact Denise Payne at [dpayne@frostburg.edu](mailto:dpayne@frostburg.edu) or x4027 for enrollment information or to schedule an appointment. Please leave a message with your name, address, and phone number.



## FSU's Bloodborne Pathogen Training Goes to Police Security Expo

### SAFETY CORNER

#### Don't Slip, Trip, or Fall into the Fall Semester

Too many employee injuries are caused by slips, trips, and falls. The OHR Safety Office reminds you to keep these safety tips in mind for your protection during the workday:

- ◆ Watch your step and maintain your balance at the top of stairs or on a landing near stairs to keep from stepping off the edge.
- ◆ When carrying items, always keep a free hand to catch yourself if you trip or start to fall. Stopping a fall can stop an injury.
- ◆ Indoors or out, hold the hand rail when going up and down stairs. Pick up your feet high enough to clear the riser and be sure to step securely on the full length of the stair tread.
- ◆ Walk around any object in your path or move it aside, rather than stepping on it.
- ◆ Swing a door open far enough to prevent hitting the door when you pass through.
- ◆ If stacking or leaning items against a wall, place the items safely in the corner of a room away from where anyone will be walking or working. If possible, secure the items with a rope or wire to prevent them from falling.

Paying attention to these simple tips will help keep you safe and on your feet.

The Bloodborne Pathogen presentation used annually to train FSU employees was used by Safetec of America, Inc. at the Police Security Expo 2008 held June 24 and 25 in Atlantic City, NJ. Safetec discovered the presentation on the OHR web site and asked for permission to use it, referencing FSU's information. This is indeed an honor for **Amy Kiddy and Darlene Smith** in Brady Health Center, who developed the FSU presentation. Congratulations to Amy and Darlene for a great job with the bloodborne pathogen training and for this recognition!

*Based in Buffalo, NY, Safetec of America, Inc. is a worldwide leader in the infection control and first aid markets. Safetec products reduce the risk of cross-contamination and help contain the spread of infectious disease.*

### SSS Staff Funds TRIO Scholarship

Frostburg State University's Student Support Services recently established the Student Support Services TRIO Scholarship, which benefits a junior or senior who has been enrolled in the Student Support Services program for at least two consecutive semesters and has demonstrated an active role in co-curricular activities. SSS staff members are pledging FSU Foundation contributions to the new scholarship.



Pictured from left, standing: Student Development Specialists Tamara Lowry and Jeff Graham; SSS Administrative Assistant Roxanne Weighley; Math Specialist Don Maxwell. Seated: B.J. Davisson, Vice President for University Advancement; Harriet Douglas, SSS Director. Photo by Becca Ramspott. Courtesy of News and Media Services.

## 2008 Third Quarter Service Awards

### 35 Years:

- Dr. Thomas J. Palardy  
Educational Professions
- Dr. Michael J. Wallinger  
Communication Studies



### 30 Years:

- Dr. Spencer F. Deakin  
Counseling and Psychological  
Services
- Dr. A. Franklin Parks  
English
- Richard A. Repac  
Administration and Finance
- Dr. Stephen J. Simpson  
Office of the Provost
- Anthony J. Zaloga  
Athletics



### 25 Years:

- Randall P. Bandura  
Accounting
- Dr. Frank Barnet  
Mathematics
- Carla L. Boone  
Networking and  
Telecommunication
- Dr. Martha R. Dolly  
English
- Dr. Ellen K. Grolman  
Music
- Dr. Lance L. Revenaugh  
Mathematics



### 20 Years:

- Dr. Mohsen Chitsaz  
Computer Science
- Dr. Cindy E. Herzog  
College of Liberal Arts and  
Sciences

- Dr. Gregory P. Latta  
Physics and Engineering
- Dr. Kurtis H. Lemmert  
Mathematics
- Dr. Mary Anne Lutz  
English
- Dr. Tyra C. Phipps  
Mass Communication
- Dennis J. Ritchey  
Physical Plant
- Larry A. Ward  
Administrative Computing



### 15 Years:

- Dr. Karla Diehl  
Educational Professions
- Angwin M. McKenzie  
Physical Plant
- Christine R. Moran  
Physical Plant



### 10 Years:

- Judith A. Abbott  
Student and Community  
Involvement
- Dr. Diane C. Blankenship  
Recreation and Parks  
Management
- Eric Wade Bluebaugh  
Academic Computing
- Stephanie R. Cesnick  
Academic Computing
- Dr. Paul J. Charney  
History
- Elizabeth T. Clark  
Office of Human Resources
- Harriet B. Douglas  
Student Support Services
- Sharon L. Merling  
University Police
- Dr. Robert M. Moore III  
Sociology
- Katherine M. Neubauer  
S.A.F.E. Office

- Mary Jane Plummer  
Student and Community  
Involvement
- Kathy L. Showalter  
Ort Library
- Dr. Oma Gail Simmons  
Educational Professions
- Dr. R. Vaughn Snyder  
Educational Professions
- Dr. Oguz A. Soysal  
Physics and Engineering
- Dr. Stephen W. Twing  
Political Science
- Brian K. Wilson  
Center for Instructional  
Technologies
- Mary E. Yost-Rushton  
Theatre and Dance



### 5 Years:

- Dr. Frank K. Ammer  
Biology
- Dr. Danny R. Arnold  
College of Business
- Kelli R. Izat  
Financial Aid Office
- Cynthia A. McConnell  
University Advancement
- Frank C. Peto  
Office of Research and  
Sponsored Programs
- Bernard D. Robison  
Physical Plant
- Jeffrey L. Whetstone  
Physical Plant

Please join the Office of Human Resources in thanking and congratulating all of these employees for their dedication to Frostburg State University.

To share your Service Awards celebration in a future issue of the *FSU Employee Newsletter*, submit photos and captions to [humanresources@frostburg.edu](mailto:humanresources@frostburg.edu).

## Ridesharing Helps Maryland Motorists Combat Rising Fuel Prices

When it comes to saving on gasoline, two heads are really better than one. Whether your daily commute takes you down the street or into a neighboring county, the price of driving to and from your destination has a profound impact on what's in your wallet. Add to your discontent the feeling you get when you are stuck in congestion and you watch your gas gauge fall like an autumn leaf.

The Maryland Department of Transportation's State Highway Administration (SHA) has a sensible solution - carpooling - or ridesharing, as we say in the 21<sup>st</sup> century. Approximately 7,300 people getting together each day at SHA park and ride lots already are saving money on gas, reducing vehicle wear and tear, and rotating driving responsibilities. There is a parking space at a lot near you - no reservations are required.

While saving money is great for commuters, ridesharing also helps reduce traffic congestion and air pollution from vehicle emissions. Annually, ride sharers are traveling nearly 111 million fewer miles than if they were driving alone, and can boast of improving the air we breathe by reducing 90 million pounds of greenhouse gas emission that contribute to global warming.



“Ridesharing has become an integral part of reducing highway congestion and SHA is working with local governments to expand facilities across the State,” said Neil J. Pedersen, SHA Administrator.

“According to SHA’s latest ridesharing survey, a person who would have traveled a roundtrip of approximately 66 miles to work but now carools saves an average of \$560 a month or \$6,720 annually in fuel cost, vehicle maintenance, and depreciation. That’s enough to make a significant dent in a car loan or to relax with a nice family vacation.”

Getting started is as simple as getting together with co-workers who live in your area and deciding where to meet every morning. SHA maintains nearly 100 ridesharing facilities across the State. More than 4,500 parking spaces are available for interested commuters. For a complete list of SHA park and ride locations, visit [www.sha.state.md.us/](http://www.sha.state.md.us/).



Another reason to consider ridesharing is tax incentives. For more information about possible tax benefits, go to [www.commuterchoicemaryland.com](http://www.commuterchoicemaryland.com).

All SHA park and ride lots offer free parking and are available 24 hours a day, seven days a week. For more information on ridesharing, send an e-mail to [parknride@sha.state.md.us](mailto:parknride@sha.state.md.us) or call toll-free **1-800-204-4828**.

As SHA celebrates 100 Years of Modern Road Building in Maryland, we’re committed to customer service and delivering a safe, sound, and environmentally friendly roadway network.

*News release available from the Maryland State Highway Administration at [www.sha.state.md.us/](http://www.sha.state.md.us/).*



## From the Director's Desk...

As we prepare for the beginning of a new academic year, welcoming faculty and students to campus, it is a good time to bring everyone up to date on what has been happening in the Office of Human Resources (OHR). We've had a busy and productive summer!

**OHR Goes Green** - In support of sustainability efforts here at FSU, OHR has made tremendous strides toward a "paperless office." While USM and many State of Maryland departments still require paper transactions, we continue moving to web-based operations to the extent possible. Examples include the employee directory, MOU's with all three bargaining units, the employee handbook, the search committee guide, job applications and associated search materials, and various and sundry HR forms. We'll continue our green initiatives and we send a big thank-you to all faculty and staff who have applauded our efforts!

**New Faculty and Staff** - Summer is a busy time as we fill vacancies and/or hire additional faculty and staff members. This year has been especially busy. At this time we have approximately 35 new faculty and staff either already on campus or starting in August. OHR started 85 searches in FY 2008 and so far more than 60 have closed successfully (some of the latest searches remain in process). We welcome our new colleagues to FSU!

**Recruitment** - In the fall, searches to be conducted during academic year 2008-2009 will begin to take shape. Please be sure to review the FSU *Search Committee Guide* available on the OHR web site prior to embarking on the search process. As many of you may serve on search committees, this is a document you should become familiar with. Even if you participated in prior searches, requirements may have changed.

In addition, Tina Rafferty is available to meet with search committees and answer questions regarding the process. We strongly recommend that you make time for this informational meeting. Committees who have met with Tina prior to a search have found the meeting to be beneficial both in terms of preventing problems with the search and in expediting the process.

**Collective Bargaining** - Successor MOU's between FSU and two of our three bargaining units - Sworn Police Officers represented by MCEA and non-exempt employees represented by AFSCME - have been negotiated, signed, approved, and implemented. After very good negotiating processes, mutually beneficial agreements were reached. Negotiations begin with our exempt group, also represented by AFSCME, on August 6. To everyone who participates in the negotiation process, please accept my sincere thanks.

**Staff Awards Nominations** - The Staff Awards Review Committee will be starting the nomination process for the 2008 FSU Staff Awards for Excellence soon. Think about who you could nominate - any exempt or nonexempt staff member - for their exemplary contributions to FSU and the external community. Watch your e-mail for a message from Kelly Durst with complete details about the nomination process.

**IMPORTANT!** OHR is committed to providing quality customer service, in every area, every time. In order to do this, preparation is critical. And, in order to be fully prepared to address your issue, **we need you to make an appointment prior to coming to OHR.** Please, if you need to meet with Lee Ann regarding benefits, Tina regarding a search, Avalon regarding classifications, or any other member of our staff for any reason, contact the individual and schedule a time convenient to both of you. This is especially critical as we head into the start of the academic year. Help us to help you!

FY 2009 looks to be another busy time for OHR as we work to negotiate our final successor MOU, "go live" with the PeopleSoft upgrade, fine-tune best practices, work with departments and individuals on HR issues, continue to learn and live "green," and strive for greater outreach and involvement in the campus community. We're excited at the promise of another great year! Please contact us anytime with comments, questions, or recommendations. We love to hear from you!

*Kathy*

## Summer Fun Savings



OHR has coupons good for 10% discounts on whitewater rafting adventures at Laurel Highlands River Tours in Ohiopyle, PA. An FSU student could be your guide! Call x7487 or stop by Hitchins 330 for coupons and brochures. Details about Laurel Highlands River Tours are available online at [www.laurelhighlands.com](http://www.laurelhighlands.com) or by calling 1-800-4RAFTIN.

### On the OHR Web Site

[www.frostburg.edu/hr](http://www.frostburg.edu/hr)

Nonexempt Bargaining Unit MOU  
Complete agreement with  
AFSCME effective  
06/20/2008 - 06/30/2010

Jobs @ FSU  
Current job openings and  
information on how to apply  
for a job at FSU

Search Committee Guide  
Information pertinent to the  
recruitment/interview process

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

## People on the Move

### Appointments:

- Johnston N. “Jay” Hegeman  
Assistant Vice President for  
Educational Services and  
Registrar
- Charles D. Dicken  
Director of Radio Station  
WFWM
- Robert N. Cooper  
Director, Student Activities  
Student and Community  
Involvement
- Jamie M. Winters  
Assistant Director,  
Student Activities  
Student and Community  
Involvement
- Amy E. Carter  
Director, Leadership and  
Civic Engagement  
Student and Community  
Involvement
- Patrick W. O’Brien  
Associate Director, Leadership  
and Civic Engagement  
Student and Community  
Involvement
- Julie A. Surridge  
Admissions Counselor
- Douglas J. Baer
- Crystal D. “Crysy” Nelson  
Area Coordinators  
Residence Life Office
- Regina L. Trott  
Chemistry Lab Manager
- Marilyn A. Jewell  
IT Data Control Supervisor  
I.D. Services Office
- Karin L. Tedesco  
Administrative Assistant  
Office of Leadership and  
Civic Engagement
- Margaret J. Thomas  
Cashier  
University Bookstore

### Retirements:

- Dr. Joy Kroeger-Mappas  
Philosophy
- Dr. Thomas A. Mappas  
Philosophy
- Dr. Karyn E. Schweiker-Marra  
Educational Professions
- Dr. Horton H. “Tony” Tracy  
Computer Science
- Dr. Phoebe A. Wiley  
P.A.S.S. Writing Center
- Elmer D. Pifer  
Physical Plant/Groundskeeping
- Dale L. Sturtz  
Physical Plant/Motor Pool

### In Memoriam:

- Morris H. Willey  
Registrar

## Coming in the Next Issue

Fall 2008

New Faculty Appointments  
Faculty Promotions  
Faculty Granted Tenure

The *FSU Employee Newsletter* is  
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