

Frostburg State University

EMPLOYEE NEWSLETTER

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Congratulations!

2008 FSU Staff Awards for Excellence Winners

The 2008 FSU Staff Awards for Excellence winners were recognized in conjunction with the President's fall convocation on October 7 in the Performing Arts Center's Pealer Recital Hall. Dr. 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 a certificate of commendation and an engraved plaque, followed by a \$500 cash award funded by the FSU Foundation Annual Fund Campaign.



Pictured from left: President Jonathan Gibraltar; Gale Yutzy, Department of Geography, nonexempt employee; Harriet Douglas, Student Support Services, exempt employee; Patrick McLane, Housekeeping, nonexempt employee in facilities/maintenance; B.J. Davisson, executive director of the FSU Foundation. Photo by Liz Medcalf.

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

Monday, November 17th



It's almost time again for HR Day! This year we're "Going Green." Join us and learn more about what we do in the Office of Human Resources and how we work for the FSU employees. We'll have hand-outs, giveaways, door prizes, and something of interest to everyone.

Watch for complete details coming soon.

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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. 4496

Kathy develops policy coordinating and supervising a full-service HR department responsible for activities such as recruitment, classification and compensation, labor and employee relations, human resource information systems (HRIS), benefit analysis and administration, training and employee services, safety and risk management, employee recognition, and special projects.

Kathy coordinates and serves as Chief Negotiator in FSU's labor negotiations with three bargaining units and serves on the USM Coalition Bargaining team. She handles employee relations issues and provides training relating to personnel law, HR best practices, and workplace issues.

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. Tina serves as a member of the FSU labor relations and USM Coalition Bargaining teams. 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 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, Program Administrative Specialist
B.S., University of Maryland University College
bclark@frostburg.edu - ext. 4105

Beth is OHR's PAWS 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.

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

Sue is responsible for processing all personnel transactions that affect employment, creating and updating personnel records, preparing letters of appointment for exempt and nonexempt staff, and entering employee contracts and demographic information into PAWS. She also is responsible for completion of unemployment request forms and appeal hearings. Sue provides support in matters relating to classification/compensation and safety/risk management, as well as develops, reviews, and edits OHR publications and documents. She serves as the liaison with the Office of the Provost on matters pertaining to faculty employment.

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 health and retirement benefits. Kelly also performs PAWS 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 17 and get to know us even better. We're busy making plans for our 2nd annual HR Day and I hope to see many of you there!

Kathy



For Safety's Sake...

**Remember to
wear your FSU
Employee ID**

2008 Fourth Quarter Service Awards

40 Years:

- Linda K. Brumage
College of Education



30 Years:

- David M. Stark
Physical Plant
- Clyde W. "Bill" Stewart, Jr.
University Police



20 Years:

- Wallace J. Beery
Physical Plant



15 Years:

- Patrick J. McLane
Physical Plant
- James E. Steele
Physical Plant

- Linda A. Steele
College of Liberal Arts
and Sciences



10 Years:

- Cecil F. Rounds
Physical Plant



5 Years:

- Stefanie R. Boggs
University and Student
Billing Office
- Ashley L. Karge
Center for Instructional
Technologies
- Diana K. Preston
Brady Health Center
- Mary A. Tola
Brady Health Center

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

Mid-Year PMP Reminder

October is mid-year in the PMP cycle. Supervisors should plan to meet with employees for a mid-year performance review session. Review the goals and objectives set during the April PMP session and revise as necessary and appropriate. In addition, review performance measures, 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.



Congratulations!

The Office of Human Resources surprised Beth Clark, pictured at right, with flowers, cookies, and a card with a token of appreciation from the entire group on the occasion of her 10-year service anniversary in August.

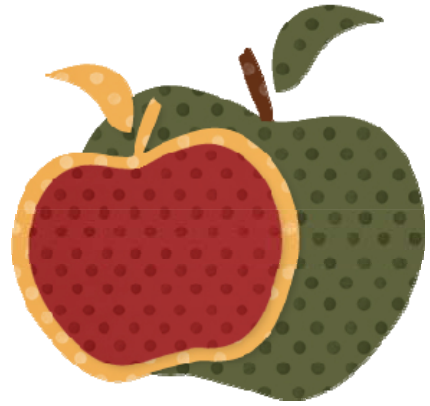
We continue to encourage each department/division to recognize their coworkers' milestones of service in whatever manner is deemed appropriate. To share your Service Awards celebration in a future issue of the *FSU Employee Newsletter*, submit photos and captions to humanresources@frostburg.edu.



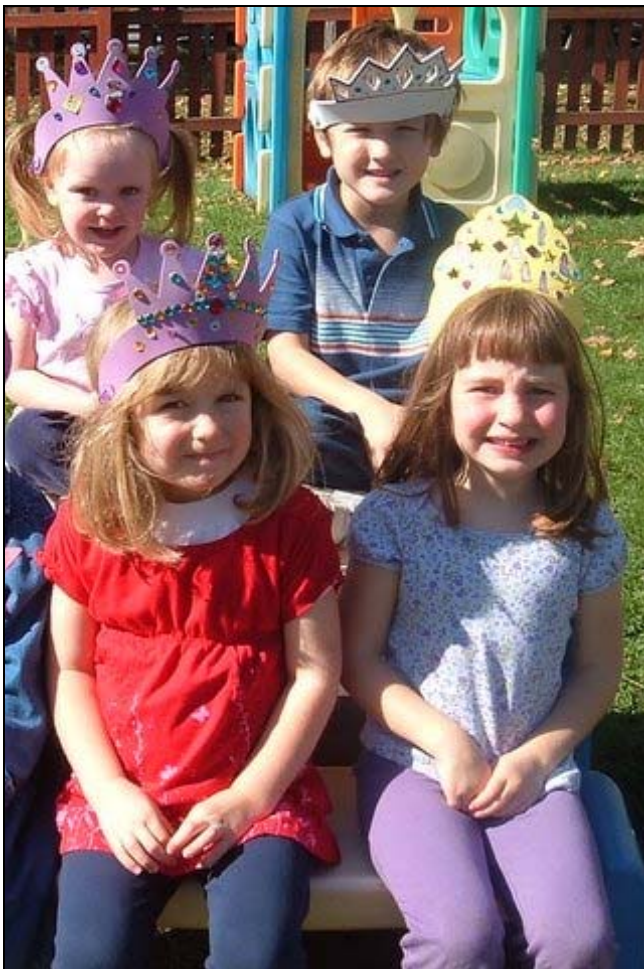
Beth Clark's smiling face has greeted employees visiting OHR since 1998. Photo by Avalon Ledong.



Children's Center Happenings



Sophia Rankin, left, and Zoe Welsch prepare apples for applesauce. Each of the children brought in different types of apples for their Cooking Experience during the letter "Aa" week at the Center. Photos by Denise Payne.



Children showing off the crowns they made as an activity during the letter "Cc" week at the Center. Pictured in the playground top row, left to right: Sophia Rankin and Isaac Taylor; bottom row: Caitlin Lennon-Puthoff and Zoe Welsch.

Weight Watchers Returns to FSU

Have you been meaning to eat better, exercise more, and drop a few pounds before the holidays?

Help is on the way!

Weight Watchers meetings are being held right here at Frostburg State University for the convenience of employees.



All interested FSU employees are invited to attend an informal Weight Watchers information session.

Weight Watchers Information Session

Tuesday, October 21

12:00 noon

P.E. Center Leake Room

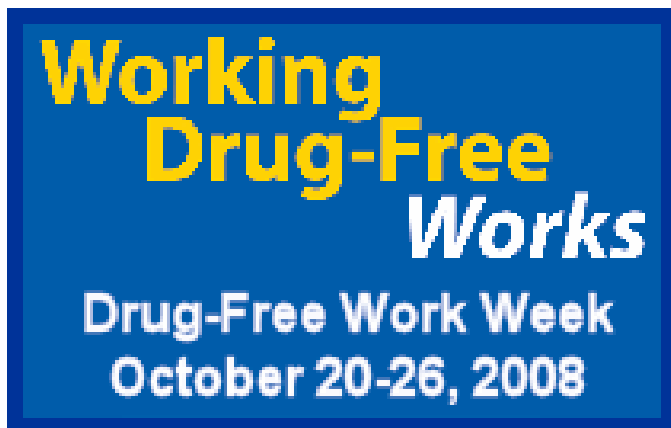
No advance registration is necessary and there is no charge for the information session. Stop by and learn more about the Weight Watchers approach to lose weight and keep it off. For more information about Weight Watchers, visit:

<http://www.weightwatchers.com/index.aspx>

Drug-Free Work Week 2008: October 20-26

This year's national Drug-Free Work Week takes place **October 20-26**. The U.S. Department of Labor has designated such a week since 2006 as a means to educate employers, employees, and the general public of the importance of being able to work in a safe and healthy workplace.

Drug-Free Work Week reminds employers and employees alike that reducing workplace substance abuse is a critical part of keeping workers safe. Although the focus is for one week, everyone should make this a personal daily commitment.



The official policy of Frostburg State University states in part the following:

FSU strives to maintain a workplace free from the illegal use, possession, or distribution of controlled substances. The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited on the State's and/or University's owned or utilized premises and violation of this policy will result in discipline up to and including termination from employment.

Why is such a policy necessary? Studies show that approximately 14.1% of working adults in the United States (17.7 million workers) used illicit drugs in the previous year, with approximately 3.1% (3.9 million) reporting that they did so before reporting to work or during working hours. Policies such as FSU's send a clear message that substance abuse of any kind in the workplace is prohibited.

The impact of substance abuse in the workplace stretches across a wide range of areas which include:

- Health of the employee
- Productivity and decision-making
- Safety issues
- Employee morale
- Security issues
- Perceived organizational image and community relations

Abuse can be defined as the use of a substance to modify or control mood or state of mind in a manner that is illegal or harmful to oneself or others. It is therefore clear how the consequences of abuse affect not only the abuser, but others as well. Substance abuse can lead to accidents and injuries, poor job performance, family problems, legal problems, and numerous health problems.

Recognizing the impact of substance abuse on the employee, coworkers, and family members, FSU offers help through the State Employee Assistance Program (EAP) which provides a confidential, experienced source of help to employees whose personal problems affect their job performance. The EAP is coordinated by the Office of Human Resources and provides confidential help in various ways including:

- Advising employees of program availability
- Advising employees of EAP services
- Encouraging supervisors to make referrals

Establishing policies, educating about the dangers of alcohol and drug use, deterring and detecting use, and urging people to seek help for alcohol and drug problems are smart safety strategies as well as smart business strategies.

As part of Drug-Free Work Week, Lee Ann Nightingale is holding a training session about substance abuse on **Friday, October 24 at 2:00 p.m. in Lane Center 202**. This will be a good opportunity for the campus community to learn more about how substance abuse affects us in the workplace. The session will provide valuable information on detection, prevention, and ways to overcome the problems of substance abuse. Call OHR at x7487 to register.

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.

People on the Move

Faculty Granted Tenure Effective Fall 2008:

- Dr. Katherine Almquist
Foreign Languages and Literature
- Dr. Yan Bao
Accounting

- Dr. Gloria J. Harrell-Cook
Management
- Dr. Yi-Zun Julie Wang
Physics and Engineering

Faculty Promotions Effective Fall 2008:

- Dr. Sally A. Boniece
Professor of History
- Dr. William P. Childs
Associate Professor of Educational Professions
- Dr. Karla Diehl
Associate Professor of Educational Professions
- Dr. Jason H. Edwards
Professor of Psychology
- Dr. Charles J. Ewers, Jr.
Associate Professor of English
- Dr. Mary K. Finan
Professor of Educational Professions
- Dr. Gloria J. Harrell-Cook
Associate Professor of Management
- Harlowe Hodges
Associate Professor of Visual Arts
- Dr. Kevin J. Kehrwald
Associate Professor of English
- Dr. David A. Lewis
Professor of Political Science
- Dr. John C. McMullen
Associate Professor of Sociology
- Dr. John J. O'Rorke
Professor of Political Science
- Dr. Randall Rhodes
Professor of Visual Arts
- Dr. William L. Seddon
Professor of Biology
- Dr. Sally D. Stephenson
Associate Professor of Educational Professions
- Dr. Yi-Zun Julie Wang
Associate Professor of Physics and Engineering
- Dr. George W. White
Professor of Geography

Appointments:

- Dr. Clarence E. Golden, Jr.
Associate Dean of the College of Education
- Dr. Phillip P. Allen
Assistant Professor of Geography
- Gary L. Austin
Lecturer in Sociology
- Mousumi Bose Godbole
Lecturer in Marketing and Finance
- Jennifer A. Browne
Lecturer in English
- Susan B. Coyle
Assistant Professor of Nursing
Department of Chemistry
- Susan E. Dodge
Lecturer in Visual Arts
- Andrew R. Duncan
Assistant Professor of English
- Rebecca A. Gallagher
Instructor of Health and Physical Education
- Dr. Julie E. Hartman
Assistant Professor of Sociology/
Women's Studies
- Dr. William A. Hercules
Lecturer in Physics and Engineering
- Nicole M. Houser
Instructor of Foreign Languages and Literature
- Dr. Karen L. Keller
Assistant Professor of Biology
- Dr. Brent C. Kice
Assistant Professor of Communication Studies
- Thomas C. Kouyeas, Jr.
Assistant Professor of Design
Department of Theatre and Dance
- Dr. Thomas D. Lambert
Assistant Professor of Biology
- Wei Li
Lecturer in Sociology
- Dr. Michael B. Mathias
Assistant Professor of Philosophy

(Continued on Page 8)

People on the Move

Appointments:

(Continued from Page 7)

- Dr. Jeffrey L. McClellan
Assistant Professor of
Management
- Dr. Michael L. Monahan
Assistant Professor of
Management
- Dr. Eric J. Moore
Assistant Professor of
Physics and Engineering
- Daniel L. Moorehead
Lecturer in Sociology
- Dr. Todd A. Rosa
Assistant Professor of
Educational Professions
- Daniel P. Tripp
Instructor of English
- Sheri A. Whalen
Lecturer in Communication
Studies
- Nicholas D. Wilson
Lecturer in Biology
- Nancy J. Witmer
Lecturer in Music
- Dr. Lei “Lilly” Ye
Assistant Professor of
Marketing and Finance
- Dr. Lei Zhang
Assistant Professor of
Computer Science
- Mark E. Smith
Director of the
Writing/Tutoring Center
P.A.S.S.
- Margi B. Stephens
Assistant Director for
Production Services
Student and Community
Involvement
- April Paul Baer
Project Coordinator,
University Wellness Program
Student and Educational Services

- Lynn B. Ketterman
Research Analyst/
Stewardship Coordinator
University Advancement
- Eric S. Lord
Architect
Physical Plant
- Travis R. Glessner
Systems Support Specialist
Academic Computing
- Jonathan E. Yoder
Web Support Specialist
Academic Computing
- Stacy L. Arnold
IT Program Assistant
I.D. Services Office
- Joni L. Smith
Graphic Artist
Publications Office
- Candis L. Johnson
Editorial Assistant
News and Media Services
- Rebecca M. Carter
Cheerleading Coach
Athletics

Retirements:

- Dr. Patricia A. Santoro
Psychology
- Dr. Michael J. Wallinger
Communication Studies
- Dorothy S. Wheeler
Accounts Payable
- Ralph L. Baker
Physical Plant/Housekeeping
- Ronald C. Cutter
Physical Plant/Housekeeping
- Larry P. Raley
Physical Plant/Housekeeping



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
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