

Frostburg State University

EMPLOYEE NEWSLETTER

Volume 15 Issue 2

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Collective Bargaining News

FSU Sworn Police Officers Vote to Ratify Agreement with MCEA

Frostburg State University and the Maryland Classified Employees Association (MCEA) recently concluded negotiations for a three-year successor Memorandum of Understanding (MOU) covering the Sworn Police Officers bargaining unit at FSU. The FSU Police Officers ratified the agreement in a unanimous vote on January 24, 2008. The new MCEA agreement is effective from February 15, 2008 through February 14, 2011. The complete text of the document is available on the OHR web site at www.frostburg.edu/hr/union.htm.



FSU and MCEA representatives gathered in the Lane Center for the signing of the new MOU covering the Sworn Police Officers bargaining unit. Seated: Chief Negotiators Kathy Snyder of FSU and Ron Smith of MCEA. Standing, from left: MCEA President Marilyn Miller with FSU Police Officers Roy McKenzie, Dale Lewis, and John Ralston. Photo by Tim Kershner.

Call Today to Register

"Shots Fired"

Learn what to do if someone with a gun is in the workplace.

Attend a new employee training session facilitated by Brian Shanley, FSU Chief of Police.

Wednesday, April 9

10:00 a.m.

Lane Center 202

To register, call OHR at x7487.

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SkillSoft Report Card

SkillSoft E-learning Can Help You Recognize Warning Signs of Workplace Violence

Workplace violence is an issue that no longer can be ignored, even at FSU. We're all well aware of events like the tragic shootings at Virginia Tech in April 2007 and more recently at Northern Illinois University. An incident at FSU in December showed us that the threat of campus violence exists even here.

SkillSoft e-learning can provide strategies to help prevent and deal with violence in the workplace. The course titled *Workplace Aggression: The Scope of the Problem*, for example, discusses how America is facing an "explosion of incidents" of violence in workplaces. The course also refutes the myth of "no warning," claiming that signs are visible as someone progresses toward a violent episode.



Lessons in the SkillSoft course *Workplace Aggression: The Scope of the Problem* address issues concerning hostility, aggression, and violence at work. The course says that violence is not an episode, but rather a progression - a spiral.



According to this course, frequent use of profanity and offensive language directed toward others can be a major warning sign of hostility. Other early warning signs include the following:

- Use of degrading and demeaning language
- Challenging authority
- Alienating customers or clients
- Frequent arguments, often about insignificant issues
- Spreading lies about others
- Use of sexually explicit language
- Verbal abuse such as name-calling and racial and ethnic slurs

Left unchecked, someone who exhibits these signs can escalate to more aggressive behaviors including threats and harassment of other people, and eventually to the use of weapons and true physical violence.

Searching the SkillSoft catalog for other courses pertaining to workplace violence returns a list of titles including *Health, Safety, and Security Challenges*; *Potential Powder Kegs: Identifying & Defusing Them*; *The Three Stages of Aggressive Behavior*; and *Managing a Violent Crisis*. Don't be in denial about the possibility of workplace violence, as much as we may want to avoid it. Take any of these SkillSoft courses or review the related Job Aids and SkillBriefs to learn more about dealing with the threat and recognizing the signs.

FSU employees continue to have free, convenient, around-the-clock access to more than 2,500 SkillSoft courses. Activity reports as of March 24 show that 209 employees have used SkillSoft and completed 551 courses since the program launch at FSU on November 30, 2004.

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.



OPEN ENROLLMENT HEALTH BENEFITS FAIR

TUESDAY, APRIL 1, 2008 | 9:00 AM - NOON | 201 LANE UNIVERSITY CENTER

VISIT REPRESENTATIVES FROM:

Health Insurance Plans

- MAMSI United Healthcare - PPO, POS, & HMO
- CareFirst Blue Cross/Blue Shield
PPO, POS & HMO

Dental Plans

- United Concordia
- Dental Benefit Providers

Catalyst RX

MetLife (Life Insurance and AD & D)

SHPS Administrative Services

(Flexible Spending Accounts)

Prudential Insurance Company (Long Term Care)

Mental Health & Substance Abuse Services Plan

ADDITIONAL REPRESENTATIVES:

State Employees Credit Union/SECU

MCEA

AFSCME

Nationwide (PEBSCO)

TIAA-CREF

Fidelity

DOOR PRIZES

VENDOR GIVEAWAYS

SPONSORED BY

THE OFFICE OF HUMAN RESOURCES

Employee Service Awards Recognize Milestone Years of Service to FSU

President Gibraltar, the Executive Committee, and various members of the University community determined that our Employee Service Awards can and should be handled in a more meaningful, individualistic manner. The goal is to recognize each employee who reaches a particular milestone of University service, giving special public recognition to those having devoted a significant portion of their working lives to Frostburg State University.

In March 2008, the Office of Human Resources distributed certificates and letters from President Gibraltar to division Vice Presidents for employees celebrating important milestones in 2007 and the first and second quarters in 2008. In addition to presentation of the certificate and letter, each department is encouraged to recognize an employee's achievement in whatever manner it deems appropriate. Each

quarter, OHR will send lists to the departments/supervisors with employees celebrating a service anniversary during that quarter.

On an annual basis, a luncheon or other ceremony will be held to recognize individuals with a service anniversary of 20, 25, 30, 35, or 40 years of service. It will be a more intimate and personalized event than what previously has occurred, appropriate when celebrating a more significant period of service and possible when recognizing a smaller group. Our first public recognition of long-term employees will occur in Fall 2008 to recognize employees having reached those milestones in the 2007 and 2008 timeframes.

Beginning with this issue, we will publish lists to recognize faculty and staff members who have recently reached milestone years of service.

2007 Service Awards

40 Years:

- Elmer D. Pifer
Physical Plant
- Dr. Frederick C. Surgent
Health and Physical Education
- Francis M. Tam
Physics and Engineering



35 Years:

- Dr. William S. Bingman
Educational Professions
- Dustin P. Davis
Visual Arts
- Dr. David M. Dean
History
- Kenneth W. DeVault
Physical Plant
- Dr. Thomas F. Hawk
Management
- I. Robert Llewellyn
Visual Arts
- Sandra L. Rohrbaugh
Office of the President

- Dr. Wayne A. Yoder
Biology
- Frances L. Zembower
Ort Library



30 Years:

- Dr. Roger S. Dow
Educational Professions
- Deborah J. Livengood
Accounts Payable
- Dr. Daniel A. Mizak
Economics
- Dr. Patricia A. Santoro
Psychology
- Terri L. Walker
Administrative Computing
- Dr. Don B. Weser
Chemistry



25 Years:

- Sarah R. Crall
Computer Science
- Kevin D. Greig
Mail and Printing Services

- Gary C. Love
Physical Plant
- Mark E. Miller
Student and Community Involvement
- Dr. David Morton
Biology
- Dr. Karen S. Parks
Mathematics
- Ronald L. Ross
Accounting
- Allen D. Shirk
University Police



20 Years:

- Mary Ann Ali
Physical Plant
- Ralph L. Baker
Physical Plant
- Ann M. Buskirk
University Advancement
- Rebecca Carrington
University Advancement
- Dr. Craig L. Caupp
Geography

- Josephine E. Coburn
Ort Library
- Linda K. Pifer
Mail and Printing Services
- Dr. Judith J. Pula
English
- Dr. Anthony G. Stair
Economics
- Jodi L. Ternent
Office of the Registrar
- Dr. Steven P. Wilkinson
Marketing and Finance
- Carolyn M. Wolfe
Accounting
- Gale A. Yutzy
Geography



15 Years:

- Jeanine S. Bachtel
Physical Plant
- Dr. Laxman M. Hegde
Mathematics
- Dr. Mark P. Hughes
Mathematics
- Dr. Robert B. Kauffman
Recreation and Parks
Management
- Dr. Kevin H. Peterson
Psychology
- Linda L. Petrea
University Police
- Dr. Frederick A. Senese
Chemistry
- Dr. Art W. Siemann
Health and Physical Education
- Dr. Sudhir Singh
Marketing and Finance
- Rubin Stevenson
Athletics
- Donald E. Swogger
S.A.F.E. Office



10 Years:

- Bradford E. Barkley
English

- Dave L. Beal
Physical Plant
- Karen R. Benson
Financial Aid Office
- Dr. Fannia L. Boayue
Educational Professions
- Dr. Jason H. Edwards
Psychology
- Patrick T. Fairall
Physical Plant
- Dr. David M. Kiriazis
Economics
- Cherie A. Krug
University Advancement
- Randall A. Lowe
Ort Library
- Dr. Mary W. Mumper
Chemistry
- Denise L. Murphy
Budget Office
- Steven A. Parsons
Academic Computing
- Dr. Maria-Luisa Sanchez
Foreign Languages and
Literature
- Dr. Thomas L. Serfass
Biology
- Karen A. Treber
Office of the President
- Linda R. Trimble
Physical Plant
- Mary Ann Whetstone
Physical Plant
- John W. Wright
Health and Physical Education



5 Years:

- Dr. Katherine Almquist
Foreign Languages and
Literature/Liberal Studies
Program
- Justin W. Andrews
Academic Computing
- Dr. Yan Bao
Accounting

- Keith E. Byrnes
Athletics
- Dr. Gloria J. Harrell-Cook
Management
- Harlowe Hodges
Visual Arts
- Wesley W. Landrum
Athletics
- Paula M. Livingston
Residence Life
- Dr. Martha M. Mattare
Management
- Vicki Maust
University and Student
Billing Office
- Lewis Muth
University System of
Maryland at Hagerstown
- Brian D. Parker
Athletics
- Kathi A. Perkins
Student Government
Association
- Cindy Troutman
College of Liberal Arts and
Sciences

Please join OHR in thanking and congratulating all of these employees for their dedication to Frostburg State University.



**Coming in the Next
Issue**

2008

First Quarter/Second Quarter
Service Awards

Completed PMP Forms Due in OHR by April 15

Springtime is in the air and so is staff performance review time. Supervisors and staff employees should be reviewing employee performance from the past year and setting goals for next year.

Completed PMP forms for the review period April 2007 to March 2008 are due in the Office of Human Resources no later than **Tuesday, April 15, 2008**. Supervisors please keep these items in mind before submitting the forms to OHR:

- ✓ Be sure to use the correct PMP form for each employee. Forms specific to members of a bargaining unit are required by the MOU's with AFSCME and MCEA. The latest PMP forms are available on the OHR web site.
- ✓ Make sure performance ratings are objective, job-related, and supported by facts.
- ✓ Double-check your math to be sure each employee's overall rating is accurate.
- ✓ Get all three necessary signatures - employee, immediate supervisor, and second level reviewer - on each PMP form.

Employee objectives and performance factors for the period April 2008 to March 2009 also should be established as part of this year's PMP sessions. Remember that good goals are **SMART**:

Specific
Measurable
Aggressive
Realistic
Timely

Important Note: All merit pay is subject to State of Maryland approval and funding. Further information about fiscal year 2009 salary guidelines will be forthcoming to employees when available from the State.

Let's get those PMP review sessions conducted and the completed forms submitted to OHR on time. If you would like further assistance with any aspect of the PMP process, contact OHR at x7487.

Administrative Professionals Week: April 20-26

Administrative Professionals Week is observed annually during the last full week in April to call attention to the important role of administrative professionals in the workplace.

The 2008 observance marks the 56th anniversary with the theme *Forward Moving* to denote how career-minded administrative professionals are positioning themselves for success in today's ever-changing business environment by mastering advanced office technology, continually honing their communication skills, forging collaborative relationships with managers and coworkers, and taking charge of their own career development.



We encourage each department on campus to find an appropriate way to celebrate the contributions of its support staff. The International Association of Administrative Professionals (IAAP) web site at <http://www.iaap-hq.org/APW/apwindex.htm> has more details about Administrative Professionals Week as well as observance suggestions and gift ideas.

Please mark your calendars for **April 20-26** and make time to acknowledge your administrative staff members during 2008 Administrative Professionals Week.



Children's Center Happenings



Valerie Zhou and Justin Yu wore their Chinese outfits for the Children's Center's Chinese New Year celebration and gave each of their friends a red envelope with chocolate good-luck money. Front row, left to right: Jamison Warnick, Aurya Harpold, Braydon Cuthbertson, Isaac Taylor. Back row: Zoie Beckman, Valerie Zhou, Mrs. Winters, Ava Rankin, Justin Yu, Mrs. Payne, Michael Calcutta. Photo by Denise Payne.



Levi Kennel, left, and Sadie Bennett water sunflowers. Each child planted a sunflower seed during the letter "Ss" week, to be transplanted in front of the Children's Center when the weather permits. Photo by Denise Payne.



Rick Rando from Kick Masters Karate presented his *Stranger Danger* program to the children. Photo by Stacy Winters



Dr. Bob Doyle hosted the children for a show at the FSU Planetarium in Tawes Hall and a tour to see the animals displayed at the Compton Science Center Exploratorium. Photo by Denise Payne.



Ashton Shimko, left, and Zoe Welsch work together to construct a new play-ground for their friends. Photo by Denise Payne.

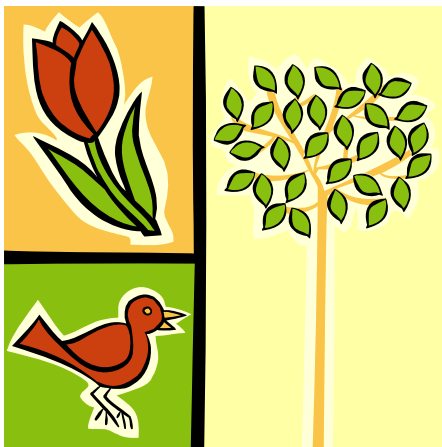
SAFETY CORNER

FSU Keeping Accident Costs Low

The OHR Safety Office thanks each employee for continued use of safe work practices, help with the continued efforts to eliminate employee injuries, and in times of budget reductions eliminating employee injuries and related cost to benefit all employees.

For the second year in a row, FSU was highly rated by the State Employees Risk Management Administration, Injured Workers' Insurance Fund in the fiscal year 2007 Claims report. We have the second lowest cost of 15 State of Maryland higher education facilities. FSU had a total accident cost of \$41,180 for fiscal year 2007. We also are second with the average cost (\$48) per employee for each reported injury.

Thanks to each of you for your continued safe work practices and dedication to a safer campus to teach, learn, work, and visit.



Think Spring!

From the Editor...

We've finally reached the First Day of Spring on the calendar, so let's hope the warm spring days aren't too far off.

Please see the Health Benefits Fair notice on Page 3 and plan to stop by Lane Center 201 the morning of **April 1**. Lee Ann Nightingale has been busy getting ready for the upcoming Open Enrollment period, and she and I will be attending a day of training to learn about important changes for the next plan year. Be sure to watch for more details about Open Enrollment in the coming weeks.

Thank you for reading the *FSU Employee Newsletter*.

Kelley

People on the Move

Appointments:

- Dr. Thomas Ingram
Lecturer in Educational Professions
- Kathy M. Bowman
Athletic Equipment Specialist
Athletics
- Clarice S. Weimer
Administrative Assistant
Admissions Office
- Timothy W. Riley
Electrician
Physical Plant
- Karen S. South
Police Communications Operator
University Police

Retirement:

- Diana L. Sipple
Physical Plant/Housekeeping

On the OHR Web Site

www.frostburg.edu/hr

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

Workplace Violence Policy and
Procedures
Revised February 2008

Employee Handbook
Updated March 2008
Applies to all staff employees
although portions may be
superseded by collective
bargaining agreements where
applicable

University Police Officers MOU
Complete agreement with MCEA
effective 02/15/2008 - 02/14/2011

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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