

Frostburg State University

EMPLOYEE NEWSLETTER

Volume 17 Issue 1

Published by the Office of Human Resources

January-February-March 2010

Wild Plant Photo Wins Honorable Mention, Provides Much-Needed Reminder of Spring

Since winter weather has been a prime topic of conversation on the FSU campus and everywhere else for many weeks, we thought you'd like a glimpse of what (we certainly hope) lies ahead in the coming months.

Nancy Frost in Ort Library entered her photograph entitled *Stages of Development* in the annual Maryland Natural Resource Magazine Photo Contest sponsored by the Maryland Department of Natural Resources and received an Honorable Mention (equivalent to third place) in the Wild Plants category. Of nearly 1500 photos submitted by more than 300 photographers from across the state of Maryland, only 24, four in each of six categories, were chosen as winners.



Stages of Development by Nancy Frost
Honorable Mention in the Wild Plants Category
2009 Maryland Natural Resource Magazine Photo Contest

Congratulations, Nancy, for capturing this natural beauty, and thank you for providing all of us with a reminder of warmer days ahead.

REMINDER

Salary Reduction Days during Spring Break

In accordance with the *Temporary Salary Reduction & Administrative Leave Plan* announced to all employees last September, FSU will be closed during Spring Break week **March 15-19** for salary reduction days. Employees on the Regular payroll should use timesheet code 459 (Administrative Leave-Temp Salary Reduction) for those five days unless you are using available annual leave, personal leave, or leave without pay as detailed in the plan.

Inside This Issue

- Page 2-3 – From the Director...
- Page 3 – On the OHR Web Site
- Page 3 – Pre-Retirement Planning
- Page 4 – Employee Service Awards
- Page 4 – MD Charity Campaign Total
- Page 5 – Recognize These Faces?
- Page 5 – BOR USM Staff Awards
Nominees from FSU
- Page 6 – Resolve to Improve Yourself
Starting Now
- Page 7 – Children's Center
Happenings
- Page 8 – People on the Move
- Page 8 – From the Editor...
- Page 8 – Dates to Remember



From the Director's Desk...

Even as this interminable winter drags on, FSU boasts record enrollment, the Lane Center renovation project moves forward, and the youthful optimism that surrounds us puts a smile on the face of even the worst curmudgeon among us! Yes, spring *will* come again. And just as the spring semester is in full swing, the Office of Human Resources is chugging along as well. Let me share some of the news from our corner of the campus.

- Minority Recruitment and Retention.** About a year ago, OHR rolled out *Minority Recruitment and Retention: Status and Strategies*, a document researched and written by Kathy Snyder, Tina Rafferty, Beth Hoffman, and Bernard Wynder and incorporating several new approaches to help reach our goal of a more diverse faculty and staff here at FSU. Thus far we could not be more pleased with the results – despite a bad economy, budget cuts, and limited hiring, FSU's minority population has increased and the strides we have made are significant!

FROSTBURG STATE UNIVERSITY
OFFICE OF HUMAN RESOURCES
MINORITY RECRUITMENT AND RETENTION
STATUS AND STRATEGIES



- Mentoring for Administrative Staff.** Developed by Tina Rafferty and launched in September 2009, the Staff Mentoring Program supports the OHR goals of more effectively welcoming new hires, increasing employee engagement, and improving retention of new and current staff employees. The inaugural group of mentors and mentees is comprised of the following:

Mentee	Mentor
Cindy Smith, Chief of Police	Kathy Snyder
Robert Boyce, Director of Facilities	Dr. David Gillespie
LaToya Haines, Assistant Director of Residence Life	Robin Wynder

Mentee	Mentor
Thomas Pearce, Head Lacrosse Coach	Wray Blair
Austin Huot, Assistant Director of Production Services	Rob Webber
Liz Nelson, Annual Giving Specialist	Lee Ann Nightingale
Tracey Klickman, Director of the Center for International Education	Vickie Mazer
Victoria Best, Assistant Women's Basketball Coach	Rita Hegeman
Tonya Miller, Housekeeper	Bernard Robison
Linda Ritchie, Housekeeper	Larry Thuss

Mentors are assigned to newly hired staff members of the FSU community, but any staff member may request a mentor at any time. If you would like to participate in the Staff Mentoring Program – either as a mentor or a mentee – contact Tina at x4107 or trafferty@frostburg.edu.

- Exit Interviews.** OHR has implemented formal exit interviews for employees who are leaving their employment with the University due to resignation or retirement. Kathy Snyder and/or Lee Ann Nightingale meet personally with individuals prior to departure. The goal is to increase our understanding of employee/campus issues affecting retention and employee engagement.
- Sustainability.** The OHR staff continually looks for more ways, large or small, to further our goal of a “paperless office.” Beth Clark implemented electronic contracts beginning with the Intersession 2010 faculty payments, eliminating most paper contracts being sent to employees. New employee packets are sent via e-mail and forms are available online. We also continue to handle employment applications electronically, and the Search Committee Guide is available conveniently from the OHR web site.

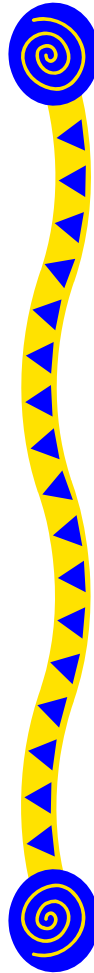
At this time of year, I must remind employees and supervisors to plan for upcoming performance review sessions (see my February 22 e-mail about the PMP process for more details). Even in a fiscal year without COLA or merit pay increases, completion of an annual PMP is a USM requirement as well as a requirement of our collective bargaining agreements. Note that deadlines for both the Manager Feedback Form and the PMP itself have been extended this year.

Employees should be finishing up any incomplete goals for the PMP review period ending March 31 and thinking about new goals for the coming year. Forward your completed Manager Feedback Form to OHR by **Wednesday, March 31**. Supervisors should schedule meetings with employees before the PMP deadline on **Friday, April 30**. PMP forms and instructions are available on the OHR web site.

Training on the PMP process and goal-setting, progressive discipline, and other topics is available for any individual, department, or group. If you are interested in a training session, contact Kelly Durst at kdurst@frostburg.edu or x7487 to schedule a convenient time.

We in the OHR look forward to all the challenges and opportunities that no doubt lie ahead. One goal that never changes is to continue to provide you with strong, effective customer service. If there are things you think we can do better, let us know. If there are services you feel we should offer and don't, let us know. Your suggestions are welcome and your satisfaction is important to us.

Kathy



On the OHR Web Site

www.frostburg.edu/hr

*Minority Recruitment and Retention:
Status and Strategies*

New approaches for a more diverse faculty and staff at FSU

2010 PMP Information
Forms and instructions for
the performance review period
April 2009 – March 2010

2010 Administrative Holiday Schedule
Available from the
University Directories page

Search Committee Guide
Updated Fall 2009
Information pertinent to the
recruitment/interview process

Contact the OHR Web Page
Manager, Beth Clark, at x4106 or
bclark@frostburg.edu if you have
questions or suggestions to improve
the OHR web site.

Pre-Retirement Planning Seminars

May 14 at FSU

The State Retirement and Pension System of Maryland is again holding Pre-Retirement Planning seminars across the State during spring 2010. A seminar is being held at Frostburg State University on **Friday, May 14, 2010** from 8:30 a.m. to 4:00 p.m. in the P.E. Center Leake Room. 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 February 23, 2010. Contact Kelly Durst in OHR at x7487 or 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 **443-840-1632**.

2010 First Quarter Service Awards

35 Years:

- Karen M. Bambacus
Center for Instructional
Technologies
- Norman E. Clise
Procurement



30 Years:

- Bebe V. Elrick
Biology



25 Years:

- Phyllis M. Casey
Office of the Registrar



20 Years:

- Dr. Joyce M. Middleton
Accounting
- Dr. Shakil M. Rahman
Management



15 Years:

- Pamela S. Braskey
Educational Professions
- Lisa T. Clark
AmeriCorps
- Lisa A. Fey
Admissions Office
- Dr. Kim H. Rotruck
Educational Professions
- Robert E. Smith
Planning and Assessment
Office of the Provost



10 Years:

- John L. Brewer
Physical Plant
- Dr. Maureen A. Dougherty
Recreation and Parks
Management



5 Years:

- Scott C. Thomas
University System of
Maryland at Hagerstown
- Dr. Jodi G. Welsch
Educational Professions
- Sara L. Wilhelm
General Accounting

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



How does your department/division recognize employee milestones of service? To share your Service Awards celebration, submit photos and captions to kdurst@frostburg.edu for a future issue of the *FSU Employee Newsletter*.

In Appreciation

2009 Maryland Charity Campaign Pledge Total

The Office of Human Resources extends many thanks to all of the Frostburg State University employees who pledged their support for local charities during last fall's Maryland Charity Campaign.

The 2009 pledge total from FSU faculty and staff members was:



Despite the current tough economic times and salary reductions, our generous donors at FSU met the challenge to surpass the previous year's pledge total.



Thank you also to all of the site coordinators around campus who assisted Avalon Ledong with collection of completed pledge sheets.

Remember: *The Link That Bonds Us Is Our Commitment to Caring* for someone in need. Thank you again for your continued generosity to help those less fortunate.

Do You Recognize These Faces?



Here's a little guy who posed smartly for this picture as a toddler, and today he's worked his way up to "head of the class" at FSU. Who do you think it is? Send your best guess to kdurst@frostburg.edu before April 1 for a chance to win a prize. We'll draw a prize winner randomly from among all of the correct guesses. Watch for this employee's identity and the prize winner's name in the next issue. Photo used with employee permission.

From the previous issue: That's your Editor, Kelly Durst, on her first birthday (and we don't need to discuss how many years ago). **Pamela Braskey** in the Dept. of Educational Professions won an FSU pen and pencil set for correctly identifying Kelly's photo.



Would you like to submit a photo of yourself or another employee to be considered for this column in a future issue of the *FSU Employee Newsletter*? Send it to kdurst@frostburg.edu and be sure to clearly identify the employee pictured. Photos will be used at the Editor's discretion and never without employee permission.

FSU Staff Members Nominated for 2009/2010 Board of Regents' USM Staff Awards

Four nominations from Frostburg State University have been submitted for the 2009/2010 Board of Regents' University System of Maryland Staff Awards. These FSU staff members were nominated and supported by their colleagues for Staff Awards in the categories indicated below:

- **Lynn Davis**, Administrative Assistant in the Admissions Office, for Exceptional Contribution to the Institution – Nonexempt
- **Cherie Krug**, Director of Major Gifts, for Extraordinary Public Service – Exempt
- **Colleen Stump**, Associate Vice President for University Advancement and Director of Publications, for Exceptional Contribution to the Institution – Exempt
- **Mary Tola**, Director of Brady Health Center, for Outstanding Service to Students – Exempt

Another exempt staff member, **Denise Murphy**, Associate Director of Budget, also was nominated for Exceptional Contribution to the Institution. While clearly recognizing Denise's worthy contributions, the FSU Staff Awards Committee can submit only one nominee per category and encouraged her as a Staff Awards nominee again next year.

The Regents' Staff Awards represent the highest honor bestowed by the Board to recognize exemplary achievements of the exempt (salaried) and nonexempt (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 nominees from FSU are included when the Board of Regents announces the 2009/2010 Staff Awards recipients later this year.

Employee Self-Improvement

Resolve to Make Positive Changes Any Time of Year

Although New Year's 2010 already is a few months in the past, it's never too late to make resolutions if you have not already done so. Any time of year can be a good time to resolve to make positive changes that will improve areas of your life. The important thing to remember is to focus on things you can control and act on personally.

Take time to look over these suggestions for ideas that may benefit you in the workplace.

- ❖ **Learn a new skill.** Take part in one of OHR's training workshops.
- ❖ **Share your knowledge.** Volunteer to offer a training workshop to FSU employees in your area of expertise.
- ❖ **Find and/or become a mentor.** Become part of our Staff Mentoring Program at FSU.
- ❖ **Join a committee.** Joining or volunteering can help you build relationships with other people on campus whom you might otherwise seldom see or never meet.
- ❖ **Get organized.** Spend the last 15 minutes of each day clearing your workspace and getting organized for the next workday.
- ❖ **Focus on fitness.** Check your healthcare provider's web site for resources and articles.
- ❖ **Plan for your future.** Open a Supplemental Retirement Account or review your current account with the Plan Representative.

Making resolutions is the easy part; *keeping* them usually is more difficult. Often the key to success with resolutions is to set reasonable deadlines and specific objectives for achieving your resolutions. Some of the suggestions above may require you to step out of your comfort zone and place your focus on the smaller steps needed to fulfill your resolutions. The following steps are helpful hints for keeping your resolutions:

- ❖ **Record your resolutions.** Writing resolutions down can help make them more "official" to you.
- ❖ **Focus on the most important resolution first.**
- ❖ **Make a plan of how you will achieve your resolutions.** Again, writing it down can be helpful.
- ❖ **Visualize the outcome you wish to achieve.** Picture yourself improved.
- ❖ **Take action.** Don't wait until New Year's 2011 to get started!
- ❖ **Track your accomplishments.** Writing your progress in a journal as the days and weeks go by can help increase your enthusiasm; you will be focusing on the positive.



As you follow through on your workplace resolutions, you will develop an increased sense of accomplishment and higher levels of energy and enthusiasm that in turn will lead to greater productivity. Depending on the nature of your resolution, the outcome could build your confidence during annual performance reviews or improve your overall outlook on life.

Any time is the right time to make a change for the better. Be realistic and accept the responsibility of discipline that is required to make the changes you have resolved to achieve. Stay focused and your motivation will stay strong as you experience the results of your determination.



Children's Center Happenings



Mrs. Winters, left, and Mrs. Payne, right, pose with several children on Crazy Hair Day during the letter "Hh" week at the Children's Center.



Just like in the fairy tale, the Prince (Will McPherson) checks to see if the shoe fits Cinderella (Sophia Rankin) during their free play time.



The University Bookstore staff generously presented the Children's Center with holiday gifts including a CD/cassette player, a frog habitat, multicultural puppets, and career costumes. Pictured above trying out the nice gifts from their Bookstore friends are, left to right, Sophia Rankin, Alina Abraham, Ella Valentine, Chase Knieriem, Alex Waldrup, Olivia Marchbank, Will McPherson, and Linnea Abraham.

Photos by Denise Payne.



Alex Waldrup's father, Chris Waldrup, shared his butterfly collection with the children during their Insect unit.



Lee Ann Nightingale shared her baking skills at the Center, making lemon lollipops with M&M's cookies that the children got to decorate and then eat.

People on the Move

Appointments:

- Dr. Ahmad Tootoonchi
Dean of the
College of Business
- Heather A. Gable
Assistant Professor of Nursing
Department of Chemistry
- Michelle Middleton
Lecturer in Ethnobotany
Appalachian Center for
Ethnobotanical Studies
Department of Biology
- R. Shawn Jones
Student Development Specialist
Student Support Services
- Carl "Rick" Hager
University Police Officer II
- Thomas E. Bevan
University Police Officer I
- Darrell Scott Stevens
Electrician
Physical Plant
- Robert M. Connell
Stationary Engineer 2nd Grade
Physical Plant

Retirements:

- John P. Kitis
Physical Plant/Housekeeping
- Florene K. Bower
Physical Plant/Housekeeping
- Terry R. Bower
Physical Plant/Plumbing Shop
- Dr. Marthe A. McClive
Management
- James F. Steele
Physical Plant/Electrical Shop
- Anita J. Wilson-Long
Physical Plant/Housekeeping

In Memoriam:

- Dr. C. Frederick Sloan, Jr.
Educational Professions
- Betty Jane Phillips
Music

From the Editor...

OHR usually publishes an issue of the *FSU Employee Newsletter* in early February, not long after the start of spring semester classes. This February we had major winter storms and snow days instead. Whether you called it "Snowpocalypse," "Snowicane," "Snowmageddon," or a name we can't say here, everything got delayed. Thanks for reading what turned out to be a first quarter 2010 issue of this newsletter.



Photo of "good old-fashioned snow" piled high in nearby Garrett County, courtesy of Conrad Maust.

Much gratitude and appreciation is due to all of the FSU Physical Plant workers who put in long days removing snow and ice from the parking lots and sidewalks to keep the campus passable for the rest of us this winter. Good job under very bad conditions!

Barring further interference from Mother Nature, expect to see the *FSU Employee Newsletter* again in April. The next issue will include, among other items, details about the upcoming Open Enrollment for Health Benefits and any changes for the new plan year that starts in July. Until then, button your coat, dodge the potholes, and think spring.

DATES TO REMEMBER

- March 14 – Daylight Saving Time Begins
- March 15-19 – Spring Break Week
Salary Reduction Days
- March 20 – First Day of Spring
- March 31 – Manager Feedback Forms due to OHR
- April 15 – Income Tax Deadline
- April 22 – Open Enrollment Health Benefits Fair
- April 30 – PMP Forms due to OHR



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
Denise Payne
Beth Hoffman
Lee Ann Nightingale
Beth Clark
Sue Puffenbarger
Kelly Durst, Editor

Kelly