

# Frostburg State University

## EMPLOYEE NEWSLETTER

Volume 17 Issue 2

Published by the Office of Human Resources

April 2010

### Open Enrollment for Health Benefits Underway as of Wednesday, April 14

#### *Flex Spending Changes Ahead in New Plan Year*

Open Enrollment for Health Benefits for State of Maryland employees and retirees runs from April 14 through April 28, 2010 for the new plan year that begins July 1, 2010. A correction period will follow from May 12 through May 19 for corrections and last-minute changes. This is your once-a-year opportunity to enroll in coverage or change your current coverage for the new plan year.

The Office of Human Resources distributed Open Enrollment packets through campus mail for current benefitted employees. Retiree and direct pay Open Enrollment packets were mailed to home addresses. Each Open Enrollment packet includes a personalized summary statement of benefits and the *State of Maryland July 2010 - June 2011 Guide to Your Health Benefits*. Please take time to read the important information in this packet and save it for future reference during the upcoming plan year. You also can access benefits information on the [Maryland Department of Budget and Management](#) web site.

- **NEW!** ConnectYourCare will become the new flexible spending account (FSA) administrator effective July 1, 2010. See pages 44-49 in the *Benefits Guide* for information about exciting new FSA program enhancements such as payment (debit) cards and secure online claims filing.



If you are currently enrolled in a health care or dependent care flexible spending account and would like FSA coverage in the new plan year, you must re-enroll in an FSA during Open Enrollment.

In accordance with health care reform law, effective January 1, 2011, health care flexible spending account reimbursements for medications and drugs will be available only for prescribed drugs

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## Open Enrollment for Health Benefits

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and insulin. Over-the-counter medications without a prescription and other over-the-counter products will no longer be reimbursable through a health care FSA starting in 2011. Consider this change when deciding how much to contribute to a health care FSA for the plan year starting July 1, 2010.

- **NEW!** The Wellstone-Domenici Mental Health Parity and Addiction Equity Act requires health benefit plans to cover mental health conditions and substance use disorders, including alcoholism, in the same manner as any other illness. Co-pays, deductibles, and out-of-pocket limitations must be no more restrictive than for physical health benefits.

If you are **not** making any benefits changes and you do **not** want a flexible spending account as of July 1, 2010, **YOU DON'T HAVE TO DO ANYTHING** during Open Enrollment. Your current benefits (except FSA) will roll over to the new plan year unchanged.

Current benefitted employees and retirees who want to make benefits changes and/or enroll in a flexible spending account can call the State of Maryland's convenient Interactive Voice Response (IVR) system toll-free at **1-888-578-6434**. The IVR system is open 24 hours a day, 7 days a week during the Open Enrollment period. See pages 2-4 in the *Benefits Guide* for complete enrollment instructions before calling, and have your personalized benefits statement handy when you call. Anyone who prefers to see the IVR script before calling in can review it along with other benefits information on the [Maryland Department of Budget and Management](#) web site.

Employees who do not have health benefits at this time and wish to enroll in new coverage during Open Enrollment must contact Lee Ann Nightingale no later than Monday, May 17 to request an enrollment packet.

Lee Ann Nightingale, Coordinator of Benefits in the Office of Human Resources, is available at x4398 or [lnightingale@frostburg.edu](mailto:lnightingale@frostburg.edu) to address your questions or concerns regarding Open Enrollment. You also can call the Employee Benefits Division in Baltimore directly at **1-800-30-STATE**.



### OPEN ENROLLMENT DATES TO REMEMBER



**April 14 – 28**

Open Enrollment for  
Health Benefits

**April 22**

Health Benefits Fair  
1:00 – 4:00 p.m.  
PE Center Leake Room  
Benefits Plan Reps  
Giveaways  
Door Prizes

**May 12 – 19**

Correction Period &  
Last-Minute Changes

**May 17**

Last Day for Employees Not  
Currently Enrolled to Request  
an Open Enrollment Packet

**July 1**

Start of New Plan Year  
Benefits Changes & New  
Enrollments Effective



# OPEN ENROLLMENT

## HEALTH BENEFITS FAIR

**THURSDAY, APRIL 22, 2010 • 1PM - 4PM**  
LEAKE ROOM, CORDTS PE CENTER

### VISIT REPRESENTATIVES FROM:

#### HEALTH PLANS

- Aetna (POS & EPO Plans)
- CareFirst BC/BS (PPO, POS & EPO Plans)
- UnitedHealthcare (PPO, POS & EPO Plans)

#### DENTAL PLAN

- United Concordia

#### PRESCRIPTION PLAN

- CatalystRx

### OTHER PLAN VENDORS:

- ConnectYourCare (New Flexible Spending Accounts Vendor, New Enhancements)
- MetLife (Life Insurance and AD & D)
- Prudential (Long Term Care)
- APS (Mental Health and Substance Abuse Plan)

### ADDITIONAL REPRESENTATIVES:

State Employees Credit Union (SECU)  
AFSCME  
MCEA

Nationwide  
TIAA-CREF  
Fidelity



For more information Lee Ann Nightingale Coordinator of Benefits X 4398.

## 2010 Second Quarter Service Awards

### 35 Years:

- Nancy E. Rice  
Management



### 25 Years:

- Charlene A. Vassallo  
Ort Library



### 15 Years:

- Bonny A. Griffith  
Office of the Provost
- Joan L. Stewart  
Counseling and  
Psychological Services



### 10 Years:

- Charles A. Courtney  
Ort Library
- William M. Griffith  
Physical Plant
- Joshua P. Shoemake  
Physical Plant



### 5 Years:

- Thomas E. Bevan  
University Police
- Peter D. Letourneau  
Athletics
- Roger B. Plummer, Jr.  
University Police
- Scott R. Sherman  
University Bookstore
- Lisa L. Simpson  
Health and Physical Education
- Darlene C. Smith  
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.

## Service Award Celebration in the Office of the Registrar

Staff members in the Office of the Registrar celebrated Phyllis Casey's 25 years of service to FSU in March 2010 with an eat-in luncheon and gifts.



In honor of her 25-year service anniversary, Phyllis Casey's co-workers presented her with an engraved pedestal vase and a poem about her journey at FSU. Submitted by Gail Lutton.

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

## Administrative Professionals Week: April 18-24

Observed annually during the last full week in April, Administrative Professionals Week calls attention to the important role of administrative professionals in the workplace. For 2010, the International Association of Administrative Professionals (IAAP) marks the 58<sup>th</sup> anniversary of Administrative Professionals Week with the theme *Power of Commitment*. As admins show commitment in all their work, they fully contribute to the workplace.



The Office of Human Resources encourages each department on campus to find an appropriate way to honor and celebrate the contributions of its support staff. The [IAAP web site](#) has more details about Administrative Professionals Week as well as observance suggestions, gift ideas, and other ways to say *Thank You* (click on Honor Your Admin).

Please mark your calendars for **April 18-24** and acknowledge the hard work of your FSU administrative staff members during 2010 Administrative Professionals Week.

## Do You Recognize These Faces?



This little lady sat up for pictures on a family outing to Deep Creek Lake, and today she helps students finance their FSU education. Who do you think it is? Send your best guess to [kdurst@frostburg.edu](mailto:kdurst@frostburg.edu) before May 1 for a chance to win a prize. We'll draw a prize winner randomly from among 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: Who's "head of the class" at FSU? It's Joe Hoffman, Dean of the College of Liberal Arts & Sciences. **Linda Steele** in the College of Liberal Arts & Sciences won an FSU desk clock for correctly identifying Dr. Hoffman's photo.



If you enjoy this column, consider submitting a photo of yourself or another employee to be considered for a future issue. Send it to [kdurst@frostburg.edu](mailto: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.

## On the OHR Web Site

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

Check out these four new recruiting videos that help the Office of Human Resources spread the word about working at FSU.

**Diversity Video**  
on the ADA/EEO  
Compliance page



FSU is committed to supporting a work environment founded on a culture of respect and sensitivity to people of all backgrounds and at all stages of their careers. We welcome new employees who share our goal of fostering a community that celebrates diversity and global citizenship.

**Experience Video**  
on the Jobs @ FSU page



Working at FSU means becoming part of a larger family that cares about you, and wants to see you grow personally as well as professionally.

**Lifestyle Video**  
on the Jobs @ FSU page



There are many great reasons to join the FSU community and relocate to our area. Check out what some of our faculty and staff had to say about the many benefits of living here.

**Advancement Video**  
on the Training &  
Development page



Whether you want to make your mark as a professional, get involved in the local community, or continue your education, FSU offers a variety of opportunities in career development and personal growth.

OHR thanks the faculty and staff members who appeared in these videos, as well as Rachel C. Roberts of Empathos Productions. A special thanks to **Becca Ramspott** in News and Media Services, whose hard work and professionalism made this video project possible.



## Children's Center Happenings

### Attention Parents

The University Children's Center is accepting applications for the 2010-2011 school year. Open Houses are scheduled as follows for families who would like to see the Children's Center and learn about our pre-school and child care services:

- ❑ Tuesday, April 27 from 9:00 - 11:30 a.m.
- ❑ Wednesday, April 28 from 4:00 - 6:00 p.m.

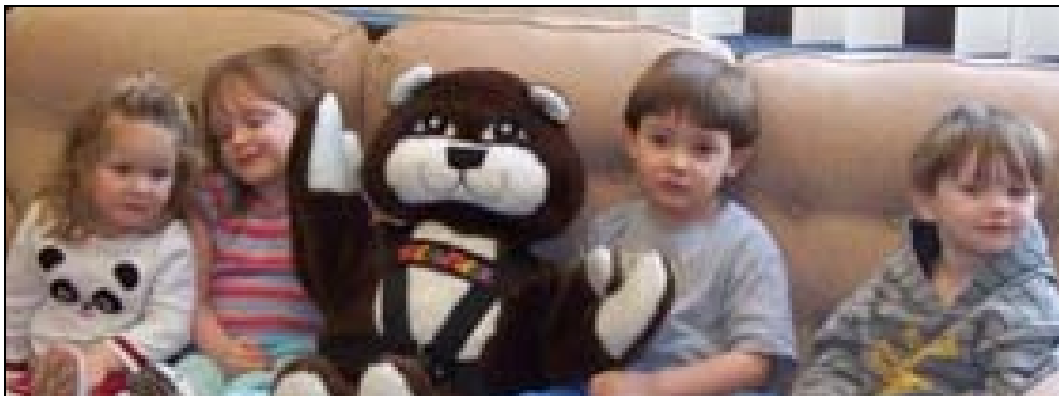
Stop by the Center during an Open House or contact Denise Payne at [dpayne@frostburg.edu](mailto:dpayne@frostburg.edu) or x4027 to schedule an appointment.



During a recent field trip to Martin's Food Market in LaVale, Judy Officer demonstrated simple concepts through hands-on experiences to promote healthy behaviors, good oral health, exercise, breakfast, and balanced meals throughout the day. Children pictured with Ms. Officer as she explains the food pyramid are, left to right, Olivia Marchbank, Chase Knieriem, Will McPherson, Alex Waldrup, Alina Abraham, Sophia Rankin, and Ella Valentine.



The Children's Center participates in many Health and Physical Education programs with FSU students as their teachers. Shown above is Tyrell Demby, an HPE student in Mary Siemann's Creative Dance class, teaching Linnea Abraham, Alex Waldrup, and Ella Valentine the hula hoop dance.



Buckle Bear stopped by the Center to remind the children to always wear their seatbelts and taught them a song called *The Back is Where It's At*. Pictured with Buckle Bear are, left to right, Olivia Marchbank, Sophia Rankin, Will McPherson, and Chase Knieriem. Photos by Denise Payne.

## Volunteer as a Commencement Usher

A great opportunity for FSU staff members to serve the University community is coming up again soon. Volunteer to be a Commencement Usher. It's only two Saturdays a year and you spend happy days with graduating students and their families. Contact **Pat Deasy** at [pdeasy@frostburg.edu](mailto:pdeasy@frostburg.edu) or x4234 if interested. You could start with the Spring 2010 Commencement coming up on May 22.



Here are some of the dedicated volunteers who came out after a major snowstorm in December to usher at the Fall 2009 Commencement ceremony. Left to right: Robin Wynder, Karen Clark, Lee Ann Nightingale, Colleen Stump, Kelly Durst. Photo by Liz Medcalf.

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## REQUIRED *Preventing Sexual Harassment* Refresher Training due by June 30

Frostburg State University remains committed to maintaining a positive, productive work environment that is free from any form of harassment. To provide all employees with the knowledge and skills needed to fulfill their responsibilities in contributing to a workplace free of sexual harassment, we use an online training program entitled *Preventing Sexual Harassment*. More than 1,000 FSU employees have completed the online course since spring 2007 to understand behaviors that might be considered sexual harassment, the consequences and legal ramifications, and FSU's policies and procedures regarding sexual harassment.

Many of us took the *Preventing Sexual Harassment* training about three years ago, and now it's time for a refresher to stay up-to-date on ways to identify and prevent sexual harassment. Any current FSU administrator, faculty member, or staff member who last took

the training **prior to July 1, 2009** is *required* to complete an online refresher by **no later than June 30, 2010**. Newer employees who have taken the training since July 1, 2009 need not complete a refresher at this time.

The online *Preventing Sexual Harassment* refresher course consists of a brief overview of sexual harassment and a mastery test that is longer and more challenging than the test at the conclusion of the basic training program FSU employees have already taken. Employees who think they remember and understand the material from the basic course can save time by taking the refresher course. Anyone who prefers to review the basic course material, or who doesn't pass the refresher mastery test, may complete the full basic course and that mastery test by June 30 to fulfill the requirement for a refresher.

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## Weight Watchers at Work

Did you know FSU has a Weight Watchers at Work program? The group meets on Mondays at 12 noon in the PE Center Leake Room. A new 12-week session starts soon. If you attend Weight Watchers in the community, consider the convenience of meetings at lunchtime on campus. Join in and learn to make healthy choices and set goals that are motivating and inspiring. Contact **Lee Ann Nightingale** at x4398 or [lnightingale@frostburg.edu](mailto:lnightingale@frostburg.edu) for more details.



These folks are among 18 members currently attending FSU's Weight Watchers at Work. Front row, left to right: Weight Watchers leader Patty Lemmert, Julia Miller, Lee Ann Nightingale, Crystal Frantz. Back row: Liz Medcalf, Jody Phillips, Cindy Herzog, Karen Kerns, Angie Hovatter, Stacy Wassell, Wendy Wilson.

## People on the Move

### Appointments:

- Lawrence A. Gingerich  
Safety and Sustainability  
Coordinator  
Physical Plant
- Jennifer A. Johnstone  
Head Field Hockey Coach  
Athletics
- Gabriel J. Luvara  
Assistant Football Coach  
Athletics
- Heidi L. Diaz  
Administrative Assistant  
Office of Unit Assessment  
Educational Professions

### Retirement:

- Danny Shaffer  
University Bookstore

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## REQUIRED Preventing Sexual Harassment Refresher Training

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Employees needing to complete a refresher can easily access the *Preventing Sexual Harassment* course by clicking [here](#) or using the quick link on the Office of Human Resources web site.

- On the second screen, choose the Refresher edition. Then simply follow the directions to proceed through the training.
- Upon completion of the short reading section of the refresher course, you are required to take a 20-question mastery test. The test is scored automatically, with 85% or higher required to pass. Any employee who doesn't pass the refresher mastery test is encouraged to review the basic course material and take that mastery test.

- After successfully passing the refresher mastery test, enter your full name and department and select your employee type (Faculty, Supervisory, or Non-supervisory). The program will create a Certificate of Completion with your name and test score (see the sample below). Print the certificate and send one signed copy to the Office of Human Resources for your personnel file.



- The Office of Human Resources also receives notice of your refresher completion automatically via email as soon as you pass the mastery test. Note that OHR is not notified when an employee takes the test but falls short of the passing score.

The *Preventing Sexual Harassment* refresher takes 20-30 minutes to complete, including the required mastery test. Completion of the full training, if preferred or needed to pass the mastery test, takes about 45-60 minutes. Since this is required training we ask departmental supervisors to set aside time during the workday to encourage employees to complete their refresher in a timely fashion.

All employees must be keenly aware that sexual harassment is against the law and will not be tolerated within the FSU campus community. Likewise, realize that sexual harassment training is *required* as part of University employment for *all administrators, faculty members, and staff members*. Protect yourself from becoming a victim, or from finding yourself accused of improper conduct.

OHR will track training completions in the coming weeks and will remind the campus community of the need for everyone to be in compliance by June 30, 2010. Contact Beth Hoffman at x4102 or [bhoffman@frostburg.edu](mailto:bhoffman@frostburg.edu) or Kelly Durst at [kdurst@frostburg.edu](mailto:kdurst@frostburg.edu) or x7487 if you have questions or concerns about the *Preventing Sexual Harassment* refresher training.

Thank you for your continuing support of this important sexual harassment education as we all work together to help ensure that FSU is the best workplace it can be.

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

Kathy Snyder, Director  
Tina Rafferty  
Avalon Ledong  
Denise Payne  
Beth Hoffman  
Lee Ann Nightingale  
Beth Clark  
Sue Puffenbarger  
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