

# Frostburg State University

## EMPLOYEE NEWSLETTER

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### Service Awards Luncheon Honors Long-Term FSU Faculty and Staff Members

Employees who achieved long-term milestones of employment at Frostburg State University in 2009 were honored at the Service Awards luncheon on April 14, 2010 in the P.E. Center Leake Room. The invited guests were faculty and staff members who reached 20, 25, 30, 35, or 40 years of service in 2009.

After President Gibraltar gave opening remarks and lunch was served, the divisional Vice Presidents and Kathy Snyder said a few words about the recognized employees in attendance and each employee received a gift that he/she had selected. One 20-year award recipient summed up the event this way in a thank-you note: *The food was good, the mug is appreciated, the remarks were humorous, and the event ran smoothly ... and the company wasn't half-bad either!*



#### 40 Years of Service

Shelley Drees (left)

#### 35 Years of Service

Karen Reidler (right)



**30 Years of Service** – Left to right: Alan Eichhorn, Cynthia Powers, Bernard Wynder, John Getson, Ian Reikie. Not pictured: John Davis, James Johnson, Keith Pfaff, Marc Routhier.

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(See also more Service Awards luncheon photos on Page 2.)



**25 Years of Service** – Front row, left to right: Richard Beeghly, MaryJo Price, Richard Johnson, David Gillespie, Catherine Ashley-Cotleur. Back row: Jon Diamond, Duane Miller, Karen Ritchie, Florence Young, Lois Bennett. Not pictured: Raymond Brode.



**20 Years of Service** – Front row, left to right: Ahmad Tootoonchi, Gail Lutton, Lee Ann Nightingale, Barbara Ornstein, Mary Kay Finan. Middle row: Bruce Lehman, Darlene York, Tamera Shockey, Patricia Gregory, Kenneth Witmer, Mary Gartner, Bill Southerly. Back row: Carol Gaumer, Donald Galliher, George Patterson, William Mandicott. Not pictured: Joan Andorfer, Jacqueline Brown, Connie Groer, Brian Jenkins, Robert Larivee, Francis Precht, Richard Raesly, Gary Robinette, Armond Rossi, Kathie Shaffer, Amit Shah, Gerald Snelson, Karen Soderberg.

All Service Awards luncheon photos by Liz Medcalf.

# Flexible Spending Account Enhancements Starting July 1

Beginning July 1, 2010, ConnectYourCare is the new Flexible Spending Account (FSA) Administrator for participating State of Maryland employees. There are several FSA benefits as well as new features to point out:

- Flexible Spending Accounts allow employees to use pre-tax dollars to pay for qualified healthcare or dependent care expenses
- Online account access
- **NEW!** Healthcare payment (debit) card
- **NEW!** Online claims submission option
- **NEW!** Quick and easy claims
- **NEW!** 24/7 toll-free customer service access



## What's NEW!

ConnectYourCare will issue payment cards (sometimes referred to as FSA debit cards) to employees who are enrolled in a Healthcare FSA. The new payment card works like a credit card to allow quick and easy access to Healthcare FSA funds and to minimize the need to submit claim forms.

- ConnectYourCare will be mailing Healthcare FSA payment cards to employee home addresses after the week of June 15. The payment cards will be automatically activated on July 1.
- Healthcare FSA payment cards can be used nationwide to pay for medical expenses eligible under the plan at qualified merchants such as:
  - Pharmacies
  - Medical and Dental Offices
  - Vision Centers
  - Hospitals

- Many retailers such as pharmacies and grocery stores (for covered over-the-counter items) may automatically verify charges as eligible expenses when you use your Healthcare FSA payment card, reducing the need to submit receipts. (Per IRS regulations, you may still need to submit receipts for some purchases; therefore it is necessary to keep itemized receipts.)
- Since no Personal Identification Number (PIN) is associated with a Healthcare FSA payment card, card holders should select **CREDIT** if asked for the card type.
- Healthcare FSA payment cards will not work at retail locations that don't offer healthcare items or medical services.
- The Healthcare FSA payment cards issued now will remain active for three years, so keep your card even when you have depleted your FSA funds for the year; the same card will be used for the next plan year's account.

When you do not or cannot use your payment card, secure Healthcare FSA claims can be submitted easily online. Visit the [ConnectYourCare website](#) for complete details about how to submit online claims. ConnectYourCare will send your reimbursement within a few days, and there is no minimum amount for reimbursement.

**Important Notice:** In accordance with healthcare reform law, effective January 1, 2011, over-the-counter (OTC) medications and drugs without a prescription (cold medicines, aspirin, etc.) will no longer be reimbursable through the Healthcare FSA. Other OTC products such as contact lens solution and bandages will remain eligible for reimbursement. Go to the [ConnectYourCare website](#) for examples of eligible expenses, and keep this 2011 change in mind when managing your FSA funds.

The ConnectYourCare customer service center will be available toll-free at **866-971-4646** 24 hours a day, seven days a week to assist FSA participants with any questions. See also pages 44-49 in the *State of Maryland July 2010 - June 2011 Guide to Your Health Benefits* for more details about Flexible Spending Accounts and eligible expenses.

## Employees Turn Out for Benefits Fair

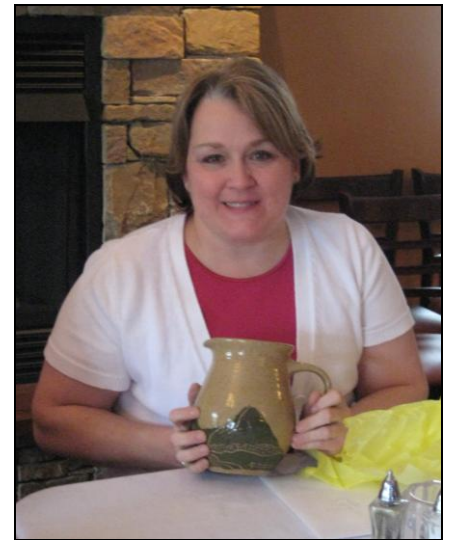
FSU faculty and staff members took advantage of their chance to meet with benefits plans representatives face-to-face at the Open Enrollment Health Benefits Fair held on April 22 in the P.E. Center Leake Room. Any benefits changes and new enrollments made during the Open Enrollment period will take effect with the start of the new plan year on July 1.

Photos by Avalon Ledong.



## 25-Year Service Award Celebration in PASS

In celebration of Lois Bennett's 25-year service anniversary, staff members from the PASS (Programs for Academic Support and Studies) Office as well as the Office of Student Support Services gathered for lunch and gift-giving at the Main Street Hangar restaurant.



Co-workers treated Lois Bennett to lunch and presented her with a pitcher crafted by a local artisan to commemorate 25 years working at FSU. Submitted by Jay Hegeman.

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*.

**Coming in the  
Next Issue**

**2010 Third Quarter  
Service Awards**

## **Paperless Pay Initiative**

As part of a Go Green and cost-savings initiative, the Central Payroll Bureau (CPB) has changed the delivery method for distributing payroll checks and direct deposit advices. As of July 1, 2010, CPB will no longer provide paper direct deposit pay advices to Frostburg State University for distribution to employees and will begin charging the University for distribution of payroll checks. As a result of this additional expense to the University, all employees currently receiving a payroll check must sign up for direct deposit prior to July 1, 2010.

- Applies to all employees on the Regular *and* Contractual payrolls. If you are paid from both payrolls, you must complete a separate direct deposit form for each payroll.
- Employees will no longer receive paper direct deposit advices (check stub information). This information is available online via [CPB's Payroll Online Service Center](#) (POSC) site.
- To begin using the Payroll Online Service Center, you will need to set up a user ID and password using your Social Security number and date of birth, FSU's agency number (360226), and your most recent payroll check/direct deposit advice number. Contact Payroll & Employee Services at x4332 if you need assistance.
- CPB's Payroll Online Service Center is a secured access site that allows employees to easily view/print pay stub information. Online pay stub history is provided for 12 rolling months and up to five years history of year-end pay stub information. Employees will also have access to retrieve/print W-2 information, update address information (for payroll purposes only), and make W-4 withholding changes.

Employees are encouraged to call x4332 or come to Payroll & Employee Services in Hitchins 318 for assistance in signing up for direct deposit and using CPB's Payroll Online Service Center.

## **Do You Recognize These Faces?**



This young man wore his overalls to sit for a picture some years ago; nowadays, he really delivers all around the FSU campus. Who do you think it is? Send your best guess to [kdurst@frostburg.edu](mailto:kdurst@frostburg.edu) before July 15 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: That little lady is Angie Hovatter, FSU's Director of Student Financial Aid, when she was only six months old. **Karen Kerns** in Academic Computing won an FSU paperweight for correctly identifying Angie'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.



# Children's Center Happenings



Rick Rando from Kick Masters Karate in Clarysville visited the FSU Children's Center this spring to present his *Stranger Danger* awareness program. Ella Valentine is pictured here with Mr. Rando.



During the Children's Center's annual bowling trip hosted by Chris Kreiling, Olivia Marchbank and her mother, Stephanie Marchbank, watch down the lane to see how many pins Olivia's bowling ball knocks down. Let's hope Olivia got a strike!

Photos by Denise Payne.



Jen Thomas, Western Maryland AHEC H1N1 Outreach Coordinator, is shown holding a "germ light" over Sophia Rankin's hand to see if Sophia washed her hands properly after Ms. Thomas smeared glow-in-the-dark germs on them. Observing are, left to right, Ella Snyder, Olivia Marchbank, and Alex Waldrup,



The FSU Children's Center would like to thank everyone for their dedication and support this year, especially Nicole Bosley, Mary Siemann, and Rebecca Gallagher for including us in their HPE classes, as well as Kathy Powell in Social Work and Megan Bradley in Psychology for placing students in our Center. The children are all smiles displaying the THANK YOU letters. Back row, left to right: Will McPherson, Alex Waldrup, Sophia Rankin, Chase Knieriem, Ella Valentine. Front row: Linnea Abraham, Alina Abraham, Olivia Marchbank.



## UNIVERSITY SYSTEM OF MARYLAND

### **USM Communication Channels for Anonymous, Confidential Reporting of Fraud**

Employees, students, and other members of the University System of Maryland (USM) community are strongly encouraged to communicate suspected fraud or other financial irregularities to appropriate authorities.

At <http://www.usmd.edu/usm/IAO/ReportFraud/index.php> and via telephone "Hotline" (**1-877-330-2320**), members of the USM community may report such concerns. This user-friendly process is both anonymous and confidential. It is designed to deter and detect fraud, unethical business practices, and financial irregularities at USM institutions.

In addition to the portal and hotline, reports of fraud may be submitted to a fax number and mailing address. A full summary of contact information for all of these channels follows at the bottom.

Upon receipt of a report, the Office of Internal Audit will evaluate the allegation and determine the appropriate strategy for resolution. On a case-by-case basis, officials at USM institutions, the Office of the Attorney General of Maryland, or the USM Office of Internal Audit may be asked to conduct or collaborate in an investigation.

The Chancellor and USM Board of Regents have given their full support to responsible, proactive reporting systems as a priority to address any potential fraud or abuse of USM assets. The program adds another level of proactive custodial responsibility to USM's continuing strong management of System resources.

Establishment of the Hotline assures USM compliance with the FAR (Federal Acquisition Regulation) Contract Code of Business Ethics Requirements, which requires a hotline or other internal mechanism to facilitate anonymous, confidential employee reporting of improper conduct. FAR applies to organizations carrying federal contracts whose value is more than \$5 million or with a performance period of at least 120 days.

We encourage anyone familiar with any fraud, misuse, or misappropriation of USM resources to use the Web portal, hotline, and other channels to confidentially and anonymously report suspected fraud so that it may be appropriately investigated.

1. **Web Portal Link:** <http://www.usmd.edu/usm/IAO/ReportFraud/index.php>
2. **Toll-free Telephone Hotline:** **1-877-330-2320**
3. **U.S. Mail:** **University System of Maryland  
Office of Internal Audit; ATTN: HOTLINE  
10630 Little Patuxent Pkwy, Suite 450  
Columbia, MD 21044**
4. **Fax Transmissions:** **443-367-3551**

*This information about fraud reporting procedures provided by the University System of Maryland Chancellor's Office for dissemination to the Frostburg State University campus community.*

## Have You Completed the REQUIRED Preventing Sexual Harassment Refresher Training?

The Office of Human Resources reminds all FSU administrators, faculty members, and staff members to complete the required online *Preventing Sexual Harassment* refresher course if you have not already done so.

Any current FSU employee who last took the *Preventing Sexual Harassment* training **prior to July 1, 2009** is required to complete the 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.

As of June 18, nearly 600 FSU employees had completed the *Preventing Sexual Harassment* refresher training as requested. Any employee who is not yet in compliance should make time to take the training immediately. Since this is required training we ask departmental supervisors to set aside time during the workday to encourage employees to complete their refresher training on time.

Instructions for employees still needing to complete the refresher course are available on the OHR web site. The refresher takes 20-30 minutes to complete, including the required mastery test. OHR receives notice of your refresher completion automatically via email as soon as you pass the mastery test.

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.

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.

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## People on the Move

### Appointments:

- Dr. Sudhir Singh  
Associate Dean of the  
College of Business
- Karen S. South  
Accounting Clerk  
University and Student  
Billing Office
- Mary P. Moran  
Office Clerk  
Admissions Office
- Daniel Mark Williams  
MT Multi Trades Chief  
Physical Plant
- Fallon M. D'Antoni
- Joseph R. Edwards
- Hope A. Fisher
- Paul W. Fisher
- Rosetta E. Hastie
- Debra K. Pirolozzi
- Chad D. Robison
- William P. Walker  
Housekeepers  
Physical Plant

### In Memoriam:

- Glenn A. Mast  
Bus Driver

## Summer Fun Savings\$

OHR has corporate coupons from HERSHEY PARK good for FSU employees to enjoy discounts on park admissions for the summer 2010 season.



Contact Kelly Durst at x7487 or [kdurst@frostburg.edu](mailto:kdurst@frostburg.edu) to receive the HERSHEY PARK coupon. For more information about attractions, tickets, and accommodations, go to [www.Hersheypark.com](http://www.Hersheypark.com) or call 1-800-HERSHEY.



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