

# Frostburg State University

## EMPLOYEE NEWSLETTER

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September-October 2010

### 2010 FSU Staff Awards for Excellence Winners

The 2010 FSU Staff Awards for Excellence winners were recognized in conjunction with the President's Fall Convocation on September 28 in the Performing Arts Center's Pealer Recital Hall. President 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 framed certificate of commendation and an engraved plaque, followed by a \$500 cash award funded by the FSU Foundation Annual Fund Campaign.



The 2010 FSU Staff Awards for Excellence winners are pictured with Dr. Gibraltar following the Awards presentations. From left: **Ann Townsell**, Publications Office, exempt employee; **Dean Bolden**, Multi-Trades Shop, nonexempt employee in facilities/maintenance; **Karen Frink**, Department of Recreation and Parks Management, nonexempt employee. 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.

### SPIRIT DAY at FSU

Show your love and pride for Frostburg State University by wearing your favorite FSU gear (or red and black attire) on Spirit Day, the first Friday of every month. By wearing our red and black, we remind ourselves that we're all a part of this University, and that we all contribute something significant to our campus. It's a chance to feel proud about everything we're doing to make FSU great!

go bobcats!



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**Department of Budget and Management**  
**Employee Benefits Division invites**  
**State Employees to**  
**GET READY FOR WINTER**

Frostburg State University  
Wednesday, October 27, 2010  
PE Center, Leake Room  
10:30 am – 2:30 pm

**Be prepared this year and  
get your seasonal flu shot: Cost \$10 by  
check or money order made payable to  
Maxim Health Services**

**Flu shots sponsored by  
State Employees Credit Union (SECU)**

**Free health screenings include:**

**Blood Pressure  
Body Mass Index  
Cholesterol  
Dental Hygiene  
Seated Massage  
Vision Testing  
Talk to a Personal Trainer**

**Health plan representatives will be available  
to provide valuable resources**

For questions concerning this  
event, please contact your agency  
Benefits Coordinator at 301-687-4398 or the Employee Benefits Division at 410-767-2981

*Our sponsors:*



# ***Getting Ready for Retirement***

## **Training Session for ORP Members on November 2**

Any FSU employee enrolled in an Optional Retirement Plan (ORP) may be interested in attending the training session *Getting Ready for Retirement* coming up on Tuesday, November 2, 2010 in the P.E. Center Leake Room. This session will provide valuable information for ORP members to plan and prepare for retirement. Topics covered will include:

- ORP retirement definition
- Healthcare eligibility
- Healthcare subsidy
- Healthcare benefits
- Legal considerations
- Social Security benefits



Representatives from a local law firm and the Social Security Administration office will join FSU's Manager of Benefits, Lee Ann Nightingale, in making presentations.

*Getting Ready for Retirement* for ORP members will start at 9:30 a.m. and last until approximately 12:30 p.m., with time for questions after each segment. To reserve your seat, go to OHR's online [training registration](#) system and look under the Management/Human Resources courses.

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## **Are Your Retirement Beneficiary Designations Up to Date?**

Regardless of an employee's age, how many years of service they have, or their retirement plan, an important aspect of managing retirement benefits is keeping beneficiary information current. While many people update their wills and other important documents on a regular basis, updating beneficiaries of retirement accounts is commonly overlooked.

Failure to have current beneficiary designations can create unnecessary confusion and delay for loved ones in the event of an employee's death. It also can result in benefits being passed on in ways that had

not been intended. When designating beneficiaries, consider these important points:

- ✓ Is the designation current? Have you updated for any recent life-changing events such as a death, divorce, remarriage, or birth(s)?
- ✓ Is a copy of the beneficiary designation on file with the Plan Administrator?

The beneficiary designated for a Maryland Retirement/Pension account or an Optional Retirement Plan (ORP) account determines who will receive those balances in the event of the employee's death *and* is a major factor affecting eligibility for healthcare subsidy for beneficiaries. If your spouse is counting on the state healthcare subsidy, remember that they must be the designated primary beneficiary on your account. This coupled with meeting the years of service criteria determines the amount of state subsidy toward the cost of healthcare premiums for the beneficiary and any eligible dependents.

- The Maryland State Retirement Agency sends an annual Personal Statement of Benefits to each employee enrolled in the State Retirement/Pension Systems. Page 2 of that statement shows current beneficiary information, along with instructions on how to change the designated beneficiary.
- Fidelity Investments sent beneficiary forms to enrollees in August.
- TIAA-CREF is in the process of contacting their enrollees to update beneficiary designations.

Employees also should look at the designated beneficiaries for any Supplemental Retirement (SRA) account(s) they have. Although these accounts do not factor into the determination of healthcare eligibility, employees should be sure to keep the selected beneficiaries on these accounts up to date as well.

It's important not to delay – *right now* is the best time to make sure all retirement account beneficiary information is current and in keeping with your wishes. Contact Lee Ann Nightingale at x4398 or [lnightingale@frostburg.edu](mailto:lnightingale@frostburg.edu) if you have questions about your beneficiary designations.

## Mid-Year PMP Reminder

October is halfway through the PMP cycle, when 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.



## Ort Library's Latest Service Awards Celebration

The Lewis J. Ort Library observed the service anniversaries of three staff members who reached milestone years of service to FSU in August 2010. The Library workers marked this special occasion with gifts and refreshments, including a decorated cake.



Pictured left to right: Long-term Ort Library employees Eugene Stucky (20 years of service), Pamela Willams (25 years), and Lea Messman-Mandicott (20 years). Submitted by Dr. David Gillespie.

## OHR's Latest Service Awards Celebration

In honor of Beth Hoffman's 15-year service anniversary in August 2010, the Office of Human Resources staff took time for an outdoor lunchtime fiesta at the El Canelo Restaurant on Main Street.



OHR treated Beth Hoffman to Mexican food for lunch along with a gift basket to celebrate 15 years working at FSU. Photo by Beth Clark.

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 Fourth Quarter  
Service Awards**

## Check Out the Online Directory

If you have not already done so, please take a few minutes to familiarize yourself with the online Campus Directory that can be accessed by selecting Directories at the top of the FSU home page. In addition to providing employee phone numbers and office/email addresses, the campus directory is a valuable resource for many things including holiday schedules, fax numbers, payroll schedules, FSU notary service providers, and much more.

Note that the Campus Directory is available to everyone on and off campus who has access to the FSU web page. Employee information in the Campus Directory contains the employee name, business phone, title, email address, department, and office location. *OHR encourages all employees to view their information in the Campus Directory for accuracy and make any changes required. We are not always aware of office and telephone changes.*

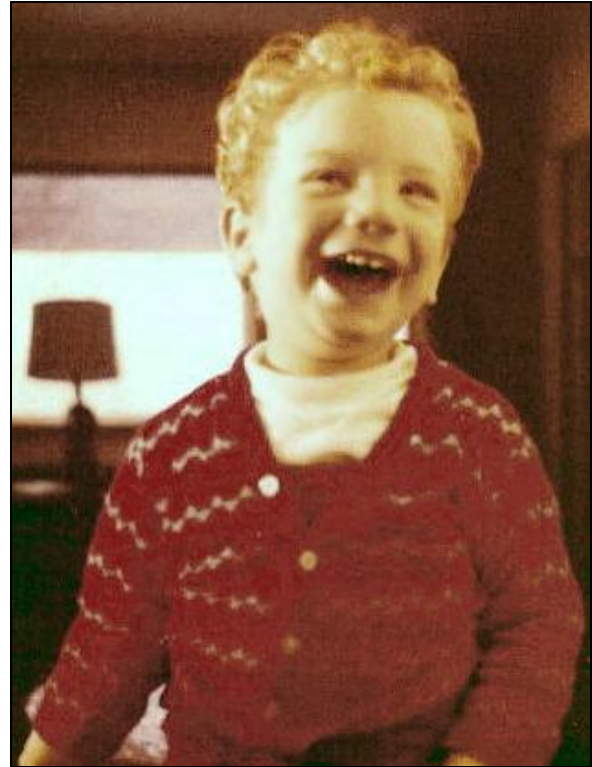
A log-in on the Campus Directory page allows only FSU employees to view the Employee Directory containing business and home information. After logging in you can search the Employee Directory the same way you search the Campus Directory or you can open the PDF file to access employee information or print to use as a desk reference.

You select how you want other employees to view information in the Employee Directory relative to your home address, home phone, and cellular phone. This information is published *only with permission* granted by you in PAWS Self-Service. The current default for all employees is set so that your home address, home phone, and cell phone is not displayed. The online directory is updated regularly to capture any changes made.

Each employee is responsible for updating his/her employee information that appears in the Campus Directory and the Employee Directory.

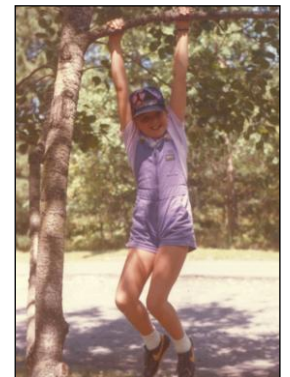
*(Continued on Page 7)*

## Do You Recognize These Faces?



This smiling young man was destined to be a leader at FSU when he grew up. Who could it be? Send your best guess to [kdurst@frostburg.edu](mailto:kdurst@frostburg.edu) by November 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: That young *Star Wars* fan hanging from a tree is Lori Bennett in Networking and Telecommunications. An FSU desk clock goes to **Cherie Ryan** in Administrative Computing for correctly identifying Lori's photo.



Employee photos are always needed to keep this column going. To be considered for a future issue, send a photo of yourself or another employee 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



During the first week of pre-school at the University Children's Center, the children were invited to bring in their favorite stuffed animals. Shown displaying their plush pals are, left to right, Garrett Steele, A.J. Lauder, Linnea Abraham, Alina Abraham, Noah Lennon Puthoff, Luke Kostovick, and Olivia Marchbank.



Will McPherson tried on a Maryland State Police officer's hat during FSU's Law Enforcement Awareness Day on September 22. The children were fingerprinted and had loads of fun with Bob E. Cat, McGruff the Crime Dog, and Larry the Crash Dummy. Their favorite activity was taking turns sitting in the police cruiser and turning on the siren.

Photos by Denise Payne.



September included activities to celebrate "Apple Week" and Johnny Appleseed's birthday. Above: The children brought in different types of apples to discuss and identify before turning them into yummy applesauce. Right: Guest reader Nicole Mattis shared a story about Johnny Appleseed with Noah Lennon Puthoff, Sophia Mattis Brill, Linnea Abraham, Alina Abraham, and Olivia Marchbank.



## Costume Parade on October 29

The Children's Center will parade around in costume on **Friday, October 29 from 9:30 a.m. to 12:00 noon**. Approximately 16 children will visit their friends in Tawes Hall, the Cordts P.E. Center, Pullen Hall, and the Hitchins Building.

If your office is located in one of these buildings and you would like the children to stop by, e-mail Denise Payne at [dpayne@frostburg.edu](mailto:dpayne@frostburg.edu) by October 22. An approximate time of their visit will be given to you before the parade.

Watch for photos of the children's costume parade in the next issue of the *FSU Employee Newsletter*.

## Check Out the Online Directory

(Continued from Page 5)

Employees may view their current directory information by visiting the online directory. Please take a few moments to review your information and make changes as necessary using PAWS Self-Service. *New employees are especially encouraged to make sure their information is updated and correct.* Direct any questions or concerns about online directory listings to the Office of Human Resources at x4106.

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### ➡ Reminder from the Payroll Office

## Paperless Pay Initiative

Please note that the delivery method for all payroll checks has changed. Employees must use direct deposit, as the Central Payroll Bureau (CPB) no longer sends paper checks to FSU for distribution. Since CPB requires a separate direct deposit form for each payroll system, employees receiving payments from the Contractual payroll *must complete a separate form for the contractual payments – even if already signed up for direct deposit on the Regular payroll.*

Any employee who receives a payment before their direct deposit becomes effective (usually takes one to two payroll periods) will have a paper check mailed from CPB in Annapolis to the home address on their W-4 form. Thus, if you did not complete a W-4 form with a correct address, the U.S. Postal Service will return your check to CPB where they will call FSU to verify your address before mailing the check again. So, it is very important to complete a W-4 form accurately in addition to completing direct deposit form(s).

FSU employees can easily view and print pay stub information via [CPB's Payroll Online Service Center](#) (POSC) site. POSC provides these online resources to employees:

- View and print of 12 rolling months of most recent pay stub information
- View and print of year end (prior year) pay stub information

- Duplicate W-2 wage and tax statement data for the most recent (3) reporting years
- Submission of address updates (for payroll purposes only)
- Submission of direct deposit *updates* (initiating direct deposit must be via the paper form)
- Submission of updates to W-4 withholding

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.

Employees are encouraged to call x4332 or come to Payroll & Employee Services in Hitchins 318 for assistance in using CPB's Payroll Online Service Center to access their payroll information.

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### ➡ Reminder from ADA/EEO Compliance

## Federal Changes to Race and Ethnicity Reporting

Frostburg State University is asked by many agencies, including federal and state governments, as well as national surveys, to describe the racial and ethnic background of our faculty and staff. The federal government has developed new ethnic and racial categories to provide a more accurate picture of the nation's diversity. The new categories enable individuals to be identified in both ethnicity and race. They also allow more than one race to be identified.

As a result of the changes to the data reporting structure, the Office of ADA/EEO Compliance is requesting that employees login to self service in PAWS and review their ethnicity and race data for accuracy. Please make any necessary changes to your data as soon as possible.

If you have questions about race and ethnicity reporting, feel free to contact Beth Hoffman, Director of ADA/EEO Compliance, at x4102 or [bhoffman@frostburg.edu](mailto:bhoffman@frostburg.edu). Your cooperation is appreciated.

## People on the Move

### Faculty Granted Tenure Effective Fall 2010:

- Dr. Robert C. Forsythe  
Mathematics
- Dr. Mark A. Gallagher  
Music
- Dr. Steven L. Hartsock  
Social Work
- Dr. Sean Henry  
Ort Library
- Gerard R. LaFemina  
English

### Faculty Promotions Effective Fall 2010:

- Dr. Katherine Almquist  
Associate Professor of Foreign  
Languages and Literature
- Dr. Abdorrahim Ashkeboussi  
Professor of Marketing  
and Finance
- Dr. Stephen G. Hartlaub  
Professor of Political Science
- Jeffrey A. Maehre  
Librarian II
- Dr. Evan H. Offstein  
Associate Professor of  
Management
- Dr. Stephanie G. Pack  
Associate Professor of  
Educational Professions
- Dr. JoAnna Burley Shore  
Associate Professor of  
Management
- Dr. Thomas D. Sigerstad  
Associate Professor of  
Management
- Dr. Rochelle F. Smith  
Professor of English
- Dr. Stephen W. Twing  
Professor of Political Science
- Dr. Gary A. Wakefield  
Professor of Educational  
Professions
- Dr. Jodi G. Welsch  
Associate Professor of  
Educational Professions

### Appointments:

- Mark A. Anderson  
Instructor of  
Management
- Natalia Buta  
Lecturer of Recreation  
and Parks Management
- Melissa L. Hendricks  
Instructor of Mass  
Communication
- Christopher M. Masciocchi  
Lecturer of  
Psychology
- Dr. Jodi L. Nichols  
Assistant Professor of  
Educational Professions
- Benjamin N. Norris  
Instructor of  
Chemistry
- Rosemarie Pellegrino  
Lecturer of Educational  
Professions
- Dr. Richard A. Russo  
Assistant Professor of  
Geography
- Dr. Beth A. Scarloss  
Assistant Professor of  
Educational Professions
- Jonathan T. Simon  
Assistant Professor of  
Visual Arts
- David B. Stern  
Lecturer of Communication  
Studies
- Dr. John L. Stoothoff  
Assistant Professor of  
Educational Professions
- Dr. Wenjuan (Wendy) Xu  
Assistant Professor of  
Computer Science
- Egon Hedegaard  
Resident Scholar  
College of Education
- Eric E. Manns  
Admissions Counselor
- Rita M. Thomas  
Administrative Assistant  
Office of Clinical and  
Field Experiences  
Educational Professions

- Crystal D. Miller  
Police Communications Operator  
University Police
- Mark R. Adams  
MT Maintenance Mechanic  
USM at Hagerstown
- Jerrod C. Cook  
Plumber  
Physical Plant
- Jeffrey A. Pfister  
Carpenter  
Physical Plant
- Denise L. Arnold
- Cassie J. Crowe
- Janet L. Kinser  
Housekeepers  
Physical Plant

### Retirements:

- Norman E. Clise  
Procurement and Material  
Handling
- George W. Patterson  
Physical Plant/Multi-Trades Shop

### In Memoriam:

- Dr. Harold J. Winstanley  
Educational Professions



**The FSU Employee Newsletter is  
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