

FSU's Colleen Stump and Mary Tola Honored with Prestigious 2010 Board of Regents' USM Staff Award

Congratulations to Frostburg State University staff members Colleen Stump and Mary Tola, who have received the 2010 Board of Regents' University System of Maryland Staff Award, the highest honor bestowed by the Regents on USM staff employees.

Stump, Associate Vice President for University Advancement and Director of Publications, is being honored for exceptional contribution to the institution by an exempt employee. Tola, Director of Brady Health Center, is being honored for outstanding service to students by an exempt employee. Both will be recognized at the Board of Regents meeting to be held at University of Maryland - Baltimore County in September.

"I am not surprised that Colleen Stump and Mary Tola were selected by the USM Board of Regents for these prestigious awards; Colleen and Mary exemplify all that quality and excellence is about in higher education," said FSU President Jonathan Gibraltar. "They both perform their jobs with a focus upon only what is best for our students and our institution.

I am very proud of these two highly skilled and enormously professional staff members."



Colleen Stump



Mary Tola

Mary Tola's nomination noted her work in the past year in planning and developing a campus response to the H1N1 outbreak, her support of a campus wellness initiative, and her leadership of Brady Health Center's successful reaccreditation by the Accreditation Association for Ambulatory Health Care.

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FSU's Stump and Tola Win 2010 BOR USM Staff Award

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Director of FSU's Brady Health Center since 2003, Tola has been a dedicated advocate for student health, and was recognized in 2009 as Nurse Practitioner of the Year by the Western Maryland Area Health Education Center.

Colleen Stump, a member of FSU's staff since 1983, was credited with her leadership in the development of publications, marketing materials, and the University's brand identity as the Director of Publications.

In 2009, Stump added the title of Associate Vice President for University Advancement, taking on the oversight of media relations, marketing, social media, and fund-raising publications.

The annual Regents' Staff Award recognizes the distinguished achievements of salaried and hourly employees of the University System of Maryland community. Award winners are selected from the institutions within the USM and are nominated based on letters and recommendations by colleagues. Each Award recipient receives a monetary prize and a plaque presented during a ceremony at a Board of Regents meeting.



Press release and photos courtesy of Liz Medcalf in News and Media Services.



2010 FSU Staff Awards for Excellence Nominations Now Being Accepted

One of the University's goals is to reward outstanding service to the institution. Again this year the FSU Foundation will fund three \$500 Staff Awards for Excellence to employees who have demonstrated a high level of professionalism and job performance as well as excellence in service. All members of the University exempt/nonexempt staff are eligible to be nominated, whether contractual, full-time, or part-time.

Details about the award categories, selection criteria, and the nomination process have been distributed to all employees via campus e-mail. Note that the Staff Awards Review Committee made some changes to the selection criteria this year (see the e-mail attachments for more information). Please direct any questions about the Staff Awards for Excellence nomination process to Kelly Durst at x7487 or kdurst@frostburg.edu, or to Patrick McLane at pmclane@frostburg.edu.

Complete nomination packets will be due no later than 4:00 p.m. on Monday, September 13, 2010. The Staff Awards for Excellence will be presented in conjunction with Dr. Gibraltar's Fall Convocation.

Any FSU employee may nominate him/herself or another staff member for an Award for Excellence. Past Staff Awards for Excellence nominators as well as nominators for the Board of Regents' University System of Maryland Staff Awards are encouraged to revise and resubmit previous nominations.

Consider taking this opportunity to nominate yourself or a fellow employee for a 2010 Staff Award for Excellence.

*The FSU Staff Awards for Excellence
are sponsored by the alumni and friends of
Frostburg State University through
the Annual Fund Campaign.*



Family and Medical Leave Act

What is FMLA and How Does it Apply to FSU Employees?

President Bill Clinton signed the Family and Medical Leave Act (FMLA) into law in 1993 to address the changing needs of workers' responsibility to their families. Although many companies may have had leave policies already in place, the federally mandated policies were enacted to provide job-protected leave to eligible employees who work for an employer with 50 or more employees. The original FMLA law covers pregnancy, adoption, caring for a seriously ill relative, and the individual employee's own serious illness.

Two-parent, one-income families, once considered the norm in American society, are less and less common. Two-income families and single-parent families must deal with pregnancy, childhood illnesses, and other situations that could require time away from work. A growing number of workers also provide care for elderly parents, which can require a significant amount of time.

In light of recent changes of the federal law and updated USM policies, employees may have questions about what FMLA is and how it applies to employees at Frostburg State University. Each person's situation is different; however, the information provided here is intended to give employees a basic understanding of FMLA.

USM Family and Medical Leave Policies

Changes to the FMLA policies as set forth by the USM Board of Regents in June have been amended as a result of the passage of the National Defense Authorization Act (NDAA). At the same time other provisions that had been considered confusing or ambiguous were clarified. To access the latest policies, go to the [USM web site](#) and click Policy on Family and Medical Leave/VII-7.50.

Basic Leave Eligibility

FMLA requires covered employers such as FSU to provide up to 12 weeks of unpaid, job-protected

leave to eligible employees in a 12-month period. An employee is eligible for FMLA if they have worked for at least one year as a USM or State of Maryland employee, and have worked at least 1,040 hours during the 12 months prior to the date of leave. (A part-time employee on at least a 50% basis of the minimum hours required for eligibility is prorated.)

Basic Leave Entitlement

An eligible employee is entitled to up to a maximum of 12 work weeks (or 60 days) of FMLA leave within a 12-month period.

Benefits of FMLA

An employee is to be restored to the same position or an equivalent position upon return from FMLA leave. While out on leave an employee's group health benefit coverage will be maintained on the same terms as an active employee. If an employee fails to return to work, the employer may in some circumstances recover the costs to maintain the employee's benefit coverage when on unpaid FMLA leave.

Reasons for Leave

An eligible employee is entitled to take FMLA leave for the following reasons:

- Incapacity due to pregnancy, prenatal medical care, or childbirth.
- To care for the employee's child after birth, or placement for adoption or foster care.
- To care for the employee's spouse, daughter or son, or parent who has a serious health condition.
- For an employee's own serious health condition that renders him or her unable to perform the essential functions of the job.
- To care for a covered service member's serious injury or illness. Covered service members are current members of the U.S. Armed Forces, including the National Guard and Reserves.
- Qualifying needs arising out of military active duty and call-up.

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2010 Third Quarter Service Awards



40 Years:

- Debra A. Koon
Psychology
- Dr. Robert W. Lewis
Health and Physical Education
- Dr. Paul R. Lyons
Management
- Dr. George R. Plitnik
Physics and Engineering



35 Years:

- Dr. Maureen P. Connelly
Social Work/
Honors Program
- Dr. Robert J. Doyle
Physics and Engineering



30 Years:

- Carol E. Cosner
Office of the Registrar
- Betty L. Geary
Financial Aid Office
- James E. Hopkins
Physical Plant
- Wendy I. Miller
Physics and Engineering/
Chemistry
- William D. Patterson
Physical Plant
- Ronald E. Ritchie
Physical Plant
- Sandra K. Youngblood
Physical Plant



25 Years:

- Randy C. Galliher
Mail and Printing Services
- Pamela S. Williams
Ort Library

20 Years:

- John K. Butler
Physical Plant
- Karen L. Clark
University Police
- Teresa J. Feck
Administrative Computing
- Rita M. Hegeman
Regional Math/Science Center
- Beth L. Kenney
Academic Computing
- Lea M. Messman-Mandicott
Ort Library
- Sheila A. Pappas
Special Academic Services
- Eugene Stucky
Ort Library



15 Years:

- Dr. Hang Deng-Luzader
Physics and Engineering
- Beth W. Hoffman
Office of Human Resources
ADA/EEO Compliance
- Angela L. Hovatter
Financial Aid Office
- Karen M. Lancaster
Mail and Printing Services
- Dr. Jean-Marie Makang
Philosophy
- Tina S. Nightingale
University and Student
Billing Office
- Jody L. Pepple
Athletics
- Dana A. Severance
Residence Life



10 Years:

- Dr. Robbie L. Cordle
Office of Career Services

- Richard A. Emerick
Physical Plant
- Dr. R. Scott Fritz
Biology
- Dr. Hongqi Li
Biology
- Jason K. Litten
Geography
- Dr. John J. Lombardi
Mass Communication
- Melanie K. Lombardi
Mass Communication
- Marsha L. McKewen
University and Student
Billing Office
- Dr. John C. McMullen
Sociology
- John C. Ralston, Jr.
University Police
- Mary Ann Schurg
Physical Plant
- Dr. Jerald A. Simon
Chemistry
- Robin V. Wynder
Diversity Center
- Donna R. Yoder
Office of Graduate Services



5 Years:

- Dr. Alemseged Abbay
History
- Derk S. Barnett
Admissions Office
- Lori M. Bennett
Networking and
Telecommunications
- Dr. Mohammed S. Eltayeb
Physics and Engineering
- Danielle S. Foote
Admissions Office
- Crystal A. Frantz
General Accounting
- Victoria M. Gearhart
Center for International
Education/Honors Program

- Donna K. Geary
Physical Plant
- Rachel S. Hoover
P.A.S.S.
- Dr. Natalia M. Ramirez-Lopez
Foreign Languages and
Literature
- Kevin J. Robison
Administrative Computing
- Joan C. Rounds
Physical Plant
- Lisa L. Simpson
Health and Physical Education
- Dr. Kasif Teker
Physics and Engineering
- Jamelyn C. Tobery-Nystrom
Educational Professions
- Vichuda Wachs
University System of
Maryland at Hagerstown

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*.



Children's Center Happenings



Bringing a fun year at the FSU Children's Center to a close, Alex Waldrup, Ella Valentine (with sunglasses), Olivia Marchbank, Ella Snyder (with hat), and Sophia Rankin enjoyed a ride on the tire swing during the Center's end-of-the-year picnic held at the Grantsville Park last spring. Photo by Denise Payne.

ATTENTION PARENTS

The University Children's Center reopens in late August to start the 2010-2011 school year. Leave a message for Denise Payne at x4027 or dpayne@frostburg.edu if you would like to enroll your child or learn more about the Center's pre-school and child care services.

To: FSU Faculty and Staff
From: ADA/EEO Compliance

Federal Changes to Race and Ethnicity Reporting

Review Your Data in PAWS

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. You may now identify yourself by ethnicity (either Hispanic/Latino or not Hispanic/Latino) and by *one or more* racial groups (American Indian/Alaska Native, Asian, Black/African-American, Native Hawaiian/Other Pacific Islander, White).

As a result of these changes to the data reporting structure, the Office of ADA/EEO Compliance is requesting that all employees login to self service in PAWS and review their ethnicity and race data for accuracy. **To access self service in PAWS:**

- [Home >](#)
- [Self Service >](#)
- [Personal Information Summary >](#)
- [Personal Information >](#)
- [Ethnicity](#)

Please make any necessary changes to your data as soon as possible. If you have any questions about race and ethnicity reporting, feel free to contact Beth Hoffman, Director of ADA/EEO Compliance, at bhoffman@frostburg.edu or x4102. Your cooperation is appreciated.

Do You Recognize These Faces?



This girl once climbed trees wearing her *Star Wars* cap; now she's hanging around FSU and keeping up on the latest technology. Who could it be? Send your best guess to kdurst@frostburg.edu before Sept. 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's Norman Clise in Procurement and Material Handling during his formative years. **Eva Greig** in Administration & Finance won a black FSU director's mug for correctly identifying Norm'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 and be sure to clearly identify the employee pictured. Photos will be used at the Editor's discretion and never without employee permission.

Family and Medical Leave Act

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Military Family Leave Entitlements

An eligible employee with a spouse, son or daughter, or parent on active duty or on call to active duty status in the National Guard or Reserves may use up to 12 weeks of FMLA leave to address certain qualifying needs such as:

- Attending certain military events.
- Arranging for alternative childcare.
- Addressing financial and legal arrangements.
- Attending counseling sessions.
- Attending post-deployment reintegration briefings.

An eligible employee may take up to 26 weeks of unpaid leave in a single 12-month period to care for a covered service member who has a serious injury or illness that was incurred in the line of duty on active duty. This injury or illness must render the service member medically unfit to perform his or her duties.

Providing Notice to the Employer

Any FSU employee who is considering a request for FMLA leave should meet with Lee Ann Nightingale, Benefits Manager in the Office of Human Resources, to discuss their individual situation and to obtain the appropriate forms.

Employees must provide sufficient information to determine if the need for leave qualifies for FMLA protection; each employee will be instructed on the required certification based on their reason for leave. An employee also will be given additional details as appropriate based on the need for leave and the anticipated leave plan.

Whenever possible, an employee should submit their request for FMLA leave to the supervisor 30 days prior to the start date of the leave. If the leave is unforeseen, notice should be given as soon as practicable but not less than two working days from learning of the need to take leave. In cases where the needed leave results from an emergency, the

employee or designee should give notice and provide the appropriate certification as soon as practicable.

Once the Office of Human Resources receives the appropriate completed forms and certification, the employee is notified whether or not the leave is approved as FMLA, or if additional information may be needed.

The information provided in this article is intended only to provide FSU employees with a general overview of the key provisions of the USM Policy on Family and Medical Leave and the general procedures to request FMLA leave. Contact Lee Ann Nightingale at lnightingale@frostburg.edu or x4398 anytime you have questions regarding FMLA and how it applies to you.

Pre-Retirement Planning Seminars

October 4 at FSU

The State Retirement and Pension System of Maryland is again holding Pre-Retirement Planning seminars across the State during Fall 2010. A seminar is being held at Frostburg State University on **Monday, October 4, 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 July 16, 2010. Contact Kelly Durst 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**.

People on the Move

Appointments:

- Melissa A. Hiller
Director of the University
Bookstore and I.D. Services
- John L. Brewer
Assistant Director of
Planning and Construction
Physical Plant
- Jamie E. Bushong
Coordinator of External
Relations and Student Services
USM at Hagerstown
- Jody L. Pifer
Executive Administrative
Assistant
Office of the Provost
- Nathan C. Williams
Library Technician III
Ort Library
- Corrie A. Preston
Police Communications Operator
University Police
- Gregory F. Partsch
Landscape Technician Supervisor
Physical Plant
- Erick S. Kasecamp
Service Worker/Safety
and Sustainability Office
Physical Plant

Retirements:

- Dr. William S. Bingman
Educational Professions
- Dr. Mary K. Finan
Educational Professions
- Dr. Barbara Hurd
English
- Dr. Don B. Weser
Chemistry
- Dr. Wayne A. Yoder
Biology
- Frank C. Peto
Office of Research and
Sponsored Programs
- Janet L. Lancaster
Office of the Provost

- Sue E. Puffenbarger
Office of Human Resources
- Mary S. Albright
Physical Plant/Housekeeping
- Gilmore H. Custer
Physical Plant/HVAC
- Darlene D. York
Physical Plant/Housekeeping

Coming in the Next Issue

Fall 2010

New Faculty Appointments

Faculty Promotions

Faculty Granted Tenure

Have You Completed Preventing Sexual Harassment Training?

After some prodding, more than 830 current FSU employees – *almost* everyone – completed the *Preventing Sexual Harassment* refresher course as required. The Office of Human Resources is following up on a few individuals not yet in compliance.

New employees who started work during the summer and faculty members hired for the fall semester, including adjunct lecturers, are reminded that they are expected to complete the online *Preventing Sexual Harassment* training within 30 days of employment at FSU. Protect yourself from becoming a victim, or from finding yourself accused of improper conduct.

Contact Beth Hoffman at x4102 or bhoffman@frostburg.edu or Kelly Durst at kdurst@frostburg.edu or x7487 if you have questions or concerns about the *Preventing Sexual Harassment* training.

Weight Watchers at Work

FSU's Weight Watchers at Work program will hold an organizational meeting on **Wednesday, September 8 at 12:00 noon** in the P.E. Center Leake Room. All interested employees are invited to stop by free of charge, and no advance registration is necessary.



A new 12-week Weight Watchers session will start on September 13, with meetings held on Mondays at lunchtime in the Leake Room. Cost is \$144 for the 12-week session and includes Weight Watchers eTools, your online companion between meetings.

Contact **Lee Ann Nightingale** at lnightingale@frostburg.edu or x4398 for more details about Weight Watchers at Work.



The *FSU Employee Newsletter* is published bimonthly by the Office of Human Resources

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