

Frostburg State University

EMPLOYEE NEWSLETTER

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Winter 2011-2012

2011 Service Awards Luncheon Honors Long-Term FSU Faculty and Staff Members

Employees who achieved long-term milestones of employment at Frostburg State University in 2011 were honored at the Service Awards Luncheon on November 18, 2011 in the Lane Center. The invited guests were faculty and staff members reaching 20, 25, 30, 35, or 40 years of service in 2011.

Vice President of Human Resources Kathy Snyder and President Jonathan Gibraltar gave opening remarks before a delicious turkey lunch was served. President Gibraltar and the divisional Vice Presidents then said a few words about the recognized employees in attendance. Each employee also received a gift that he/she had selected.



40 Years of Service – Left to right: William Pegg, James Imes, Nicholas Clulee, Patrick Deasy.

(See also more Service Awards Luncheon photos on Pages 2 and 3.)

SAVE THE DATE

2nd Annual
FSU Employee
Appreciation Day

Tuesday, April 17, 2012

Plan to join us for lunch.

Watch for full details
coming in the next issue.

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2011 Service Awards Luncheon



35 Years of Service – Left to right: Lynn Davis, Thomas Bowling, Sandra Livengood. Not pictured: John Miller, Daniel Plucinski.



30 Years of Service – Left to right: Joseph Hoffman, Joyce Wheaton, Judith Dieruf. Not pictured: Brenda McKenzie, Pamela Shirk.



25 Years of Service – Left to right: Henry Bullamore, Keramat Poorsoltan, Eva Greig, Mary Ann Chapman. Not pictured: Earl Clark, Valerie Lashley, John Neral, Cherie Ryan.

2011 Service Awards Luncheon



20 Years of Service – Left to right: Kathleen Elder, Gary Trenum, Amy Kiddy, Constance Ralston, Anita McGregor, Allen Shin, Larry Thuss. Not pictured: Marcia Cushall, Scott Donahue, Arthur Hanlin, John O’Rorke, Kathleen Powell, Brad Rinard, Theresa Skidmore, Dennis Youngblood.

Service Awards Luncheon photos by Joni Smith.



Kathy’s Correspondence

Employee Appraisal Time Starts Soon

Thank You! Support for **TrakStar Professional**, FSU’s new web-based performance evaluation (PMP) system for staff employees has been fantastic! For 2012, all Employee Appraisals will be completed using **TrakStar**.



Last summer and throughout the academic year, the Office of Human Resources has conducted numerous training sessions, distributed guidelines and materials to assist supervisors and employees with the transition, and encouraged employees to log in to **TrakStar** and take the video training. Your response has been outstanding and we move toward

the 2012 appraisal period confident that the inaugural year of **TrakStar** will go smoothly. A few reminders as we head into “PMP season”:

- In mid-February, Performance Plans will turn into Employee Appraisals. Supervisors will receive a notification e-mail and a list of Appraisals will appear in your **TrakStar** task list.
- If a supervisor or employee did not add established goals to the **TrakStar** Performance Plan before it turned into an Employee Appraisal, you will need to contact OHR at x4106 for special instructions.
- Employee Appraisals are web-based and, while employee copies can be printed upon request, printing is discouraged. OHR no longer requests or accepts paper copies of Employee Appraisals.

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Kathy's Correspondence

(Continued from Page 3)

- Employees can make notes regarding their progress and accomplishments, but they **cannot** complete their own Employee Appraisals.
- Supervisors must be sure to route an Appraisal to the second-level reviewer for approval prior to discussing it with the employee.
- The due date for completing Employee Appraisals in **TrakStar** is **Friday, April 20, 2012**.

If you did not attend a training session, I encourage you to get familiar with **TrakStar** now.

Go to www.promantek.com.

Click on TrakStar Pro Login at the top of the screen.

Organization: enter FSU in all CAPS.

User Name: enter your FSU user name in all lower case.

Password: enter 1234. (For security, it's important to change your default password.)

Click on Log In.

Everyone is an "Employee" in **TrakStar** and some of you are "Managers" as well. Managers can toggle back and forth between the two roles.

TrakStar is very user friendly – don't be afraid to log in and move around. Take the video

training and do the exercises. Contact OHR at x4106 if you still have questions or concerns.

Once this employee appraisal year is complete, we move into the next. Many of you expressed some difficulty when it comes to setting goals. Please watch for upcoming training sessions on goal-setting and register to attend. Or, if you would like a separate training just for your department, contact OHR at x7487 and we'll be happy to schedule a meeting with your group.

Once again, thanks so much for your cooperation as we move forward with **TrakStar**.

Kathy

2011 Fourth Quarter Service Awards

40 Years:

- James A. Imes
Physical Plant



35 Years:

- V. Lynn Davis
Admissions Office
- Sandra K. Livengood
Physical Plant
- John W. Miller
The University Store



30 Years:

- Dr. Joyce E. Wheaton
Educational Professions

20 Years:

- Gary J. Trenum
Networking and
Telecommunications



15 Years:

- Rose M. Booth
Physical Plant
- Rhonda D. Hensel
Ort Library
- Selina M. Smith
Planning, Assessment, and
Institutional Research



10 Years:

- Tamara E. Lowry
Student Support Services
- Virginia R. Williams
Ort Library



5 Years:

- Kenneth M. Emerick, Jr.
The University Store
- Patricia S. Lemmert
Social Work/Sociology

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*.

FSU Nominates Ann Townsell for 2012 Board of Regents' USM Staff Awards

Frostburg State University has submitted a nomination for the 2012 Board of Regents' University System of Maryland Staff Awards. **Ann Townsell**, FSU's Assistant Director of Publications, was nominated and supported by her colleagues on campus as well as in the local community for a Staff Award in the category of Extraordinary Public Service – Exempt.

The Regents' Staff Awards represent the highest honor bestowed by the Board to recognize exemplary achievements of the exempt and non-exempt employees of the USM institutions. Award-winners are selected from across the University System based on nominations and letters of support, culminating in a formal recommendation from the Council of University System Staff (CUSS). Each award carries a \$1,000 cash prize and a plaque presented at a Board of Regents meeting.

Let's hope our own Ann Townsell is included when the Board of Regents announces the 2012 Staff Awards recipients later this year.

Will Preparation Services from MetLife

If you participate in the Voluntary Life Insurance plan through the State of Maryland (MetLife is the vendor), you have access to a significant benefit – Will Preparation Services. Having an up-to-date will is one of the most important steps you can take to ensure your family's future. A will allows you to make the important decisions about the distribution of your assets upon death. Without a will, your assets may be distributed according to state law and not in accordance with your wishes.

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Do You Recognize These Faces?



This smiling little girl used to spend lots of time playing with her favorite dolls. Now she spends her days at FSU helping to make sure employees get their paychecks accurately and on time. Who could she be? Send your best guess to kdurst@frostburg.edu by February 29 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: All dressed up in her fancy Easter outfit, that's Dr. Beth Scarloss from the Dept. of Educational Professions a few years back. **Francis Meyers** in Educational Professions won a red FSU director's mug for correctly identifying this photo of Dr. Scarloss.



Loyal readers continue to send their best guesses for each issue, but we need more employee photos to keep this column going. Dig up a snapshot to share with your co-workers! To be considered for a future issue, send a photo of yourself or another employee to Kelly Durst in OHR, being sure to clearly identify the employee pictured. Photos will be used at the Editor's discretion and never without employee permission.

Pre-Retirement Planning Seminars

April 24 at FSU

The State Retirement & Pension System of Maryland is again holding Pre-Retirement Planning seminars across the state during Spring 2012. A seminar is being held at Frostburg State University on **Tuesday, April 24, 2012** from 8:30 a.m. to 4:00 p.m. in the Lane Center Atkinson 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 December 14. Contact Kelly Durst at kdurst@frostburg.edu or x7487 for another copy of the e-mail notice or to request a paper copy of the form instead. Completed, signed registration forms are to be submitted to The Community College of Baltimore County as instructed on the form. For more information on the seminars contact Sarah Cullip at 443/840-1632 or scullip@ccbcmd.edu.

Will Preparation Services from MetLife

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Will Preparation is offered by Hyatt Legal Plans, a MetLife company, and allows eligible employees and their spouses/domestic partners to prepare or update a will, living will, and power of attorney. Attorney's fees are fully covered when using an attorney who participates in the Hyatt Legal Plans network, and there are no claim forms to file. Eligible employees also have the flexibility of using a non-network attorney and being reimbursed for covered services according to a set fee schedule.

Interested employees can contact Lee Ann Nightingale, Benefits Manager, at x4398 or lnightingale@frostburg.edu for additional information about Will Preparation Services from MetLife.

Winter Wellness Fair

Faculty and staff members turned out to get ready for winter at the Wellness Fair in November. Health plan vendors were on hand with screenings and tips for activities such as healthy hand washing and safe snow shoveling. The Allegany County Health Department also provided tobacco education and smoking cessation materials for employees.



Wellness Fair photos by Avalon Ledong.



Children's Center Happenings



Santa Claus stopped by the FSU Children's Center to visit with the children and give them early gifts for being such good boys and girls while attending school. Seated in front: Sophia Mattis Brill, left, and Eden Rankin. Second row, left to right: Kennedy Green, Billy Koch, Linnea Abraham, A.J. Lauder, Lyla Lauder, Noah Lennon-Puthoff, Allie Knieriem, and Olivia Marchbank. Mrs. Payne and Mrs. Winters are standing behind Santa.



Olivia Marchbank, left, and Eden Rankin wear eyeglasses they made on Goofy Glasses Day during letter "Gg" week.



A.J. and Lyla Lauder's mom, Katie Lauder, made pumpkin ice cream with the children before their fall trip to a pumpkin farm. Sophia Mattis Brill is shown mixing ingredients with Ms. Lauder's help while Allie Knieriem watches.



The children would like to thank all of their friends in the Lane Center, Pullen Hall, and the Hitchins Building for the yummy treats we received during our costume parade in October. Pictured in their costumes are A.J. Lauder, Noah Lennon-Puthoff, Ethan Kwok, Eden Rankin, Allie Knieriem, Olivia Marchbank, Linnea Abraham, Sophia Mattis Brill, Kennedy Green, Billy Koch, and Lyla Lauder.

Children's Center photos by Denise Payne.

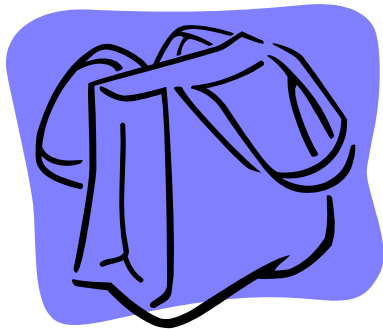


FSU student Scott Rice, doing observation hours at the Children's Center for his Process and Acquisition of Reading class, helps Ethan Kwok hang a piece of clothing on the line during the Mrs. McNosh Hangs Up Her Wash story and activity.

Volunteer Trainers Needed

The Office of Human Resources is once again looking for faculty and staff members who are willing to participate in our Volunteer Training Program. Our Training and Development Program relies on volunteers to make it successful. If you have certain skills, experiences, or knowledge that you would like to share with other faculty and staff at the University, please consider offering a training session. Contact Avalon Ledong in OHR at aledong@frostburg.edu or x7085 for more information about this training program and how you can volunteer.

FREE Tote Bags



Courtesy of our health benefit vendors CareFirst BlueCross BlueShield and United Healthcare, the Office of Human Resources has a supply of tote bags available free to any employee. These sturdy bags are handy for many uses such as shopping, carrying books, and sorting recyclables. To request one or several of these tote bags, contact Lee Ann Nightingale or Kelly Durst in OHR. Bags will be available on a first come, first served basis while the supply lasts.

People on the Move

Appointments:

- Dr. Terri L. Massie-Burrell
Assistant Provost for Student Success and Retention
- Stefanie E. Hay
Assistant Professor of Nursing
- Aaron M. Hoel
Director of Research and Sponsored Programs
- Holly S. Clark
Student Development Specialist
Student Support Services
- Beth T. Bair
National Service Coordinator
Student and Community Involvement
- Chareé L. Grover
Area Coordinator
Residence Life
- Brittany C. Bond
Admissions Counselor
- Daniel L. Dunn
University Police Corporal
- Jessica L. Kirby
University Police Officer
- Ronald E. Clark
Library Technician
Ort Library
- Travis J. Hitchins
Accounting Clerk
University and Student Billing Office
- Megan M. Foy
Head Women's Lacrosse Coach
Athletics
- Kyle J. Linhart
Director of Fitness/
Strength and Conditioning
Athletics
- Nathaniel R. Emory
Manager of Specifications
Physical Plant
- Deborah K. Jeffrey
Housekeeper
Physical Plant

Retirements:

- Dr. Judy E. Holmes
Educational Professions
- Linda C. Smith
University and Student Billing Office
- Naomi E. Hartman McCracken
Diversity Center
- Teresa A. DeVore
Physical Plant/Housekeeping

In Memoriam:

- Delbert L. Perdew
College of Business

Coming in the Next Issue

2nd Annual FSU Employee
Appreciation Day
on April 17th

Open Enrollment for
Health Benefits

2012 First Quarter
Employee Service Awards



The *FSU Employee Newsletter* is published four times per year by the Office of Human Resources

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