

# Frostburg State University

## EMPLOYEE NEWSLETTER

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FROSTBURG STATE UNIVERSITY

# Employee Appreciation Day

# FSU APRIL 19, 2011

# FROSTBURG STATE UNIVERSITY

*We're not complete without U*



**FROSTBURG STATE UNIVERSITY**

### From the Editor...

Happy Spring to all and thank you for reading the *FSU Employee Newsletter!* The Office of Human Resources staff has been busy as usual with projects on behalf of FSU employees. We're especially looking forward to holding the first FSU Employee Appreciation Day, a time for faculty and staff to get much-deserved kudos for their hard work. You can read more about this and other news in the following pages. Then get ready for warmer weather!

*Kelly*

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## We're Not Complete Without U at FSU

FSU employees, you are appreciated. It takes all of us in our different roles – faculty in the classroom, coaches on the field, office workers at their desks, Physical Plant workers anywhere they're needed on campus, and everyone else doing what they do – to keep the University running day in and day out. Whatever your job at FSU, we're not complete without YOU.

The Office of Human Resources decided FSU needs a special day to show dedicated employees how much they are valued. **All faculty and staff members are cordially invited to FSU Employee Appreciation Day on Tuesday, April 19.** Check out the list of Employee Appreciation Day events in the left column and make plans to take part. Stop by the Lane Center for lunch with other employees, maybe even win a prize or take advantage of special discounts offered just to FSU employees. You've earned it!

### FSU Employee Appreciation Day Tuesday, April 19, 2011

Casual Dress Day  
for Employees – Friendly  
Friday on a Tuesday

Aramark Luncheon  
for Employees  
11:30 a.m. – 1:00 p.m.  
Lane Center  
Atkinson Room  
Discount Pricing

Music & Entertainment  
during Lunch

Prize Drawings  
Giveaways

Discount Coupons from  
Local Merchants

Donations Accepted to  
Benefit Allegany County  
Animal Shelter  
(see Page 6 for a list of  
needed items)

Remember to tell  
other FSU employees  
how much you  
appreciate their work

*Watch campus e-mail  
for final details  
still to come*



### Open Enrollment for Health Benefits Starts April 26

Employees are reminded that Open Enrollment is right around the corner, running for 30 consecutive days from April 26 through May 26, 2011. This is the time of year when employees can enroll or make changes to their current benefit selections for the 2011-2012 Plan Year.

Effective July 1, several important changes will be made to your State of Maryland health benefits, many of which are a result of federal healthcare reform legislation passed in 2010:

- ✓ Extension of Adult Child Coverage to Age 26
- ✓ Elimination of Cost-Sharing for Preventative Care
- ✓ Elimination of Lifetime Maximums on PPO and POS Plans
- ✓ Elimination of Rescission Provisions
- ✓ Flu Shots Now Covered
- ✓ Required Appeals Standards

Information about Open Enrollment and benefits changes is provided in the benefits handbook that all currently enrolled employees will receive, as well as on the [Dept. of Budget and Management website](#).

Anyone with benefits questions, including employees who wish to enroll in benefits for the first time this year, should contact Lee Ann Nightingale, Benefits Manager, at x4398 or [lnightingale@frostburg.edu](mailto:lnightingale@frostburg.edu). Also watch your e-mail for any further updates that may be received from the State.

*See also information about the Health Benefits Fair on Page 3.*



# OPEN ENROLLMENT



## HEALTH BENEFITS FAIR

TUESDAY, APRIL 12, 2011 • 10 AM - 2 PM  
LANE CENTER, ROOM 111

### 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

### OTHER PLAN VENDORS:

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

### ADDITIONAL REPRESENTATIVES:

- |                                     |            |
|-------------------------------------|------------|
| Dept. of Budget & Management        | MCEA       |
| State Employees Credit Union (SECU) | Nationwide |
| College Savings Plans of Maryland   | TIAA-CREF  |
| AFSCME                              | Fidelity   |

### GIVEAWAYS AND DOOR PRIZES



For more information Lee Ann Nightingale Benefits Manager X 4398.



FSU is committed to making all of its programs, services and activities accessible to persons with disabilities. To request accommodation through the ADA Compliance Office, call 301.687.4102 or use a Voice Relay Operator at 1.800.735.2258.

## 2011 First Quarter Service Awards

### 25 Years:

- Earl J. Clark, Sr.  
Mail and Printing Services
- Cherie L. Ryan  
Administrative Computing



### 20 Years:

- Dr. Marcia B. Cushall  
Educational Professions
- Kathleen S. Elder  
Mathematics
- Amy S. Kiddy  
Brady Health Center
- Kathleen H. Powell  
Social Work
- Dr. George B. Rinard  
Computer Science and Information Technologies
- Theresa M. Skidmore  
Music
- Beth A. Stallings  
P.A.S.S.



### 15 Years:

- Sherri L. Clark  
Payroll and Employee Services
- Lillian L. Taylor  
Marketing and Finance
- Ann Townsell  
Publications Office



### 10 Years:

- Conrad E. Maust  
College of Liberal Arts and Sciences



### 5 Years:

- Jennifer C. Lewis  
P.A.S.S.

- Jessica L. Taylor  
Financial Aid Office
- Roxanne M. Weighley  
Student Support Services

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](mailto:kdurst@frostburg.edu) for a future issue of the *FSU Employee Newsletter*.

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## Maryland Charity Campaign Pledge Total

OHR thanks all of the employees who pledged their support for local charities during last fall's Maryland Charity Campaign. The 2010 pledge total from Frostburg State University faculty and staff members was:



**\$3,452.00**

Thank you also to the site coordinators around campus who assisted Avalon Ledong with collection of completed pledge sheets.

*More Than Ever* the Maryland Charity Campaign needs your support to help our friends and neighbors. Thank you again for your continued generosity to help those less fortunate.

## FSU Nominations for 2011 Board of Regents' USM Staff Awards

Frostburg State University has submitted three nominations for the 2011 Board of Regents' University System of Maryland Staff Awards. These FSU staff members were nominated and supported by their colleagues for Staff Awards in the categories indicated below:

- Ann Townsell, Assistant Director of Publications, for Exceptional Contribution to the Institution – Exempt
- Karen Treber, University Counsel, for Extraordinary Public Service – Exempt
- Stacy Wassell, Executive Administrative Assistant in the College of Business, for Exceptional Contribution to the Institution – Nonexempt

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 FSU nominees are included when the Board of Regents announces the 2011 Staff Awards recipients later this year.

## Administrative Professionals Week: April 24-30

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 2011, the International Association of Administrative Professionals (IAAP) marks the 59<sup>th</sup> anniversary of Administrative Professionals Week by recognizing all office professionals.



The IAAP web site states:

*For Administrative Professionals Day 2011, we're veering away from the traditional celebration of the day which is centered on administrative professionals. The recession has hit everyone in the office. Downsizing has forced all of us to pull together and work harder, not just the administrative professionals in the workplace. IAAP recognizes the hard work and sacrifice from everyone. This year, celebrate all office professionals.*

The Office of Human Resources encourages each department on campus to find an appropriate way to honor and celebrate the contributions of its office 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 the FAQ What is the best way to celebrate Administrative Professionals Week?).

Please mark your calendars for **April 24-30** and make time to acknowledge the hard work of your FSU office professionals during 2011 Administrative Professionals Week.

## Do You Recognize These Faces?



This little girl hopes a puppy or kitten is hiding among her holiday gifts. Who could she be today? Send your best guess to [kdurst@frostburg.edu](mailto:kdurst@frostburg.edu) by April 30 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 young Avalon Ledong back home in Malaysia. **Karen Clark** in University Police, **Heidi Diaz** in Educational Professions, and **Jun Yamaguchi** in Athletics won FSU paperweights for correctly identifying Avalon's photo.



We need more employee photos to keep this popular 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.

## Your Help Would Be Pawsitively Wonderful!!



New and exciting things have been happening at the **Allegany County Animal Shelter**. Volunteers and Shelter staff are working tirelessly to make the animals feel as at home as possible. To continue their work, the Shelter needs your help with the items listed below.

### Animal Related Items

- Dog and Cat Food (wet or dry)
- Kitten and Puppy Food (wet or dry)
- Cat Litter
- Pedialyte (used to treat dehydration)
- Baby Food (chicken flavor - for kittens)
- Heating Pads (used on low setting to maintain body temperatures of kittens in foster care)
- Baby Bottles (used to feed kittens and puppies)
- Small Tin Lasagna Trays (used as litter pans)
- Blankets and Towels
- Probiotics

### Shelter Related Items

- Adoptive and Foster Homes!!
- More Volunteers!!
- Clorox Wipes and Bleach
- Laundry Detergent (high efficiency)
- Fencing and Labor to build a play area for dogs



The Office of Human Resources will be collecting Animal Shelter donations during FSU Employee Appreciation Day on April 19 (see more details on Page 2). Donations also may be dropped off at the Shelter at 716 Furnace St., Cumberland or at Tractor Supply in LaVale. For alternative arrangements or information on making monetary donations, which also are desperately needed for vet expenses, contact Tina Rafferty in OHR at x4107 or 301/697-3826.

[Adoptable Animals at the Allegany County Animal Shelter](#)  
[Check out our Facebook Page!](#)



## Children's Center Happenings



**Above:** Blaine Austin and Sophia Brill are shown with Hanna Livingston, an FSU Children's Center graduate from 8 years ago, who stopped by with her fiddle during the letter "F" week. **Below:** Children's Center volunteer Nisha Hedegaard celebrated her 19<sup>th</sup> birthday at the Center with help from Lance and Riley Evans. Nisha is the daughter of Egon Hedegaard, Resident Scholar in the College of Education. Photos by Denise Payne.



**Attention Parents:** The University Children's Center is accepting applications for the 2011-2012 school year. Open Houses are scheduled as follows for families who would like to see the Center and learn about our pre-school and child care services:

- ▶ Friday, April 22 from 9:30 - 11:30 a.m.
- ▶ Wednesday, April 27 from 3:00 - 6:00 p.m.

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

## Seeing Red at FSU

For National Wear Red Day on February 4, many FSU employees dressed in red to show their support for the fight against heart disease in women.



Shown here is a group of workers in Ort Library all wearing red. Seated, left to right: David Gillespie, Charlene Vassallo, Virginia Williams. Standing: Brittnei Teter, Pam Williams, Josephine Coburn, Gigi O'Baker, Amber Harrison, Charles Courtney, Karen Ritchie, Nancy Frost. Photo by Rhonda Hensel.



### From the Director's Desk...

As you may know, FSU is in the process of implementing **TrakStar Professional**, a new Web-based PMP tool for staff employees. Eighty-nine employees in eight different departments currently are enrolled in a pilot program and using the tool for this year's evaluation process. Thus far it has been smooth sailing, with positive feedback regarding ease of use, features, and accessibility.

So, when does the rest of our staff begin using **TrakStar**? Other administrative employees will begin the transition by building their 2012 PMP's through **TrakStar**. PMP forms - now referred to as Performance Plans - for all staff employees already are in **TrakStar** and only need goals added to them. At the end of the review period, the Performance Plan turns into the PMP. It is available for review and revision, if necessary, all year, anytime, from any place. **TrakStar** is a wonderful tool!!

You will hear a lot more about **TrakStar** in the weeks ahead. Beginning in May, general training

sessions on using **TrakStar** will be held. Those of you not in the pilot group should discuss goals and objectives for next year with your employee or supervisor, jot them down, and be ready to incorporate them into **TrakStar** for 2012.

In preparation, I encourage each of you to log in to **TrakStar** and check it out. It is extremely user-friendly and offers a training component. (After you take a look, you may even decide you don't need additional training!) Looking at the software prior to attending training will familiarize you with the "look and feel" and will assist you in preparing questions and/or suggestions for the training sessions.



To access **TrakStar** follow these steps:

Go to the site [www.promantek.com](http://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 (for example, bjones).

Password: enter 1234.

Click on **Log In**.

Everyone is an "Employee" in **TrakStar** and some of you are "Managers" as well. When functioning in an employee role, you should log in as an employee. When functioning as a manager, you should log in as a manager. Managers can toggle back and forth between the two roles.

Once you log in to **TrakStar**, look around. Take the training, change your password from the default 1234, look in your employee folder and let us know if your position information is up to date. Contact me or any member of the OHR team if you have questions. And if you have a moment please let me know what your first impressions are, good or bad. As we move forward with **TrakStar**, your feedback is extremely important to us!

Thanks in advance. I look forward to hearing from you!

*Kathy*



## Discount Cards

The Office of Human Resources has a new supply of Dunham's Sports Discount Cards entitling FSU employees to receive 10% off non-sale purchases. The Discount Cards can be used at all Dunham's Sports stores from now through 12-31-2012.

Simply show your Discount Card to the cashier at the time of purchase. Note that the cards cannot be combined with any other offer or used on the Dunham's web site. Some exclusions apply, and those items are listed on the card.

Call x7487 or stop by Hitchins 330 if you would like a Dunham's Sports Discount Card.

## People on the Move

### Appointments:

- Desiree R. Robertson-Thompson  
Assistant Professor of  
Biology
- Rhiannon C. Morgret  
Director of Disability  
Support Services
- Jason I. Hill  
Assistant Director of Operations  
Physical Plant
- Austin J. Huot  
Assistant Director of Lane  
University Center
- Dr. Shawn M. Golden-Llewellyn  
Counseling Psychologist  
Counseling and Psychological  
Services
- Scott M. Gilmore  
Development Specialist  
University Advancement

- Richard A. Bair  
Instructional Design Technologist  
Center for Instructional  
Technologies
- Kimberly M. Kurek  
Instructional Coordinator for  
Developmental Mathematics  
P.A.S.S.
- Joshua A. Ray  
Web Support Specialist  
Academic Computing
- Carly A. Sweeney  
Head Field Hockey Coach  
Athletics
- Justin D. Edwards
- William D. Frye, Jr.  
University Police Corporals
- Kevin J. Kandratic  
University Police Officer
- Jennifer C. Lewis  
Administrative Assistant  
P.A.S.S.
- Tammy L. Hess  
Postal Services Processor  
Mail and Printing Services
- Floyd W. Kaylor  
Storekeeper  
Procurement and Material  
Handling
- Patrick T. Fairall  
Moving and Storage Specialist  
Physical Plant
- Michael W. Livingston  
HVAC Mechanic  
Physical Plant
- David H. Mason  
Painter  
Physical Plant
- Cody L. Clise  
MT Maintenance Aide  
Physical Plant
- Dianna M. Baer
- Tonna K. Ferree
- William L. Getson
- Merry L. Kroll  
Housekeepers  
Physical Plant

### Retirements:

- Linda G. McCulloch  
Theatre and Dance
- Stephen I. Ornstein  
Networking and  
Telecommunications
- Kevin R. Fearon  
University Police
- Allen D. Shirk  
University Police
- Timothy R. Stevens  
University Police
- Rose M. Beery  
Physical Plant/Housekeeping
- John H. Davis  
Physical Plant/HVAC
- Patrick J. McLane  
Physical Plant/Housekeeping
- Carolyn A. Williams  
Physical Plant/Housekeeping

### In Memoriam:

- Chris E. Olson  
Small Business Development  
Center
- Patricia A. Kelby  
Music



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

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