

# msu human resources Source

Spring 2005

[www.hr.msu.edu](http://www.hr.msu.edu)

## MSU HR Profile: The Hidden Heroes of HRIS

Though you may never meet them in person, the nine men and women who make up the MSU HR Information Systems division simplify and improve your life every day with the work they do.

Their role on campus isn't exactly what you'd call high profile – just high-impact. From their offices in the Nisbet building, the HRIS team develops, trouble-shoots and maintains many of the systems that make it possible for MSU employees to electronically enroll for various benefits programs, report attendance online, peruse open job listings at the university on the Web, access statistical employment information and much more.

In addition to day-to-day operations, the HRIS unit is perpetually involved in analyzing and improving the way MSU HR uses technology to meet the needs of faculty and staff and support MSU human resource functions.

*(Continued on Page 16)*

## Don't Miss MSU Benefits Open Enrollment April 18 to May 8, 2005


It's that time of year again! Benefits Open Enrollment at Michigan State University is April 18 to May 8, 2005.



Find out if  
**YOU**  
should  
Participate in  
Open  
Enrollment!

Are you wondering if you need to participate? If the only people covered by your MSU benefits are you and your eligible dependent children, AND if you don't wish to make any changes in your benefits programs, you do not have to participate in Benefits Open Enrollment.

All other MSU employees must participate in Benefits Open Enrollment to enroll, or provide the information necessary to remain enrolled, in the benefits programs of their choice for themselves and their families.

Check out the inside of this *Source* to learn about some important changes in MSU benefit offerings, including information on the new dental option replacing Midwestern Dental. 

Advancing Knowledge.  
Transforming Lives.



Celebrating 150 Years of  
Excellence in Higher Education

### In this edition:

- **HRIS Profile**  
- Pages 1 and 16
- **New this Year in Benefits**  
- Page 3
- **Open Enrollment Fairs**  
- Page 3
- **Benefits Summaries**  
- Pages 4 to 10
- **HR News You Can Use**  
- Pages 12 and 13
- **MAP and COMPASS**  
- Page 17
- **CTU Award Information**  
- Pages 18 and 19

*Advancing Knowledge. Transforming Lives.*

## A Note from the Assistant Vice President . . .

The strength and success of any organization depends on the combined knowledge, skills, talents, innovation, creativity and dedication of its people. That was true 150 years ago when Michigan State University first opened its doors, and it's still true today.

In 1857, nine people made up the entire MSU faculty and staff and the total annual payroll was \$5,000.<sup>1</sup> Those first nine people, and the many who followed, began a tradition of outstanding academic accomplishments that continues to this day. During MSU's first 150 years, through the cumulative efforts of thousands of former and current employees, MSU experienced phenomenal growth and established itself as a world-renowned leader in academic excellence, cutting-edge research and outreach. Now, more than 10,000 employees make up the faculty and staff at MSU with an annual payroll that exceeds half a billion dollars.

Not only did MSU's payroll increase over time, but benefit programs also were added to help provide a safety net against loss of income due to unfortunate life events such as sickness, injury, disability and death. Now, employees have the opportunity every year to re-evaluate their needs and participate in Benefits Open Enrollment. Detailed information to help employees make those decisions for the coming year is included in this issue of *Source*. Also included is information about other available resources designed for personal and professional enrichment, including the M.E.N.T.O.R.S. Program described on page 12, and exciting opportunities for celebrating the MSU Sesquicentennial described on pages 14 and 15.

Today, through the collaboration and cooperation of MSU's high quality faculty, staff and students, we are proud to say that we educate students from every county in Michigan, every state in the nation, and well over 100 countries worldwide. Students and scholars come to MSU from a diverse range of backgrounds with a wide array of personal and professional dreams, confident that the people of MSU can and will help them succeed. And we do.

Whether you spend your days expanding students' horizons in formal, informal and virtual educational settings; conducting research to solve the world's problems; or doing the necessary daily administrative and operational tasks to run this large organization — your contributions are vital to advancing our mission in the 21st Century.

In the past 150 years, MSU has made incredible contributions to our community and to the world. The next 150 years holds incredible potential for new contributions and further achievements. It is truly an exciting time to be part of the MSU team.

*Pam Beemer*



**Pamela S. Beemer**  
Assistant Vice President  
for Human Resources



1. McCristal, J. Bruce, "The Spirit of Michigan State," page 11.

## ***More Information is Available!***

There will be a Benefits Fair where you can discuss your questions with MSU HR staff and meet representatives from many of the benefits plans.

### **BENEFITS FAIR DATES**

**April 19, 2005**  
7:30 a.m. to 4 p.m.  
Parlors A, B and C  
MSU Union

**April 20, 2005**  
7:30 a.m. to 5 p.m.  
First Floor  
Nisbet Building

**April 21, 2005**  
7:30 a.m. to 4 p.m.  
Gold Rooms A and B  
MSU Union

***Don't forget to visit [www.hr.msu.edu](http://www.hr.msu.edu) between April 18 and May 8 to participate in the annual open enrollment period!***

## **What's NEW This Year in Benefits . . .**

***There are a few important things to note before this year's open enrollment . . .***

• **The “Lowest Cost Health Plan” will change** in 2005-06 for active faculty and staff. In the 2004-05 year, the lowest cost health plan for active faculty and staff was the Community Blue PPO. However in 2005-06, **THE LOWEST COST HEALTH PLAN WILL BE PHYSICIANS HEALTH PLAN (effective July 1, 2005).**

**This is important for Faculty to know because:** MSU faculty, academic staff and executive managers pay 10.75% of the premiums on a pre-tax basis for their health benefits. Those who enroll in Community Blue PPO will also pay the difference between PHP and Community Blue PPO.


**This is important for Staff to know because:** support staff who select the lowest cost plan (PHP) will receive coverage without any premium sharing. If you select the higher cost plan (Community Blue PPO), you share in the premiums by paying the difference between the two plans via pre-tax payroll deduction.

Before selecting which health care plan is right for you, we recommend you **check out the comparison of the two plans on pages five through nine AND the rates for each plan on page 10.** In addition, a detailed set of questions and answers about various open enrollment topics is available on the Web at [www.hr.msu.edu](http://www.hr.msu.edu) under the Benefits link.

• **There is a new dental plan option to replace Midwestern.** MSU is replacing the Midwestern Dental Plan with a dental maintenance organization, or DMO, plan through Aetna. (The Delta Dental plan also will continue to be available.) Much like an HMO, in a DMO enrollees select a primary care provider for dental services and receive their dental care only at locations that participate in the plan. Though choice of providers is typically more limited, a DMO tends to cover a greater range of services at lower co-pays than traditional dental plans. **You can compare the coverage available through Delta Dental and Aetna in the chart on page four.**

Aetna has a national provider network, including three approved providers in the Lansing area. Aetna is actively recruiting more Lansing area dental practices to join their provider network. At [www.hr.msu.edu](http://www.hr.msu.edu), you can find a nomination form to request that Aetna contact your current dentist with information regarding how he or she can apply to be part of the Aetna DMO provider network. There is no guarantee, however, that your current dentist will apply and be accepted into the Aetna provider network.

You can view a list of current Aetna approved providers on the Aetna Web site at: [www.aetna.com](http://www.aetna.com). Current Midwestern plan enrollees who do not participate in open enrollment will automatically be enrolled in the Aetna DMO plan on July 1.

Note: Midwestern is an approved Aetna provider. This means you will still be able to go to Midwestern for your dental care, but the details of coverage, such as co-pay amounts, will change under the Aetna plan. 

# Dental Plan Summary of Benefits


## Things You Should Know About 2005-2006 Dental Plan Options

MSU is replacing the Midwestern Dental Plan with a dental maintenance organization, or DMO, plan through Aetna. (The Delta Dental plan also will continue to be available.) Much like an HMO, in a DMO enrollees select a primary care provider for dental services and receive their dental care only at locations that participate in the plan. Though choice of providers is typically more limited, a DMO tends to cover a greater range of services at lower co-pays than traditional dental plans.

Midwestern enrollees who do not participate in open enrollment will automatically be enrolled in the Aetna DMO.

Midwestern is an approved AETNA provider. That means current Midwestern clients can continue receiving dental services through Midwestern, but your co-pays and coverage will be the Aetna DMO benefits.

You can access a list of the approved Aetna DMO providers through their Web site at [www.aetna.com](http://www.aetna.com). You can also find a nomination form on [www.hr.msu.edu](http://www.hr.msu.edu) to refer your current dentist for consideration to join the Aetna provider network. However, submitting the form does not guarantee that your dentist will apply or be accepted as an Aetna provider.

If you are switching dental plans this year, you should plan to finish up any on-going dental work before the new coverage year begins on July 1, 2005. 

## Employee Monthly Dental Plan Contributions

PLAN	FULL-TIME (90% - 100%)	3/4 TIME (65%-89.9%)	1/2 TIME (50% - 64.9%)
<b>Delta Dental Single 2 Person Family</b>	Paid by MSU Paid by MSU Paid by MSU	Paid by MSU Paid by MSU \$14.24	Paid by MSU \$4.36 \$28.47
<b>Aetna Single 2 Person Family</b>	Paid by MSU Paid by MSU Paid by MSU	Paid by MSU Paid by MSU \$3.07	Paid by MSU Paid by MSU \$17.30

DENTAL SERVICE	AETNA DMO	DELTA DENTAL
<b>DIAGNOSTIC AND PREVENTIVE</b>		
Exams	No co-pay	50% co-pay
Cleanings	No co-pay	50% co-pay
X-rays	No co-pay	50% co-pay
Flouride	No co-pay (1 per year under age 16)	50% co-pay
Sealants (to prevent decay of permanent molars for dependents)	\$10 co-pay per tooth	50% co-pay
Space maintainers	\$80 co-pay (fixed and removable)	50% co-pay (less than age 19)
<b>MINOR RESTORATIVE</b>		
Amalgam (silver) fillings	No co-pay	50% co-pay
Composite (resin) fillings (anterior teeth)	No co-pay	50% co-pay
<b>PROSTHETICS</b>		
Crowns (semi-precious)	\$315 co-pay	50% co-pay
Bridges (per unit)	\$315 co-pay	50% co-pay
Denture (each)	\$320 co-pay	50% co-pay
Partial (each)	\$320 co-pay	50% co-pay
<b>ORAL SURGERY</b>		
Simple extraction	No co-pay	50% co-pay
Extraction - erupted tooth	No co-pay	50% co-pay
Extraction - soft tissue impaction	\$60 co-pay	50% co-pay
Extraction - partial bony impaction	\$80 co-pay	50% co-pay
Extraction - complete bony impaction	\$120 co-pay	50% co-pay
<b>ENDODONTICS</b>		
Root canal - anterior	\$120 co-pay	50% co-pay
Root canal - bicuspid	\$180 co-pay	50% co-pay
Root canal - molar	\$300 co-pay	50% co-pay
Apicoectomy	\$170 co-pay	50% co-pay
<b>PERIODONTICS</b>		
Gingivectomy (per quadrant)	\$125 co-pay	50% co-pay
Osseous surgery (per quadrant)	\$375 co-pay	50% co-pay
Root scaling (per quadrant)	\$60 co-pay	50% co-pay
<b>ORTHODONTICS</b>		
Child (under age 19)	\$1,500 co-pay	50% co-pay
Adult (age 19 or older)	\$1,500 co-pay	Not covered
<b>DENTAL PLAN MAXIMUMS</b>		
Annual	No maximum	\$600 maximum
Lifetime Orthodontics	No maximum	\$600 maximum

The plan summary on this page is intended to help you compare your options. It is not intended to be a full description of coverage. Complete information on both Delta Dental and Aetna are available at [www.hr.msu.edu](http://www.hr.msu.edu) under the Benefits link.

## Health Plans Coverage Summary

Benefit	Community Blue		Physicians Health Plan		BCBSM Transition Plan <sup>(4)</sup>
	In-Network	Out-of-Network	In-Network	Out-of-Network	Mixed Medicare ONLY
<b>PREVENTIVE SERVICES</b>					
Health Maintenance Exam (including specific screening tests)	Covered - 100% 1 per calendar year <sup>(1)</sup>	Not covered	Staff co-pay: \$10 Faculty co-pay: \$12 <sup>(3)</sup>	Not covered	Not covered
Annual Gynecological Exam	Covered - 100% 1 per calendar year <sup>(1)</sup>	Not covered	Staff co-pay: \$10 Faculty co-pay: \$12 <sup>(3)</sup>	Not covered	Not covered
Pap Smear Screening (lab services only)	Covered - 100% 1 per calendar year <sup>(1)(2)</sup>	Not covered	Covered - 100%	Not covered	Covered - 100%
Well-Baby and Child Care Exams	Covered - 100% <sup>(2)</sup> (6 visits per birth year for kids from 1 to 24 months; 2 visits per birth year for kids 24 to 48 months; 1 visit per birth year for kids 4 through 15 years.)	Not covered	Staff co-pay: \$10 Faculty co-pay: \$12 <sup>(3)</sup>	Not covered	Not covered
Immunizations	Covered - 100% Through age 16 <sup>(2)</sup>	Not covered	Staff co-pay: \$10 Faculty co-pay: \$12 <sup>(3)</sup>	Not covered	Not covered
Flu Shots	Covered - 100% <sup>(2)</sup>	Not covered	Staff co-pay: \$10 Faculty co-pay: \$12 <sup>(3)</sup>	Not covered	Not covered
IUD, Diaphragm, Norplant	Staff co-pay: \$10 <sup>(2)</sup> Faculty co-pay: \$12 <sup>(2)(3)</sup>	Covered - 80% after deductible	Staff co-pay: \$10 Faculty co-pay: \$12 <sup>(3)</sup>	Not covered	Not covered
Fecal Occult Blood Screening	Covered - 100% 1 per calendar year after age 50. <sup>(1)(2)</sup>	Not covered	Covered - 100%	Not covered	Covered - 100% 1 per calendar year after age 50
Flexible Sigmoidoscopy Exam	Covered - 100% 1 per calendar year after age 50. <sup>(1)(2)</sup>	Not covered	Covered - 100%	Not covered	Covered - 100% 1 per calendar year after age 50
Prostate Exam	Covered - 100% 1 per calendar year after age 40. <sup>(1)(2)</sup>	Not covered	Covered - 100%	Not covered	Covered - 100% 1 per calendar year after age 40
Prostate Specific Antigen (PSA) Screen	Covered - 100% 1 per calendar year after age 40. <sup>(1)(2)</sup>	Not covered	Covered - 100%	Not covered	Covered - 100% 1 per calendar year after age 40
Mammography Screening	Covered - 100% 1 from age 35 to 40. 1 per year after 40. <sup>(2)</sup>	Covered - 80% after deductible	Covered - 100%	Covered - 80% of eligible expenses after deductible <sup>(6)</sup>	Covered - 100% 1 from age 35 to 40. 1 per year after 40.
<b>PHYSICIAN OFFICE SERVICES</b>					
Office Visits (medically necessary)	Staff co-pay: \$10 Faculty co-pay: \$12 <sup>(3)</sup>	Covered - 80% after deductible	Staff co-pay: \$10 Faculty co-pay: \$12 <sup>(3)</sup>	Covered - 80% of eligible expenses <sup>(6)</sup> after deductible. Prior authorization not required for services in a physicians office.	Covered - 80% after deductible UCR <sup>(5)</sup>
Minimal Office Visits (medically necessary)	Staff co-pay: \$10 Faculty co-pay: \$12 <sup>(3)</sup>	Covered - 80% after deductible	Staff co-pay: \$10 Faculty co-pay: \$12 <sup>(3)</sup>	80% of eligible expenses after deductible <sup>(6)</sup>	Not covered
Outpatient and Home Visits (medically necessary)	Staff co-pay: \$10 Faculty co-pay: \$12 <sup>(3)</sup>	Covered - 80% after deductible	Staff co-pay: \$10 Faculty co-pay: \$12 <sup>(3)</sup>	80% of eligible expenses after deductible <sup>(6)</sup>	Covered - 80% after deductible UCR <sup>(5)</sup>
Office Consultations (medically necessary)	Staff co-pay: \$10 Faculty co-pay: \$12 <sup>(3)</sup>	Covered - 80% after deductible	Staff co-pay: \$10 Faculty co-pay: \$12 <sup>(3)</sup>	80% of eligible expenses after deductible <sup>(6)</sup>	Covered - 80% after deductible UCR <sup>(5)</sup>

## Health Plans Coverage Summary (Continued)

Benefit	Community Blue		Physicians Health Plan		BCBSM Transition Plan <sup>(4)</sup>
	In-Network	Out-of-Network	In-Network	Out-of-Network	Mixed Medicare ONLY
Outpatient Diabetes Management (certified providers)	Staff co-pay: \$10 Faculty co-pay: \$12 <sup>(3)</sup>	Not covered	Staff co-pay: \$10 Faculty co-pay: \$12 <sup>(3)</sup>	Not covered	Covered - 100%
<b>EMERGENCY MEDICAL CARE</b>					
Hospital Emergency Room (approved diagnosis)	\$50 co-pay (waived for emergency, accident, or if admitted) <sup>(3)</sup>	\$50 co-pay (waived for emergency, accident, or if admitted)	Staff: \$25 co-pay (waived if admitted) Faculty: \$50 co-pay (waived if admitted) <sup>(3)</sup>	80% of eligible expenses <sup>(6)</sup> after deductible if HMO benefits don't apply	Covered - 100%
Physician's Office (approved diagnosis)	Staff co-pay: \$10 Faculty co-pay: \$12 <sup>(3)</sup>	Covered 80% after deductible	Staff co-pay: \$10 Faculty co-pay: \$12 <sup>(3)</sup>	80% of eligible expenses <sup>(6)</sup> after deductible if HMO benefits don't apply	Covered - 100%
Urgent Care Center (approved diagnosis)	Staff co-pay: \$10 Faculty co-pay: \$12 <sup>(3)</sup>	Covered 80% after deductible	Covered - co-pay: \$15	80% of eligible expenses <sup>(6)</sup> after deductible if HMO benefits don't apply	Covered - 100%
Ambulance Service (medically necessary)	Covered - 100% of the approved amount	Covered - 100% of the approved amount	Covered - 80%	Not covered (emergency ambulance covered worldwide as an in-network benefit)	Covered 80% after deductible UCR <sup>(5)</sup>
<b>DIAGNOSTIC SERVICES</b>					
Laboratory and Pathology Tests	Covered 100%	Covered 80% after deductible	Covered 100%	80% of eligible expenses <sup>(6)</sup> after deductible	Covered 100%
Diagnostic Tests and X-Rays	Covered 100%	Covered 80% after deductible	Covered 100%	80% of eligible expenses <sup>(6)</sup> after deductible	Covered 100%
Radiation Therapy	Covered 100%	Covered 80% after deductible	Covered 100%	80% of eligible expenses <sup>(6)</sup> after deductible	Covered 100%
<b>MATERNITY SERVICES PROVIDED BY A PHYSICIAN</b>					
Pre-Natal and Post-Natal Care	Covered 100%	Covered 80% after deductible	Covered 100%	80% of eligible expenses <sup>(6)</sup> after deductible	Covered 80% after deductible-UCR <sup>(5)</sup>
Delivery and Nursery Care	Covered 100%	Covered 80% after deductible	Covered 100%	80% of eligible expenses <sup>(6)</sup> after deductible	Covered 100%
<b>HOSPITAL CARE</b>					
Semi-Private Room, Inpatient Physician Care, General Nursing Care, Hospital Services and Supplies	Covered 100% (unlimited days) Subject to contract lifetime maximum (\$5 million)	Covered 80% after deductible (unlimited days) Subject to contract lifetime maximum (\$5 million)	Covered 100% (unlimited days)	80% of eligible expenses <sup>(6)</sup> after deductible*	Covered 100% (unlimited days) subject to contract lifetime maximum (\$5 million)
Inpatient Consultations	Covered 100%	Covered 80% after deductible	Covered 100%	80% of eligible expenses <sup>(6)</sup> after deductible*	Covered 100%
Chemotherapy	Covered 100%	Covered 80% after deductible	Covered 100%	80% of eligible expenses <sup>(6)</sup> after deductible*	Covered 100%

## Health Plans Coverage Summary (Continued)

Benefit	Community Blue		Physicians Health Plan		BCBSM Transition Plan <sup>(4)</sup>
	In-Network	Out-of-Network	In-Network	Out-of-Network	Mixed Medicare ONLY
<b>ALTERNATIVES TO HOSPITAL CARE</b>					
Skilled Nursing Care (must meet medical necessity guidelines for skilled care)	Covered 100% ** in approved facilities (up to 120 days per calendar year) subject to contract lifetime maximum (\$5 million)		Covered 100% (up to 100 days per calendar year)	80% of eligible expenses <sup>(6)</sup> after deductible (up to 60 days per calendar year)*	Covered 100% ** (unlimited days) subject to contract lifetime maximum (\$5 million) in approved facilities
Hospice Care	Covered 100% ** in approved facilities, limited to the lifetime dollar maximum, which is adjusted annually		Covered 80%	80% of eligible expenses <sup>(6)</sup> (maximums apply)	Covered 100% ** in approved facilities, limited to the lifetime dollar maximum, which is adjusted annually.
Home Health Care	Covered 100% ** in approved facilities (unlimited visits)		Covered 100% (60 visits per calendar year)	80% of eligible expenses <sup>(6)</sup> after deductible (combined network and non-network benefits limited to 60 visits per calendar year)	Covered 100% ** in approved facilities
Individual Case Management	Covered 100%	Covered 100%	Covered 100%	Covered 100%	Covered 100%
<b>SURGICAL SERVICES</b>					
Surgery, including all related Surgical Services, Anesthesia, and Surgical Assistance	Covered 100%	Covered 80% after deductible	Covered 100%	80% of Eligible expenses <sup>(6)</sup> after deductible*	Covered 100%
Voluntary Sterilization	Covered 100%	Covered 80% after deductible	Covered 100%**	Not covered	Covered 100%
<b>HUMAN ORGAN TRANSPLANTS*</b>					
Such as: Liver, Heart, Lung, Pancreas, Heart-Lung, Kidney, Cornea, and Skin and Bone Marrow (subject to program guidelines)	Covered 100%	Covered 80% after deductible	Covered 100%**	Not covered	Covered 100%
Transplant Benefits Maximum	\$1 million maximum per transplant*		No maximum	Not covered	\$1 million maximum per transplant*
<b>NCI CLINICAL TRIALS</b>					
Stage II and III Breast Cancer, All Stages Ovarian Cancer	Covered 100%*	Not covered	Covered 100%	Not covered	Covered 100%*
<b>MENTAL HEALTH CARE AND SUBSTANCE ABUSE TREATMENT</b>					
Inpatient Mental Health Care and Substance Abuse Care	In approved facilities; Covered 100% (inpatient mental health) Covered 50% (inpatient substance abuse) up to 30 days combined inpatient mental health and substance abuse care	In approved facilities; Covered 100% after deductible (inpatient mental health) Covered 50% (inpatient substance abuse) up to 30 days combined inpatient mental health and substance abuse care	Inpatient physician: 60% coverage Inpatient hospital: 80% coverage (30 days per calendar year) for mental health care. Intermediate care for substance abuse: 60% coverage	Not covered for inpatient mental health. Inpatient substance abuse: 80% of eligible expenses <sup>(6)</sup> after deductible (\$1,000 maximum per calendar year)	Covered 100% in approved facilities

## Health Plans Coverage Summary (Continued)

	Community Blue		Physicians Health Plan		BCBSM Transition Plan <sup>(4)</sup>
Benefit	In-Network	Out-of-Network	In-Network	Out-of-Network	Mixed Medicare ONLY
Outpatient Mental Health Care	Covered 50% in approved facilities (in-and out-of-network services have an annual combined maximum of 25 visits)	Covered 50% in approved facilities after deductible (annual combined maximum of 25 visits for in- and out-of-network services)	Covered \$20 co-pay per visit (up to 20 visits per calendar year)	80% of eligible expenses <sup>(6)</sup> after deductible (combined network and out-of-network benefits limited to 20 visits per calendar year) not subject to annual deductible	Covered 50% in approved facilities after deductible-UCR 5 (up to 25 visits per year)
Outpatient Substance Abuse Care	Covered 50% in approved facilities up to the state-mandated dollar amount, which is adjusted annually	Covered 50% in approved facilities after deductible up to the state-mandated dollar amount which, is adjusted annually	Covered \$20 co-pay per visit (maximums apply)	80% of eligible expenses <sup>(6)</sup> after deductible (maximums apply)	Covered up to the state-mandated dollar amount in approved facilities, which is adjusted annually
<b>OTHER SERVICES</b>					
Allergy Testing and Therapy	Covered 100%	Covered 80% after deductible	Staff: \$10 co-pay Injections covered 100% Faculty: \$12 co-pay <sup>(3)</sup> Injections covered 100%	80% of eligible expenses <sup>(6)</sup> after deductible	Covered 80% after deductible-UCR <sup>(5)</sup>
Chiropractic Spinal Manipulation	In- and out-of-network services have an annual combined maximum of 24 visits Staff: \$10 co-pay Faculty: \$12 co-pay <sup>(3)</sup>	Covered 80% after deductible (in- and out-of-network services have an annual combined maximum of 24 visits)	Not covered	Not covered	Covered 80% after deductible-UCR <sup>(5)</sup>
Osteopathic Manipulation by a Physician (D.O.)	In approved facilities Staff: \$10 co-pay Faculty: \$12 co-pay <sup>(3)</sup>	Covered 80% after deductible in approved facilities	Covered \$10 co-pay (included as part of office visit)	Not covered	Covered 80% after deductible-UCR <sup>(5)</sup>
Outpatient Physical, Speech, and Occupational Therapy (subject to medical criteria)	Covered 100% (in- and out-of-network services have a annual combined maximum of 60 visits)	Covered 80% after deductible (in- and out-of-network services have an annual combined maximum of 60 visits)	Staff: \$10 co-pay Faculty: \$12 co-pay 60 visits per calendar year	80% of eligible expenses <sup>(6)</sup> after deductible (60 combined visits per calendar year; prior authorization is not required)	Covered 100%
Durable Medical Equipment and Medical Supplies	Covered 100% ** of the approved amount		Covered 80%	80% of R & C <sup>(5)</sup> after deductible, prior authorization is required	Covered 80% after deductible-UCR <sup>(5)</sup>
Vision Exams	Not covered	Not covered	Covered \$15 co-pay	Not covered	Not covered
<b>DEDUCTIBLES, CO-PAYS, AND DOLLAR MAXIMUMS</b>					
Deductibles	None (all international services are considered in-network)	\$250 per member/\$500 per family per calendar year (all international services are considered in-network; services where no network exists are covered at the in-network level)	None	\$500 per person/\$1,000 family per calendar year	Basic Coverage: None  Staff Cost Share Benefits: \$100/person, \$200/family per calendar year  Faculty Cost Share Benefits: \$150/person, \$300/family per calendar year
Fixed Co-pays	As noted in chart	As noted in chart	As noted in chart	Not applicable	None

## Health Plans Coverage Summary (Continued)

Benefit	Community Blue		Physicians Health Plan		BCBSM Transition Plan <sup>(4)</sup>
	In-Network	Out-of-Network	In-Network	Out-of-Network	Mixed Medicare ONLY
Percent Co-pays	50% for outpatient mental health care, substance abuse care, and private duty nursing	20% for general services and 50% for mental health, and substance abuse care and private duty nursing; services where no network exists are covered at the in-network level	As noted in chart	20%	Basic Coverage: None  Cost Share Benefits: 20% as noted in chart, 50% for mental health and private duty nursing
Dollar Maximums	\$5 million combined lifetime maximum per member for all in- and out-of-network covered services and as noted above for individual services		Unlimited (transportation for member and family member for transplant surgery up to \$10,000 for travel and lodging)	\$250,000 lifetime maximum	\$5 million lifetime per member for all covered services as noted for individual services Outpatient substance abuse: state-mandated amount which is adjusted annually
<b>PAYMENT OF BENEFITS</b>					
	Community Blue PPO Network Hospitals: 100% of covered benefits		PHP Network Hospitals: 100% of covered benefits; emergency services covered with \$25 co-pay for staff and \$50 co-pay for faculty.		Participating Hospitals: 100% of covered benefits
	Non-Network Hospitals: 80% of the BCBSM-approved amount unless emergency or referral care		Non-Network Hospitals: 80% of eligible expenses <sup>(6)</sup> charges after deductible		Non-participating Hospitals: \$70 per day for inpatient care in acute-care hospitals less deductible and/or co-pays; \$15 per day for inpatient care in other hospitals less deductible and/or co-pays
	Community Blue PPO Network Physicians: 100% of the BCBSM-approved amount		PHP Network Physicians: 100% of covered benefits after co-pay		Medical Surgical Care: 100% of BCBSM-approved amount less deductible and/or co-pays for cost-sharing services
	Non-Network Physicians: 80% of the BCBSM-approved amount unless emergency or referral care		Non-Network Physicians: 80% of eligible expenses <sup>(6)</sup> charges after deductible		UCR <sup>(6)</sup> : 100% of BCBSM-approved amount after deductible and/or co-pays for cost-sharing services

1. Preventative services are covered up to \$250 per member per calendar year. American Cancer Society and U.S. Preventive Service Task Force guidelines are used.

2. Mammograms, well-baby and child care, immunizations, flu shots, and IUD/administration of contraception injections are not included in the \$250 annual limit.

3. Co-pay applies a calendar year maximum out-of-pocket (MOOP) of \$240/individual and \$480/family for faculty, academic staff, and executive management.

4. BCBSM Transition Plan is available when there is a mix of Medicare and non-Medicare enrolled family members.

5. UCR is a Blue Cross term for a payment level that providers of medical care have agreed to in exchange for participation in the Blue Cross network. R & C stands for reasonable and customary, and is used to describe the amounts health care providers in a certain area usually charge for a certain treatment/procedure.

6. Eligible expenses are determined in accordance with reimbursement policy guidelines. Eligible expenses are based on the amount health care providers in a certain area usually charge for certain treatments/procedures, and can include a negotiable fee for that service.

\* Prior authorization required.

\*\* You may be responsible for the difference between BCBSM's approved amount and the provider's charge when services are rendered by a non-participating provider.

**The Health Plans Coverage Summary provided in this Source is not a contract. It is intended as an easy-to-read summary to help you compare the various MSU health plan offerings. It describes plan features in general terms and is not a full description of coverages.**

## Employee Monthly Health Plan Contributions (Pre-Tax through Payroll Deduction)

PLAN	COVERAGE TIER	FULL-TIME FACULTY <sup>(1)</sup>	FULL-TIME STAFF	3/4 TIME (65% - 89.9%) FACULTY <sup>(1)</sup>	3/4 TIME (65% - 89.9%) STAFF	1/2 TIME (50% - 64.9%) FACULTY <sup>(1)</sup>	1/2 TIME (50% - 64.9%) STAFF
Community Blue PPO with Caremark	Single	\$38.28	\$ 9.63	\$131.07	\$103.30	\$223.85	\$196.95
	2 person	\$80.21	\$20.03	\$275.15	\$216.81	\$470.08	\$413.57
	Family	\$93.77	\$23.59	\$322.93	\$254.89	\$552.09	\$486.20
Physicians Health Plan (PHP) with Caremark	Single	\$30.94	Paid by MSU	\$123.73	\$ 93.67	\$216.51	\$187.32
	2 person	\$64.99	Paid by MSU	\$259.93	\$196.78	\$454.86	\$393.54
	Family	\$75.80	Paid by MSU	\$304.96	\$231.30	\$534.12	\$462.61
Blue Cross Blue Shield of Michigan Transition <sup>2</sup> with Caremark	2-person, 1 with Medicare	\$32.13	Paid by MSU	\$115.69	\$ 83.56	\$199.24	\$167.11
	Family, 1 with Medicare	\$43.48	Paid by MSU	\$115.98	\$ 72.50	\$240.40	\$192.64
	Family, 2 with Medicare	\$42.44	Paid by MSU	\$158.46	\$116.02	\$316.77	\$270.05

## Employee Monthly Health Plan Contributions for Part-Time Employees When Hardship Guidelines are Met

PLAN	COVERAGE TIER	3/4 TIME (65% - 89.9%) FACULTY <sup>(1)</sup>	3/4 TIME (65%-89.9%) STAFF	1/2 TIME (50% - 64.9%) FACULTY <sup>(1)</sup>	1/2 TIME (50% - 64.9%) STAFF
Community Blue PPO with Caremark	Single	\$ 38.28	\$ 9.63	\$ 38.28	\$ 9.63
	2 person	\$172.47	\$113.21	\$401.63	\$344.52
	Family	\$322.93	\$254.89	\$552.09	\$486.20
Physicians Health Plan (PHP) with Caremark	Single	\$ 30.94	\$ 0	\$ 30.94	\$ 0
	2 person	\$157.25	\$ 93.18	\$386.41	\$324.49
	Family	\$304.96	\$231.30	\$534.12	\$462.61
Blue Cross Blue Shield of Michigan Transition <sup>2</sup> with Caremark	2-person, 1 with Medicare	\$115.69	\$ 83.56	\$199.24	\$167.11
	Family, 1 with Medicare	\$115.98	\$ 72.50	\$240.40	\$192.64
	Family, 2 with Medicare	\$158.46	\$116.02	\$316.77	\$270.05

*Part-time employees hired prior to July 1, 1998, with single or two-person coverage, may request the monthly hardship contribution for the following reasons: 1) If they do not have access to other health coverage through a spouse's group plan, or 2) If they are not married or in an MSU-recognized same-sex domestic partnership and do not have access to other health care coverage from another employer as an active employee or retiree. Forms are available at [www.hr.msu.edu/HRsite/Forms](http://www.hr.msu.edu/HRsite/Forms).*

## Employee Monthly Health Plan Rider Contributions

PLAN	FAMILY CONTINUATION RIDER FACULTY	FAMILY CONTINUATION RIDER STAFF	SPONSORED DEPENDENT RIDER FACULTY	SPONSORED DEPENDENT RIDER STAFF	SPONSORED DEPENDENT RIDER WITH MEDICARE FACULTY	SPONSORED DEPENDENT RIDER WITH MEDICARE STAFF
Community Blue PPO with Caremark	\$163.57	\$166.35	\$487.79	\$494.73	N/A	N/A
Physicians Health Plan (PHP) with Caremark	\$164.76	\$166.51	\$421.42	\$424.92	\$422.81	\$425.13
Blue Cross Blue Shield of Michigan Transition <sup>2</sup> with Caremark	\$116.81	\$117.90	\$335.42	\$337.31	\$362.02	\$362.02

*1 - Refers to faculty, academic staff, and executive management (and includes 10.75% premium sharing when applicable).*

*2 - BCBSM Transition Plan is available when there is a mix of Medicare and non-Medicare enrolled family members.*

## Other Things to Note About Open Enrollment . . .

### Health Plan Waivers.

MSU continues to offer all regular, 50 percent time or more faculty, academic and support staff an option to waive health care coverage in exchange for a payment of *up to* \$600 per year.

Employees currently covered by another health plan that adequately meets their health care needs may want to consider waiving their MSU health coverage.

It is important to note that employees and spouses or MSU-recognized same-sex domestic partners who are both employed at MSU are not eligible for the waiver option.

More detailed information about applying for a waiver is available in a set of questions and answers available at [www.hr.msu.edu](http://www.hr.msu.edu). Log on to e-HR, select Benefits Enrollment/Changes and then click on the Contacts and FAQs link.

### Covering Spouses/Partners.

Please note that spouses or MSU-recognized same-sex domestic partners of MSU employees who have access to coverage elsewhere must purchase single coverage through their own employer if their annual premium contribution toward that coverage is \$600 or less.

### Prescription Coverage.

There are no co-pay changes to the prescription drug plan this year.

The plan is still administered through Caremark and employees continue to be automatically enrolled for prescription drug coverage in Caremark regardless of the health plan they select. (Community Blue PPO, Physicians Health Plan or BCBS Transition Plan.) The chart below shows co-pay

rates for various types of prescription drugs.

Complete information detailing prescription drug coverage under Caremark is available on the Benefits section of the MSU HR Web site at [www.hr.msu.edu](http://www.hr.msu.edu).

### Covering Dependents.

Coverage for dependents ceases at the end of the calendar year they turn age 23. Employees may purchase continued coverage for these dependents through a plan rider or COBRA in accordance with applicable eligibility criteria by contacting MSU Human Resources Benefits. See rider premium rates on the chart on page 10.

### Ending Coverage.

Health and dental plan coverage will cease at the end of the month in which a leave of absence, layoff or employment termination is effective (for reasons other than official retirement).

### Increasing Your Life

**Insurance.** During open enrollment, employees who are currently enrolled in Employee-Paid Life Insurance may add the dependent option or increase their life insurance coverage one plan higher without filing an Evidence of Insurability Form (E of I Form.)


Requests to increase more than one level or to change from the fixed benefit option to the salary indexed option will require enrollment on the Web and an E of I form.

Non-enrolled employees who are 60 days or more past their appointment date can enroll for Employee-Paid Life Insurance, but will need to prove insurability by providing the E of I form (which can be found on the forms section of the MSU HR Web site).

Log on to e-HR, and select Benefits Enrollment/Changes to enroll or change your life insurance enrollments.

### Need More Information?

Brochures with full details about all MSU benefits plans and options are available to you 24 hours per day on the Web. Visit: [www.hr.msu.edu](http://www.hr.msu.edu) and click on the Benefits link for access to brochures, summaries and a great deal of other information about your benefits options. You can also refer questions via e-mail to [benefitsinfo@msu.edu](mailto:benefitsinfo@msu.edu) or call the MSU Benefits Service Center at 517-353-4434 or 1-800-353-4434.

Paper brochures on plans are available from the MSU HR Benefits office in room 140 of the Nisbet Building. 

**MSU Prescription Drug Plan Caremark Co-pays**

RX TIER	DRUG TYPE	RETAIL 34-DAY	MAIL 90-DAY	MSU PHARMACY 34-DAY	MSU PHARMACY 90-DAY
1	Generic	\$10	\$20	\$8	\$16
2	Brand Preferred (Formulary)	\$15	\$30	\$13	\$26
3	Brand Non-Preferred (Non-Formulary)	\$30	\$60	\$28	\$56

# MSU HR

## News You Can Use . . .

### ***M.E.N.T.O.R.S. Program Seeks Participants***

The **M.E.N.T.O.R.S.** Program at MSU is seeking individuals who would like to be mentors or mentees.

The program matches employees with more experienced colleagues who are willing to share their own knowledge and experience to help others grow and succeed professionally. The program can be implemented in entire units or between individuals.

The **M.E.N.T.O.R.S.** Program at MSU was originally established based on a recommendation from the MSU Women's Advisory Committee for Finance, Personnel and Operations (WACFPO).

Since that time, WACFPO has worked with the Human Resource Development office and several units and unions at MSU to build a formal mentoring program for university support staff.

Everybody truly wins when an organization takes advantage of the benefits of a structured mentor program.

**Mentors** derive great satisfaction from knowing they have helped a colleague foster confidence and develop new skills.

**Mentees** gain a trusted and experienced advisor to help them assimilate into new work settings or new job functions and acquire new skills and knowledge they need to succeed at MSU and elsewhere.

**Unit Sponsors** who work with

MSU HR to implement a formal mentoring program often find that mentoring leads to improvements in productivity, effectiveness and morale among unit employees.

Once matched, mentors and mentees attend an orientation session and are asked to make a commitment to spend four hours per month together over the course of one year.

Participants receive a program notebook with helpful tips and monthly discussion guides to get the relationship off to a good start and to help keep conversations focused on goals.

If you are interested in being a mentor, a mentee or a unit sponsor, contact Edita Herbstova or Dawn Hecker at the Human Resource Development office to find out how you can get involved!

• ***Edita Herbstova can be reached at 355-0183 ext. 172 or [herbstova@hr.msu.edu](mailto:herbstova@hr.msu.edu)***

• ***Dawn Hecker can be reached at 355-0183 ext. 133 or [hecker@hr.msu.edu](mailto:hecker@hr.msu.edu)***

### ***Olin Health Center Summer Hours***

Monday, May 9 marks the beginning of summer hours for Olin Health Center. Olin medical services will be available 8:00 a.m. to 5 p.m., Monday through Friday.

The Olin Pharmacy will be open Monday through Friday from 7:30 a.m. to 5:00 p.m. throughout the summer.

The Olin Phone Information Nurse Service is available 24 hours per day throughout the summer.

Saturday Olin Clinic and Pharmacy hours will resume August 27. Contact information includes:

- Olin Main Phone: 355-4510
- Olin Pharmacy: 353-9165
- Olin Phone Information Nurse Service: 353-5557
- Web: <http://olin.msu.edu>

### ***Dental Services at Olin Health Center***

In addition to serving the MSU student population, Olin Health Center dental services are available for MSU faculty, staff and their spouses or MSU-recognized same-sex domestic partners.

The Dental Clinic participates with Delta Dental, and prices are similar to what you would find in the community. Along with teeth whitening, exams and cleaning, the Dental Clinic can provide care for cavities and minor tooth emergencies. The Dental Clinic can provide validation for parking in a City of East Lansing parking structure (just bring in your ticket stub for validation).

To make an appointment call 353-9232. For more information visit <http://olin.msu.edu>.

### ***APA/APSA Contract Information Available on MSU HR Web Site***

Employee Relations has prepared two PowerPoint presentations that summarize changes made to the APA and APSA contracts during the collective bargaining process.

The presentations are available to anyone but may be especially helpful to supervisors in keeping up-to-date on contract

requirements.

To view the presentations, visit [www.hr.msu.edu](http://www.hr.msu.edu) and click on the Policies, Union Contracts and Handbooks link at the left of the page. Then click on the Union Contracts link.

If you have questions, contact Employee Relations at 517-353-5510.

## Online Retirement Enrollment Replaces Paper

To enroll in retirement or deferred compensation plans, or to change how you allocate funds among your retirement accounts, please visit the MSU HR Web site.

From the [www.hr.msu.edu](http://www.hr.msu.edu) home page, select the “e-HR electronic transactions” link from the column on the right side of the page.

You will need to log in using your MSU Net ID and password. (Need to find out how to activate your MSU ID? Visit [www.help.msu.edu](http://www.help.msu.edu).)

After you log in through e-HR, click on the “Retirement Enrollment/Changes” link.

You will see four options:

- Enroll with New Investment Sponsor
- Restart Contributions with Existing Investment Sponsor
- Change Allocations Within Same Investment Sponsor
- Change or Cancel Your Current Contribution Amount.

These links will walk you through the electronic process to make the changes you desire.

In order to use the online system to enroll in a plan for the first time, you must first open an account with an investment sponsor.

Sponsors include Fidelity,

TIAA-CREF, Vanguard, AIG VALIC, AXA Advisors/ Equitable and Lord, Abbett & Co. Enrollment instructions are available for each sponsor on the MSU HR Web site.

When you open your account, you will receive a confirmation number to use when making online changes. For existing accounts, you can find this number on your statements.

## Relationship Violence: MSU Safe Place Offers Help

MSU Safe Place recently celebrated an important milestone: 10 years of helping victims of relationship violence. MSU Safe Place serves students, staff, faculty, retirees and their partners. They operate a twelve-bed shelter, but a person does not have to stay in the shelter to receive services. MSU Safe Place also provides individual counseling, support group, advocacy, and referrals to those who have been victimized in a relationship.

You may think that relationship violence would never affect you. But what about someone you know? Staff and faculty who experience abuse in their relationships may not be able to focus at work due to the abuse going on at home. They are vulnerable here on campus because their abusers know where they work.

Domestic violence costs employers between \$3 billion and \$5 billion annually in increased health care costs, lost productivity, and absenteeism.<sup>1</sup>

Students experiencing relationship violence may seek assistance from faculty or staff. Students who have witnessed their

roommates or hallmates being victimized by relationship violence may also seek help from faculty or staff.

National statistics indicate that one out of every four women will experience relationship violence at some point in her life. Men experience relationship violence too.

MSU Safe Place offers the MSU community the following advice:

If you see an assault taking place, call 911 immediately. Do not approach the assailant or you could be hurt too. If you have not seen the assault but you know of someone being victimized in a relationship, please refer him or her to MSU Safe Place. You could help the individual save his or her job or life by calling 911 or by providing the number or Web address for MSU Safe Place.

If you want to help MSU Safe Place financially, you can make charitable gifts to MSU through payroll deduction.

Contact Annie James at University Development, 353-3121 ext. 272 or [jamesan@msu.edu](mailto:jamesan@msu.edu).

Contact information for MSU Safe Place is:

- Business line: 517-355-1100 ext. 2
- 24-hour Crisis Line (staffed by EVE, Inc.): 517-372-5572
- Web: [www.msu.edu/~safe](http://www.msu.edu/~safe)
- e-mail: [noabuse@msu.edu](mailto:noabuse@msu.edu)

MSU HR congratulates MSU Safe Place for the compassionate support you have provided to so many people over the past 10 years.

1. Solomon, Charlene Marmer. Talking Frankly about Domestic Violence. (Personnel Journal, April, 1995), p. 62. 

## Sesquicentennial Celebration Options

If you are looking for ways to enjoy MSU's Sesquicentennial year, there is no shortage of opportunities! Consider the following opportunities for getting involved in the 150th anniversary of our great university.

### **Cowles House Receptions**

MSU President Dr. Lou Anna Kimsey Simon is planning to invite all faculty and staff to an open house reception at Cowles House at some point during the Sesquicentennial year.

"Cowles House holds great historical value for MSU, and I want everyone working at the University to have an opportunity to visit, as part of our Sesquicentennial celebration," Dr. Simon said.

Fifteen open house receptions will be held. They began in March and will run through early December. Random distribution of invitations has begun and will continue through the next several months.

These receptions at Cowles House are a great way to celebrate the Sesquicentennial and meet people from other departments across campus, as well as those who work off-campus.

### **"Memories of MSU Exhibit"**

Next time you find yourself in a nostalgic mood, take a walk down memory lane at the MSU Museum.

The Museum currently has a special exhibit titled "Memories of MSU" on display. The exhibit runs through December 2005 in the Main and Heritage galleries and Heritage Hall in the MSU Museum. It focuses on two main

themes: "The Growth of a Great University" and "The World is our Campus." Selected topics and artifacts showcase:

- From a Clearing in the Forest
- In the Classroom, Lab and Field
- A Home Away from Home: Residence and Boarding Halls
- Agriculture Plants the Seed
- MSU Museum: Contributing to the Future, Preserving the Past
- On the Field of Battle: Spartan Sports Highlights
- Class Rivalry
- Campus Traditions
- The Printed Word: Campus Publications
- Marching to the Beat of a Spartan Drummer
- Good Old Spartan Spirit
- A Tribute to Old College Hall
- Buildings in a Campus Park
- Students and Faculty - Home and Abroad

Principal exhibit sponsors are the MSU Division of Housing and Food Services, Covenant Investments, the MSU Sesquicentennial Committee and the President's Office, and Gordon and Sandy Walter.

Another exhibit will be installed in the MSU Union north lounge in the spring. It is titled "Town and Gown" and focuses on the special relationship between the Lansing-East Lansing communities (the "town") and the campus (the graduation "gown.")

MSU departments are invited to plan a meeting or reception at the museum to share the "Memories" with co-workers and

Advancing Knowledge.  
Transforming Lives.



friends. For more information, contact (517) 355-2370 or see <http://www.museum.msu.edu>.

### **Dive into a Good Book (or Four!)**

If the Sesquicentennial inspires you to delve into the pages of MSU history, there are several great books to consider.

"The Spirit of Michigan State," available in many local bookstores, is the culmination of a 12-year labor of love by MSU Alumnus J. Bruce McCristal. This 484-page tome is packed full of interesting MSU historical facts.

Organized for quick and easy scanning, there are short sections on every year of MSU history, chapters on each academic unit, alumni achievements, student achievements, buildings and campus grounds, Spartan sports, history of philanthropic support at MSU and more.

And, with true Spartan Spirit, author J. Bruce McCristal plans to donate proceeds from the sale of his book to his cherished alma mater, MSU. The book also can be purchased through: [www.spiritofmichiganstate.com](http://www.spiritofmichiganstate.com).

Or, for a deeper delve into MSU history, consider a trilogy of books on MSU history created especially for the MSU Sesquicentennial celebration by the Michigan State University Press.

The first volume in this historic series is Keith R. Widder's "Michigan Agricultural College: The Evolution of a Land-Grant Philosophy, 1855–1925."

You can read the first chapter on the MSU Press Web site at [www.msupress.msu.edu](http://www.msupress.msu.edu).

In the coming months MSU Press will release two additional MSU history volumes, one focusing on the university's period of dramatic growth, from 1925–1969, and one examining MSU's post-Vietnam war era.

Collectively, the trilogy will be the most comprehensive examination of this university's past ever undertaken.

## **Float Your Way into MSU History**

If folks in your unit are full of competitive Spartan Spirit and are looking for a fun way to celebrate MSU's 150th anniversary together, why not enter a float in the special Sesquicentennial homecoming parade? The parade will be held on October 8 and will center on the

theme: "The Spirit of MSU: A Parade of Memories."

This year's parade will begin in Lansing and will travel east on Michigan Avenue to Grand River Avenue and the city of East Lansing before entering campus at the Collingwood entrance. A variety of celebratory events will take place in connection with this special parade. To find out how your unit can enter a float, check out the MSU Alumni Association Web site at [www.msualum.com](http://www.msualum.com) and select the events link.

## **Shopping Sesqui Style**

You won't want to let this special year pass without acquiring some special Sesquicentennial keepsakes.

A great place to search for Sesquicentennial items online is the Campus Store Web site at [www.shop.msu.edu](http://www.shop.msu.edu).

A wide range of items are available on the site – from \$150 pins and hats to sweatshirts, flags glassware and more.

The best part of shopping at [www.shop.msu.edu](http://www.shop.msu.edu)? A portion of proceeds from the sales of many items will go to an \$150 scholarship



**University Housing's float won the 2004 Best Float Award.**

fund to be awarded at the conclusion of the Sesquicentennial celebration. Now that's a good deal!

## **Visit the Sesquicentennial Site Often**

There are far too many great Sesquicentennial-related events to list in one publication, and new events are being created with great frequency.

Don't miss out on a special event or offering because you didn't know it existed!

Keep tabs on all things Sesqui by frequently visiting MSU's official Sesquicentennial Web site throughout the year.

You can access this site from MSU's homepage by clicking on the Sesquicentennial logo, or go to the site directly at: [www.S150.msu.edu](http://www.S150.msu.edu).



A few of the many items available on [www.shop.msu.edu](http://www.shop.msu.edu) include a commemorative glass, a lapel pin and a tee-shirt. 

# For Good Health Stay Updated On Immunization Recommendations

The Centers For Disease Control (CDC) and the Advisory Committee On Immunization Practices (ACIP) make immunization recommendations for various age groups.

These recommendations are generally based on the risk of getting a serious disease in that age group, the effectiveness of preventive vaccination and the risk of any given immunization.

Additional factors taken into consideration include the welfare of the larger group and the goal of the public health community in eradicating or reducing the chance of serious disease transmission through vaccination of a significant proportion of the population.

It is this latter public health agenda that resulted in near eradication of polio, smallpox, tetanus, diphtheria and measles from the population.

Pharmaceutical companies often create new combinations of vaccines, and vaccine

## Health Notes

*From the  
University Physician  
Beth Alexander, M.D., M.S.*



recommendations are regularly updated.

With this in mind, it is important to be aware of the current recommendations for you and your family. Occasionally the “trade name” combinations such as Comvax® or Tetramune® do not tell you which diseases are prevented in a particular vaccine. It is important to know this information and to maintain a record, because in 10 or 20 years, newly-trained physicians may not know which disease prevention was included in vaccines that have been replaced by other combinations. Over-vaccination may be a risk, and one should try to avoid getting more shots than are needed or recommended.

### Recommended Web Sites

The best resource for the current vaccination recommendations for both children and adults are at the following Web sites.

#### **Recommended Childhood and Adolescent Immunization Schedule:**

[www.aafp.org/childimmunizations.xml](http://www.aafp.org/childimmunizations.xml)

#### **Recommended Adult Immunization Schedule:**

[www.aafp.org/adultimmunizations.xml](http://www.aafp.org/adultimmunizations.xml)

Please note that with children, in particular, the timing is listed in terms of a range of time when the vaccine should be given, not a precise time. A principle of almost all vaccine schedules is that it is okay to give a vaccine late in a series, but not early, for the best immune response. ♣

## Hidden Heroes of HRIS (continued from page one)

An example of current projects they are engaged in is the implementation phase of the MAP and COMPASS systems with the MSU HR Staffing Services unit (see article on page 17).

“Our team is in a unique position to impact and support major projects in every MSU HR division,” said HRIS Assistant Director Tom Block.

HRIS plays a particularly important role in simplifying and streamlining as many HR products and processes as possible. MSU employees can now access

information and perform tasks online that once required a trip to the Nisbet Building.

“Years ago, during open enrollment I can remember observing lines of people that stretched all the way through the lobby and out to the parking lot,” said MSU HRS Director Kris Hynes. “Now, thanks to technologies programmed and supported by HRIS, people can complete most HR-related tasks from the comfort of their own desks with the click of a mouse. That’s a major improvement.”

As part of their core vision, HRIS will continue developing new ways to use technology to make it quick and easy for all MSU employees to interact with Human Resources. MSU HR would like to salute the members of our HRIS Team:

- Tom Block
- Toni Botsford
- Walter Davis
- Melinda Grubich
- Rick Klingensmith
- Sarah Nash
- Eddie Parker
- Steve Rummel
- Scott Smith ♣

## Coming Attractions: MAP and COMPASS Sites Will Streamline Support Staff Hiring Process

MSU HR will soon implement two new Web-based systems that will streamline hiring processes for applicants, hiring units and MSU HR staff.

We plan to introduce the MSU Applicant Page (MAP) and the Comprehensive Automated Staffing System (COMPASS) sites this summer.

### MAP

The MAP site will make it easier for both internal and external applicants to apply for open support staff positions at MSU.

With MAP, any MSU support staff person can:

- view internal job postings;
- develop a re-usable electronic application;
- apply for positions online; and
- check the status of active applications as often as desired.

External applicants will be able to use the site to view and apply for publicly posted support staff positions at MSU.

“Both internal and external applicants will be able to complete the entire application process online,” said Lauren Marinez, MSU Human Resources associate director.

Staff have been able to view open positions on the MSU HR Web site for quite some time.

“Now the application and screening process will be automated and streamlined for everyone involved,” Marinez said.

Once the site is active, users will be able to access the MAP system

by going to the MSU HR home page at [www.hr.msu.edu](http://www.hr.msu.edu) and clicking on the “hiring/job postings” link.

---

*“Both internal and external applicants will be able to complete the entire application process online.”*

---

### COMPASS

At the same time MAP is introduced, MSU HR also will introduce a related Web-based system called COMPASS.

This system will allow designated hiring managers to complete a wide range of hiring and classification related functions on-line.

Using the COMPASS site, approved hiring managers will be able to complete the following functions:


- create new positions;
- reclassify positions;



- collect necessary sign-offs and approvals online;
- post positions;
- take advantage of automatic screening for minimum qualifications;
- share resumes electronically with hiring committees; and
- complete the hiring process with the selected candidate.

COMPASS will streamline and simplify many separate processes that used to require making multiple telephone calls and physically handling a variety of forms.

MSU HR plans to offer training sessions and materials to campus hiring managers to assist them in learning the new Web-based method of establishing, classifying, reclassifying, posting and filling positions.

Look for additional information in future Source editions about the implementation of these new systems. 

## Nominations Sought for 2005 Clerical Technical Recognition Award

Is there an outstanding CT in your unit who deserves special recognition for his or her skills, abilities and dedication to excellence? Nominate that special person for the 2005 Clerical Technical Recognition Award!

The winner will be profiled in the fall *Source* and will receive the award at a special recognition reception. The winner also will receive a monetary award of \$1,000 in recognition of their outstanding service.

The Clerical-Technical Recognition Award was established in 2001 by Dr. Charles and Marjorie Gliozzo to recognize clerical and technical employees who assist students, faculty, and staff at Michigan State University. They created an endowment and established the award in honor of Dr. Gliozzo's parents, Thomas and Concettina Gliozzo.

Thomas and Concettina were immigrants who became U.S.


citizens and always recognized the importance of education.

Criteria for the award include:

- Respect of their peers and continuous diligence in attending to their daily responsibilities;
- Concern for students, faculty, staff, and colleagues in their respective units, particularly (but not limited to) those assisting overseas U.S. students and faculty, international students, international faculty, etc.;
- Extraordinary and significant contributions to the community or public service;
- Innovative thinking in facilitating unit tasks and responsibilities;

You don't have to be an individual's supervisor to submit a nomination. Individuals may be nominated by any member of the university community, including co-workers,

supervisors, faculty members and students. A committee comprised of individuals drawn from various areas of MSU reviews nomination materials and selects the award recipient. To nominate an individual:


- Complete a nomination form (available on the facing page and the MSU HR Web site at: [www.hr.msu.edu](http://www.hr.msu.edu) under the HR News section).
- Include a minimum of two support letters (maximum of five) by MSU colleagues.
- Include additional information if it supports the applicant's nomination.
- Submit the nomination form and attachments by 5:00 p.m., May 13, 2005 to: CT Recognition Award Selection Committee, Room 120 Nisbet Building. 

---

## MSU HR Salutes Barbara Reeves on 30 Years of Dedicated Service

MSU HR sends a special "Sesquicentennial Salute" to Barbara Reeves, who retired this year after 30 years of dedicated service to MSU. Reeves served as the president of the MSU Clerical Technical Union (CTU) for 10 of her 30 years at MSU.

"The Sesquicentennial is a great time to reflect on all the wonderful people who played key roles over the years in making MSU a great place to work," said MSU HR Assistant Vice President Pam Beemer. "Barbara is someone who worked hard to make positive and lasting contributions to MSU."

Reeves was a key member of the Joint Health Care Committee (JHCC) that developed a unique Agreement to balance wages and health care costs that continues to draw national attention and recognition. She is pictured at right with Pam Beemer and Coalition of Labor Organizations Chair Wayne Cass with a framed copy of the Agreement she helped develop. All of us at MSU HR congratulate Barbara on her retirement and thank her for her many contributions to Michigan State University! 





## Clerical-Technical Recognition Award Thomas & Concettina Gliozzo Endowment Fund NOMINATION FORM

**Directions:** Complete this nomination form and submit it with a minimum of two support letters (maximum of five) by MSU colleagues by 5:00 p.m., May 13, 2005, to CT Recognition Award Selection Committee, Room 120 Nisbet Building. Additional information may be included if it supports the applicant's nomination.

Nominee's Name: \_\_\_\_\_

Nominee's Department: \_\_\_\_\_ Position: \_\_\_\_\_

Nominee's Work Address/Phone: \_\_\_\_\_

Nominee's Supervisor (if known): \_\_\_\_\_

Describe the nominee's job duties: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Your Name: \_\_\_\_\_ Department: \_\_\_\_\_

Work Address/Phone: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Your Employee Group (circle one):

APSA   APA   CT   FOP   1585   999   547   274   Nurses   Non-Union   Faculty   Other

Please attach additional pages describing the nominee's accomplishments in the four rating categories listed below using specific examples. Selection of the award recipient is based on the nomination and support letters.

1. Respect of their peers and continuous diligence in attending to their daily responsibilities.
2. Concern for students, faculty, staff and colleagues in their respective units, particularly (but not limited to) those assisting overseas U.S. students and faculty, international students, international faculty, etc.
3. Extraordinary and significant contributions to the community or public service.
4. Innovative thinking in facilitating unit tasks and responsibilities.

**Pamela S. Beemer**  
Assistant Vice President  
for Human Resources

**Editor:**

Alice Smith  
smitha@hr.msu.edu  
517-432-8732 ext. 111  
*Suggestions are Welcome!*

**Contributors:**

Special thanks to the following individuals for their assistance and contributions to *Source*.  
Beth Alexander, Karen Bauman, Tom Block, Kathi Braunlich, Patrick Cusick, Guy Eckinger, Chris Hanna, Dawn Hecker, Edita Herbstova, Tamara Hicks-Syron, Kris Hynes, Jonnie Lilly, Lauren Marinez, Kimberly Lyth, Jim Nash, Becky Proctor, Renee Rivard, Erica Schmittiel, Nick Smith, Scott Sowulewski, Lori Strom, and Jan Underwood.

Visit us online at:

[www.hr.msu.edu](http://www.hr.msu.edu)

## Upcoming HRD Education Opportunities

**Enhancing Your Communication Fundamentals:  
Effective Listening and Feedback Strategies**  
4/19/05, 8:30 a.m. - Noon.

**Effective Delegation**  
4/19/05, 8:30 a.m. - Noon.

**MSU Travel Procedures**  
4/26/05, 8:30 a.m. - Noon.

**Magic of Purchasing**  
5/17/05, 8:30 a.m. - Noon.

**MSU Accounting Procedures**  
5/11/05, 8:30 a.m. - Noon.

**Myers-Briggs Type Inventory**  
5/18/05, 8:30 a.m. - 4:30 p.m.

**The 8th Habit**  
5/19/05, 1 p.m. - 4 p.m.

### **Course Fee Courtesy Reminder. Deadlines to apply are:**

Fall semester - June 1  
Spring semester - October 1;  
Summer semester - March 1;  
**Questions?** Call HRD at 355-0183 ext. 177.

**Get more information about these great courses and many others online by visiting the MSU HR Web site at [www.hr.msu.edu](http://www.hr.msu.edu) and clicking on the "Faculty & Staff Development/Training" Link!**

*MSU Human Resources  
Nisbet Building  
1407 S. Harrison Road, Ste. 250  
East Lansing, MI 48823-5239*