

Upcoming HRD Education Opportunities

To register or get more information on any of these upcoming Human Resource Development courses, look at the Odyssey catalog on the Human Resources Web site at www.hr.msu.edu. The current Odyssey catalog is available under the "Quick Links" section of the HR Web site.

Grammar Essentials

Tuesdays, July 14 and July 21, 8:30 a.m. – Noon
Presenter: Jacqueline McCarroll, McCarroll Associates. Investment: \$140.

Mastering Presentation Skills

Tuesdays, July 14 and July 21, 1 p.m. – 4:30 p.m.
Presenter: Jacqueline McCarroll, McCarroll Associates. Investment: \$135.

Hiring Student Employees at MSU

Wednesday, July 15, 8:30 a.m. – 11:30 a.m.
Presenter: Anna Barner, MSU Human Resources. Investment: Free.

Time Mastery Plus

Thursday, July 16, 1 p.m. – 4:30 p.m.
Presenter: Lois Wolfe-Morgan, Wolfe Associates. Investment: \$105.

Foundations of Student Employee Success: Supervising Student Employees

Wednesday, July 22, 9 a.m. – Noon.
Presenter: Debra Nelson Dunbar, Indiana University. Investment: \$100.

Motivating Student Employees

Wednesday, July 22, 1 p.m. – 4 p.m.
Presenter: Debra Nelson Dunbar, Indiana University. Investment: \$100.

Coping with Stress in Times of Change

Thursday, July 30, 8:30 a.m. – Noon.
Presenter: Lew Dotterer, Ph.D., MSU Human Resources and EBSP.
Investment: Free. [HR](#)

Upcoming Retirement Education Opportunities

To register or get more information on any of these upcoming retirement education sessions, call 517-353-4434 extension 0 or send an e-mail to benefitsinfo@hr.msu.edu. All sessions are free of charge and are held in 125 Nisbet Building unless otherwise noted. Advance registration is requested.

MSU Benefits/Retirement Orientation

Wednesday, July 15 at 12:30 p.m.
Presenter: Human Resources staff.

MSU Benefits/Retirement Orientation

Wednesday, August 19 at 12:30 p.m.
Presenter: Human Resources staff. [HR](#)

SAVE THE DATE!

The MSU
Retirement and Investment Fair
will be held on
September 23, 2009!

HR SOURCE

What's Happening With Health Care?

The Health Care Strategy Advisory Committee has been meeting regularly since President Simon's February letter to the MSU community about the impact of rising health care costs at MSU. An update on the committee's progress to date was posted on the Healthy State Web site on June 16, 2009 (www.hr.msu.edu/healthystate). That update is still available on the site under the "What the University is Doing" section. The update identifies seven strategic areas the committee is focusing on as it continues working to support the University in develop-

ing an approach to providing health care to MSU employees and retirees that:

- Relies on evidence-based care and therapies proven to be effective
- Achieves significant savings while promoting higher quality
- Is patient centered
- Provides access to care that is safe, timely, efficient and equitable

Check out www.hr.msu.edu/healthystate throughout the summer for additional updates. [HR](#)

Want to Go Smoke-Free this Fall? Sign Up Now!

Want to quit smoking, but don't think you can? Maybe you've tried to quit a few (or a few dozen) times already and failed. Please don't give up! You CAN quit and MSU can help you succeed! An orientation for the next cycle of the MSU Smoking Cessation program will be held on September 16, 2009. This year-long program combines the medication Chantix with medical evaluation and monitoring as well as structured behavioral support. The program has already helped quite a few MSU employees quit, including some who struggled with nicotine addiction for decades and failed many times trying to quit on their own. (To read about two of

those people, visit www.hr.msu.edu/healthystate.) Faculty, academic and support staff and their adult benefits-eligible family members are eligible to participate. To learn more about this program, including information on cost to participate, visit the Health4U Web site at Health4U.msu.edu. Or, register for the orientation by calling 517-353-2596 or e-mailing Health4U@msu.edu. Attending an orientation does not commit you to participating in the program. Space is limited so register early. This program is sponsored by the Office of the University Physician-Health4U Program, MSU Human Resources and Olin Health Center. [HR](#)

New Look for Source!

In our April edition, we introduced a more frequent production schedule for Source along with a move toward shorter articles. We hope these changes will make it easier for our busy readers to stay informed about Human Resources issues.

In this edition, we're pleased to introduce the second half of our transformation — a new design!

We invite you to let us know what you think — both about the changes we've made so far and any other changes that would make Source a more useful resource for you as a faculty or staff member at MSU.

We are particularly interested in how our readers might feel about a transition to an electronic version of Source in the future. Would you still read the Source if it came in your e-mail box instead of your in-box? Or do you prefer the paper version? If how you receive Source matters to you, please share your thoughts with our editor by:

- e-mail at smitha@hr.msu.edu
- phone at 517-884-0111
- fax at 517-432-4921
- campus mail at Source Editor, Human Resources, 250 Nisbet Bldg.

Your opinions are very important to us. Please share them! [HR](#)

Are You Getting Source at the Wrong Business Address?

We sometimes get calls from MSU employees who want us to change their addresses on our Source mailing list. These callers are often surprised to learn that they need to work within their own departments to achieve this.

HR does not maintain an in-house "mailing list" for Source. For each Source mailing, we draw a new mailing list from the MSU Faculty/Staff/Retiree Address System.

If you are getting Source or other important University communications sent to a wrong business address, you need to pursue getting your record updated in the Faculty/Staff/Retiree

Address System.

Different types of information in the system are changed in different ways.

• **Business Information.** Business contact information such as your work address needs to be changed by authorized departmental address administrators within your own department. These are people officially designated by each department to have access to the system and only those people are authorized to change your business contact information. If you don't know who your authorized address administrator is, contact your department office and ask.

• **Personal Information.** Employees are able to change their own personal information in the system such as home address and phone number.

You can access this part of the system by going to www.hr.msu.edu and logging in to e-HR with your MSU NetID and password. Choose the Faculty/Staff/Retiree Address System link. That will take you to a page where you can log in again with your MSU NetID and password to change your personal information in the system. To go directly to the address system page without using e-HR, go to <https://www.fsra.msu.edu/>. HR

Webinars Now Available for Academic and Support Staff Leaders

As part of the Executive Leadership Academy Seminar Series, Human Resource Development and Faculty & Organizational Development are offering leadership-focused webinars developed by the Center for Creative Leadership. The webinars are being offered on a variety of Mondays throughout the summer. Examples of Webinar titles include Maximizing the Potential of Yourself and Your Organization; Active Listening; Anatomy of Change; and Building an

Authentic Leadership Image. To view an online flier describing the seminars, visit <http://www.hr.msu.edu/HRsite/ProDev/Staff/> and click on the Leadership Webinars link. The programs are free to participants, but registration is required. You can enter the class registration system by opening the online flier and clicking on the Webinar title you are interested in attending. Join in a Webinar and strengthen your leadership skills this summer. HR

Community Directory Now Available from Family Resource Center

If you are seeking resources to help with home mortgage foreclosures, down payment assistance, debt solutions, food and emergency assistance, household needs and medical resources, check out the Community Resource Directory online at www.frc.msu.edu. You can also request a hard copy of the publication by calling 517-432-3745 or stopping by

the Family Resource Center (FRC) in Suite 225 of the Nisbet Building.

FRC can also consult with you and help you identify resources in the areas of childcare, elder care, parenting, work/life balance and more. Learn about what the FRC has to offer at www.frc.msu.edu. HR

Outstanding Supervisor Award

Time is running out for members of the MSU community to nominate a supervisor/administrator who consistently supports the work/life (professional/personal) needs of employees through positive leadership and managerial practices. The deadline for the 2009 Outstanding Supervisor Award is Tuesday, June 30, 2009. More information is available at www.frc.msu.edu. HR

Internships@State Update

Internships@State has had a great first year, due to the number of MSU departments that have participated in this Boldness By Design initiative.

So far students from over 22 different majors have interned in 35 different departments.

Students have gained valuable experiences which will help in their job search upon graduation, and internships allow them to earn money while at MSU.

While the students have gained real world experience, departments have benefited as well. Interns contribute new ideas, can help on special projects and have flexible schedules.



INTERNSHIPS@STATE

START HERE. START NOW.

Thinking about an intern in your area? Contact Wendy Coduti at coduti@msu.edu or 517-884-1347 to discuss ideas or check out the I@S Web site:

<http://intern.careernetwork.msu.edu>.

Located under the "Supervisor" section is a "Supervisors Handbook" which can help you determine where an intern may be needed, how to hire an intern, and best practices for making the internship successful for both you and the student.

Internships are a win-win proposition for both students and departments! HR

Familiar Faces in New Roles at HR

• **Jim Nash**, associate director of Employee Relations, has been appointed acting director of Employee Relations. Jim brings 27 years of MSU-specific employee relations experience to his new role. Jim has taken on duties formerly held by Employee Relations director, **Scott Sowulewski**, who recently left the University for other opportunities.

• **Kathy Lewless** has also taken on a new role at Human Resources. After more than six years in the Staffing Services area, Kathy has become the HR manager for the HR records team (both academic and support-staff areas). Kathy has taken on many of the supervisory duties formerly done by **Shelley Wells**, who moved on to a new role with the Enterprise Business Systems Projects (EBSP). Kathy's new role was created as part of a larger transition of the Records team into the Systems Development and Support division lead by **Sarah Nash**, HR assistant director.

• **Murtaza Lokhandwala** also recently assumed a new role and range of duties as an HR manager in the HR Systems Development and Support division where he supervises program and web development staff.

Familiar Roles in New Places:

A number of staff members have recently been relocated to different divisions or roles within Human Resources to better align similar or related functions together. These changes should be seamless to our customers as you'll be working with the same people. These changes include:

• Unemployment Compensation, staffed by **Judy McManaman** has moved from the Records area to the Employee Relations office.

• FMLA, staffed by **Alicia Bailey** has moved from the Records area to the Benefits office.

• Graduate assistant appointments and processing, staffed by **Samantha Oakland**, has moved from the Records area to the Staffing Services office.

Contact information for all the above staff members has not changed so you can continue to reach them as before. General department contact information for these frequently called divisions in HR also remains the same:

- **Employee Relations** — 517-353-5510
- **Benefits** — 517-353-4434 or 1-800-353-4434
- **Human Resource Development** — 517-355-0183
- **Records (Academic)** — 517-355-1526
- **Records (Employee)** — 517-353-4330
- **Staffing Services** — 517-353-3720 HR