

Navigating Change

“An organization that is changing more slowly than its environment will not be around very long.” Jack Welch

Change is a fact of life at work. Indeed, it is essential to an organization's effectiveness. Across the nation, organizations are working hard to innovate, embrace new technologies, and respond to a rapidly changing environment. Here at MSU, change results from both external pressures and internal initiatives. It can be seen in many forms, such as new programs, technological enhancements, budgetary reallocations, alternative funding, staffing changes, and reorganizations.

Managers and supervisors play a critical role in managing change, while at the same time maintaining unit effectiveness. William Bridges, author of *Managing Transitions*, describes a transition as the psychological process people go through to come to terms with a new situation. A transition is needed for change to take hold, and has three phases: 1) letting go of the old, 2) a neutral time with limited grasp or support for the change and likely resistance, and 3) acceptance of the change.

Resistance is evidence that people feel the change. It is normal and should be anticipated. There are steps managers can take to reduce resistance and build employees' capacity not only for surviving, but also thriving during change. They include recognizing that:

- A change in any area (e.g., technology, structure, leadership, staffing) affects many other areas causing a ripple effect that spreads throughout the organization. Take the time to consider who will be affected and involve them in as much of the change planning process as possible.

- People accept change differently and need to be lead differently, i.e. some readily grasp change, others need more support to adapt.
- Lack of information and understanding can increase resistance to change, so it is important to provide as much information as possible to help those affected understand the new direction. Consider how communication should occur, e.g., newsletters, bulletin boards, Web resources, emails, staff meetings as well as the other person's perspective when giving explanations. Bridges says that leaders need to *over* communicate “4 Ps” to help people through the change process. The 4 Ps are:

Purpose—What is the reason for this change? What's in it for me?

Picture—What will things look like after the change (vision)?

Plan—What is the timeline? What should we expect?

Part—What is each person's part during the change transition now and later?

- Some people may not have the skills, knowledge and abilities necessary to make the transition. Therefore, managers should arrange training and development opportunities for people to acquire needed competencies during and after the change. Be sure support systems are in place for people learning new approaches and methods.
- Building a transition team composed of people from all areas of the depart-

ment may be helpful, depending on the nature of the change, and especially for those affected. Be sure respected people are included on the team to help communicate the change. Keep in mind that those closest to the customer and service delivery are valuable sources of ideas and suggestions.

One of the most important impacts of change is often overlooked—individual employee's emotional response. When a change occurs, a person often goes from being skilled at what they do, to being in a learning mode. Essentially, they may have diminished feelings of competence and feel temporarily unprepared to assume the new roles and responsibilities required of them. Additionally, some changes, e.g., budget reductions, can cause fear and lower morale. While these reactions are normal, it is important to recognize them, and provide the appropriate support. Managers should acknowledge the sense of “loss of the old way,” while gently but firmly leading the way to the new state. It is also important to help employees keep perspective, take the time to laugh, and celebrate small steps and success.

With some changes, such as staff reductions, it is important to do more than just reallocate work. Questions that should be addressed include:

- What are the highest priorities? (i.e., What work does not have to be done at this time?)
- Is there some work that should be eliminated?

Continued on page 4

Flexible Spending Accounts Open Enrollment for Health Care and Dependent Care Spending Accounts

November 1-18, 2002

www.hr.msu.edu

See pages 2-3 for more information



Flexible Spending Accounts

MSU Health Care Spending Account (HCSA) Program Now Also Offered to Support Staff

Open Enrollment: November 1-18, 2002

Health Care Spending Accounts (HCSA) are a cost effective way to pay for medical and dental plan deductibles/copayments, eyeglasses, contact lenses, orthodontics and other health-related expenses not covered by insurance. It enables you to save money, on a calendar year basis, by paying for health-related expenses in pretax dollars.

The plan allows you to set aside an amount of money from your paycheck before federal, state, city and Social Security taxes are calculated. To use the HCSA, you pay for your actual expenses and then request reimbursement from your HCSA from FlexBen Corporation by submitting a *HCSA Request for Reimbursement* form. Your nontaxable reimbursements will be sent by check to your home, or by direct deposit into your personal bank account if you select this option.

Who is eligible?

The voluntary HCSA program is available to all eligible full-time (90 to 100%) and part-time (50 to 89.9%) executive management, faculty, academic and support staff.

What expenses qualify for reimbursement?

Eligible expenses include office copays/deductibles, eyeglasses, contact lenses, orthodontics, and other health-related expenses not covered by your insurance. You are allowed to include out-of-pocket expenses for yourself and anyone claimed as your IRS dependent for tax purposes.

Example	<i>Without</i> an HCSA Spending Account	<i>With</i> an HCSA Spending Account
1. Annual pay	\$31,000	\$31,000
2. Less: out-of-pocket medical expenses pretax	\$0	-\$500
3. Taxable income	\$31,000	\$30,500
4. Less: federal taxes (based on 27%)	-\$8,370	-\$8,235
5. Less: state taxes (based on 4.1%)	-\$1,271	-\$1,251
6. Less: FICA taxes (Social Security and Medicare-based on 7.65%)	-\$2,372	-\$2,333
7. Less: out-of-pocket medical expenses after-tax	-\$500	\$0
8. Income after medial expenses	\$18,487	\$18,681
9. Taxes saved	\$0	\$194
Would this employee have a tax savings by enrolling in an HCSA?		YES

What expenses don't qualify for reimbursement?

According to IRS regulations, nonreimbursable expenses are:

- Services that occur prior to the employee's effective date of the plan
- Over-the-counter medicine
- Canceled appointment fees
- Personal trainer
- Teeth whitening/bleaching
- Vitamins

A complete list of eligible/ineligible expenses can be found at www.hr.msu.edu/depts/Benefits/fsa/hcsa/hcsaeliginelig.pdf, or refer to the *Flexible Spending Accounts* brochure. In addition, reimbursements can be made only for health care services that are provided during the plan year. The MSU HCSA plan year is January 1 through December 31.

continued on page 3

Information regarding Health Care and Dependent Care Spending Accounts was mailed to eligible employees' home addresses in late October. Be sure to review the **Flexible Spending Accounts** brochure included in the mailing for more detailed information.

How much can I contribute to my HCSA?

You may contribute up to \$3,000 per household. For example, if both you and your spouse are employed by MSU and each of you has your own separate HCSA, the *maximum household* contribution for both Health Care Spending Accounts would be \$3,000. You will need to plan carefully as the IRS requires that any unused money left in your account at the end of the plan year be forfeited.

How the Health Care Spending Account saves you money.

In the example on page 2, the employee, a single person, has a taxable income of \$31,000 per year. This employee elects to contribute \$500 to a Health Care Spending Account. During the plan (calendar) year, claims are filed for the \$500 in the account. As the example shows, the employee will save \$194 in taxes.

How do I enroll in the Health Care Spending Account?

Participation in the HCSA is completely voluntary. ***Open enrollment will be held November 1-18, 2002.*** When enrolling, you must state the amount of money you wish to have subtracted from your gross pay for the plan (calendar) year. The amount you choose will be divided equally by the number of times you are paid during the plan (calendar) year. This amount will be reduced from your pay and deposited into your HCSA each pay period.

Once you have determined your election needs, you may enroll by accessing the Web-based online enrollment feature at www.hr.msu.edu then select the **eHR Services** login link. Enter your MSUNetID/Pilot ID and password. Click **Submit**. Click the **Benefits Enrollment/Changes** link. Enrollment assistance is available at www.hr.msu.edu/depts/benefits/fsa/fsaenroll.htm; select the **FSA Enrollment** button or you may contact MSU Human Resources Benefits at 517-353-4434, or toll-free at 800-353-4434.

You must re-enroll each year you wish to participate in the HCSA program. Employees who do not enroll by the enrollment deadline will not be eligible for the tax savings until the next calendar year unless they have a qualifying life event. You may begin, stop, or change the amount of your spending account contribution if you have a qualifying life change event such as:

- Marriage or divorce
- Birth, adoption, or legal guardianship of a child
- Death of a spouse or a dependent
- Change in your employment status
- Unpaid leave of absence

If you are on a leave of absence during the annual FSA open enrollment period, you are eligible to enroll in the HCSA program within 31 days of your return from leave. New employees must enroll within 60 days of their employment date. ***The Health Care Spending Account becomes effective January 1 each year for those who enroll during FSA Open Enrollment, and the first day of the month following sign-up as a new employee or as a result of a qualifying event.***

If you have questions about this new program, please contact FlexBen Corporation at 888-MSU-6116 (888-678-6116), MSU Human Resources Benefits at 517-353-4434, toll-free at 800-353-4434 or email benefitsinfo@hr.msu.edu.

Dependent Care Spending Account (DCSA) Open Enrollment November 1-18, 2002

Dependent Care Spending Accounts enable you to save money by paying for dependent care expenses in pretax dollars. You designate an amount of money to be set aside from your paycheck before federal, state, city, and Social Security taxes are calculated. To use the DCSA, you pay for your actual expenses out of pocket, and then request reimbursement for these expenses from FlexBen Corporation by submitting a DCSA Request for Reimbursement form. Your nontaxable reimbursement will be sent by check to your home, or by direct deposit into your personal bank account if you select this option.

Details of this program, including worksheets to calculate tax savings and sign up instructions are in the **Flexible Spending Account** brochure that was mailed to eligible employees' home addresses in late October. This information can also be found on the Web at www.hr.msu.edu/depts/benefits/fsa/default.htm, or you may telephone MSU Human Resources Benefits at 517-353-4434, toll-free 800-353-4434, or email benefitsinfo@hr.msu.edu.

- Are there entirely new ways of doing work that are more effective?
- Is there potential for sharing resources with other departments?
- Is there equipment or technology that may provide needed support?
- Are changes in the organizational structure needed to accomplish the work?

Successful change processes involve communication, training and development, performance and emotional support, and the involvement of people affected by the change. It requires an environment of trust, safety for feedback, exchange and input. With thoughtfulness and attention to the full range of issues involved, you can effectively navigate through a change process.

Reinforce a new beginning:

- ✓ *Consistently reinforce the message and show it in your own actions.*
- ✓ *Ensure quick successes to combat lower morale and reduced productivity.*
- ✓ *Symbolize the new identity.*
- ✓ *Celebrate the success.*

William Bridges

*Dawn Hecker
Human Resource Development*

Dependent Coverage Could Terminate

Do you have a dependent enrolled in your health and/or dental program attaining age 19, 20, 21, 22, 23, 24, or 25 in the year 2002?

If so, you received a letter in October requesting information about continued coverage eligibility for that dependent. Be sure to respond by returning the necessary information to MSU Human Resources Benefits by the November 5, 2002, deadline to avoid coverage termination for those eligible. If you do not respond, MSU Human Resources Benefits will consider the dependents no longer eligible and coverage will terminate December 31, 2002.

For questions, contact MSU Human Resources Benefits at 517-353-4434, or toll-free at 800-353-4434. If your last name begins with the letter A-K, enter extension 154; L-Z, enter extension 157.

Longevity Payments

The 2001-2002 longevity year payments will be distributed to eligible support staff on November 27, 2002. This year's payment will include eligible employees hired on or before October 1, 1996, who have completed six years of continuous, half time or greater service.

The employee groups eligible for longevity payments are represented by APSA, APA, FOP, Local 274, Local 1585, Local 999, Nurses, Resident Advisors, off-campus professionals, and off-campus service and skilled trade employees.

Employees currently on an unpaid leave of absence or layoff will automatically receive a payment on November 27 if they otherwise meet the eligibility requirements. No longevity payment is issued when an employee has inactive service of 93 or more calendar days in the longevity year.

Support staff may refer to the *1998 Employee Handbook*, Human Resources Web site at www.hr.msu.edu, or check with their supervisor if there are questions about eligibility.

Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics

On October 1, 2002, in accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, Michigan State University distributed to all students and employees information related to security issues, crime statistics, and educational efforts related to health and safety risks. This information includes:

- Campus policies related to sexual harassment and assault, drugs and alcohol, including penalties for violations of those policies
- Telephone numbers of police agencies, campus ride services, counseling, and educational resources
- Information on educational programs on crime prevention, safety, sexual harassment and assault, alcohol and drugs
- Suggestions for safety awareness on campus
- Information concerning campus security and access to campus facilities
- The annual compilation of crime statistics

As noted in the annual distribution, to access the crime statistics for MSU via the Web, please go to www.msu.edu/dig/safety/. Michigan State University also offers a paper copy of the information by contacting the Student Life Department at 517-355-8286, or email stulife@msu.edu.

New Supplemental Retirement Plan

We are happy to announce an additional Supplemental Retirement Plan (SRP) for all MSU faculty, academic, and support staff who are eligible for university benefits. Effective January 1, 2003, you will be eligible to defer salary to a 457(b) deferred compensation plan in addition to the 403(b) plan. Your maximum for the 457(b) plan will be at least \$12,000 in 2003. If you are age 50 or older, or within 3 years of normal retirement age, your maximum could be higher.

Letters will be sent to all individuals currently participating in the 403(b) SRP in mid November indicating your 457(b) maximum (in addition to your 403(b) maximum). Letters will be sent to all other individuals in April 2003 indicating both maximum contribution limits.

Individuals interested in enrolling or learning more about the 457(b) plan may attend information sessions (see dates below). Enrollment in the new plan requires completion of an Earnings Reduction Agreement (ERA) form and an application to open an account. Enrollment forms for the 457(b) plan must be received by December 20, 2002, to affect January 2003 paychecks. Individuals may enroll in the 457(b) plan at any time during the year.

To obtain an ERA form:

Web: www.hr.msu.edu/docweb/forms.htm

Call: 517-353-4434, ext. 0

Email: benefitsinfo@hr.msu.edu

To return an ERA form:

Fax: 517-432-5519

Campus: 140 Nisbet Building

US Mail: 1407 S Harrison Ste 140A
East Lansing, MI 48823-5291

Drop box: Located directly across from the entrance to the Nisbet Building, in the parking lot.

457(b) PLAN INFORMATION SESSIONS

Tuesday: December 3, 2002

Thursday: December 12, 2002

Wednesday: December 18, 2002

Available sessions are 12:15 p.m. or 5:30 p.m., located in Room 125 Nisbet Bldg.

Special Sessions for department staff may be requested by contacting

Sherry VanKampen at 517-353-4434, ext. 148, or Dianne Kneppshield at 517-353-4434, ext. 158.

Supplemental Retirement Plan (SRP) Maximum Calculations for 2003

TIAA-CREF will be calculating maximum SRP contributions for all eligible employees. Letters will be sent to home addresses in November. ***Please watch for and read these letters carefully.*** If you are enrolled in “the maximum allowed by law,” an adjustment **will be made automatically** unless you notify us otherwise. If you are not currently enrolled, or are enrolled in a flat dollar amount or percentage, you will need to take action as described in the letter if you would like to change your contribution this year or to enroll. The letter will provide important dates and instructions for making changes if necessary or desired.

The new maximums for 2003 will include a \$12,000 402(g) limit with an additional \$2,000 for those employees age 50 or older (\$14,000 total), and the potential of an additional \$3,000 for employees with 15 years or more of service (\$17,000 total). The amounts indicated above cannot exceed 100% of salary or the 415 limit of \$41,000, which includes the employee and employer base plan contributions.

For more information, contact Human Resources Benefits at 517-353-4434, toll-free 800-353-4434, or email benefitsinfo@hr.msu.edu.

Money Strategy Updates

Visit Human Resource's home Web page and check out Money Strategy Updates. Click on the link to read the bi-monthly electronic newsletter containing articles from MSU Human Resources Benefits and MSU's six retirement vendors. Topics focus on financial issues affecting employees, such as retirement, investment choices, new services and products. This publication also provides a comprehensive contact list of all MSU retirement vendors.

MSU Retirement Vendors

Individual appointments may be scheduled by contacting the vendor directly. Availability and times are at vendor discretion.

Fidelity Investments by phone at 800-642-7131

Vanguard Group by phone at 800-523-1188 (Counseling Center)

TIAA-CREF on their Web site at www.tiaa-cref.org or by phone at 800-842-2044

Lord, Abbett & Co. by contacting the following local agents:

James Huber	517-324-4616	Kim Seymour	517-351-4877
Jeffrey Richards	517-351-4877	Rick Scherer	517-339-7988

The Equitable by contacting the following local agents:

Rick Audus	517-347-4646	Robert Courtney	517-347-4646
Jeff West	517-347-4646	Thomas Rudert	989-773-6227
Bobby McAllister	517-347-4646		

VALIC by contacting the following local agents:

Daniel Watson	800-448-2542	Todd Dowrick	800-448-2542
Steve Dickinson	800-448-2542		

Olin Business Hours for Holidays Announced

Olin Health Center is MSU's designated medical provider for work-related injuries or illnesses. Services for work-related injury or illness are available at Olin, December 16 through January 3, Monday through Friday, from 8:00 a.m. to 5:00 p.m. Sparrow Family Medical Services (FMS) After-Hours Clinic, located at the Michigan Athletic Club (MAC), should be used between 5:00 p.m. and 10:00 p.m., Monday-Friday, and noon to 8:00 p.m. Saturday and Sunday. Sparrow Hospital Emergency Department (ED) should be used for critical emergencies or when Olin and FMS are closed. Olin Health Center will be closed during the following University holidays:

Holidays	Olin Health Center	FMS(MAC)	Sparrow Hospital ED
Thanksgiving	Closed 11/28, 11/29	Open 5:00-10:00 p.m.	Open 24 hours daily
Christmas	Closed 12/24, 12/25	Open 5:00-10:00 p.m.	Open 24 hours daily
New Year's	Closed 12/31, 1/1/2003	Open 5:00-10:00 p.m.	Open 24 hours daily

2002-2003 MSU Drug and Alcohol Policy

ALL-UNIVERSITY POLICY APPLICABLE TO UNIVERSITY EMPLOYEES AND STUDENTS

Congress has passed and the President has signed the Drug-Free Workplace Act of 1988 and Drug-Free Schools and Communities Act Amendment of 1989. The following is Michigan State University's Drug and Alcohol Policy for employees and students.

Employees¹

Consistent with state and federal law, Michigan State University will maintain a workplace free from the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance.² The unlawful manufacture, distribution, dispensation, possession, or use of controlled substances, illicit drugs, and alcohol are prohibited on any property under the control of and governed by the Board of Trustees of Michigan State University, and at any site where work is performed by individuals on behalf of Michigan State University.

Pursuant to applicable university procedures governing employee discipline, any employee involved in the unlawful use, sale, manufacturing, dispensing, or possession of controlled substances, illicit drugs, and alcohol on university premises or work sites, or working under the influence of such substances, will be subject to disciplinary action up to and including dismissal and referral for prosecution.

The employee must notify the university of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) calendar days after such conviction. Failure to provide such notice will subject the employee to discipline up to and including dismissal pursuant to applicable university procedures governing employee discipline. The employee shall notify his/her immediate supervisor, who will report the incident to the Office of Human Resources, Academic Human Resources, or Student Employment Office.

Michigan State University supports and sponsors programs aimed at the prevention of substance abuse by university employees. The Employee Assistance Program (EAP) provides preventative programs and counseling for employees experiencing substance-dependency problems. Assistance is available on a voluntary basis. Leaves of absence to obtain treatment may be obtained under the medical leave provision of the appropriate labor contract or policy.

Students

Michigan State University's compliance with provisions of the Drug-Free Schools and Communities Act Amendments of 1989 applying to students is achieved through a comprehensive alcohol and other drug prevention program,

which includes policy enforcement, education programs, and treatment services.

General Student Regulations 2.06 and 2.07 prohibit the unlawful possession, use, or distribution, of illicit drugs and alcohol by students on Michigan State University property or as part of any of its activities. These regulations are as follows:

2.06 "No student shall possess, use, manufacture, produce, sell, exchange, or otherwise distribute any drug prohibited by federal or state laws."

2.07 "No student shall possess, consume, furnish, manufacture, sell, exchange, or otherwise distribute any alcoholic beverages except as permitted by state law and university ordinance."

Alleged violations of MSU regulations are adjudicated through the MSU student judicial process. Consequences for violations may include, but are not limited to, some form of disciplinary probation, required attendance at educational programs, referral for assessment and treatment, relocation to a new living environment, and suspension from Michigan State University for sale of illegal drugs or repeated violations of the regulations. In addition, students can expect to be arrested and fined for violations of state law on campus.

Michigan State University supports and sponsors programs aimed at the prevention of substance abuse by students. Information about education and treatment services may be obtained from Olin Health Education Service's Alcohol and Other Drug Program.

President
Provost and Vice President for Academic Affairs
Vice President for Finance & Operations & Treasurer
Vice President for Student Affairs and Services
Board of Trustees, October 12, 1990

¹ This policy applies to all University employees, including but not limited to: faculty, academic staff, support staff and student employees.

² Five schedules of controlled substances are defined in the comprehensive Drug Abuse Prevention and Control Act of 1970, 21. U.S.C. 812.

More information about laws governing the sale and possession of alcohol and other drugs, as well as penalties for violations of these laws, may be obtained from the Department of Police and Public Safety, the Main Library, or the MSU Employee Assistance Program.

Health and safety - **To say it again...**

In the past, only 27 of the 813 people who utilized counseling services at the Employee Assistance Program (EAP) each year, indicated their problem was alcohol or other drug-related. Does this mean problems relating to alcoholism and other drug addiction are disappearing from the MSU work place? Likely not. Society, in general, however, seems more willing to recognize that addiction and inappropriate use present significant health risks and medical consequences.

Each year since 1991, we have presented findings as to the negative consequences of alcohol addiction and the use and abuse of other drugs. Specifically, the Drug Free Work Place Act of 1988 was put in place "... to promote drug-free working environments, to discourage or prevent drug abuse." To say it again, here are the facts.

- Addiction to alcohol or other drugs is a progressive disease, which, if untreated, is fatal.
- Alcohol abuse can result in liver damage and disease, gastrointestinal problems, and brain damage.
- Abuse of alcohol and marijuana during puberty can cause an imbalance of sex hormones resulting in reduced muscle mass and shrinkage of testicles in males, and menstrual difficulties and infertility in females.

Users of other types of drugs face these serious problems:

- Long-term use of stimulants (e.g., uppers, including speed, crack, methyl, crystal) may cause permanent damage to the brain, heart, lungs, and other organs.
- The use of cocaine and amphetamines can result in heart attacks; people who lack an enzyme called pseudo cholinesterase in their bodies can die from a single minute dose of cocaine.
- Inhalants (e.g., poppers, rush, laughing gas, sniffing of glue, or paint thinner) may cause mental confusion, mood swings, delusions, or hallucinations.
- The use of hallucinogens, especially PCP (angel dust), can result in an irreversible drug-induced psychotic state, and/or delusions of omnipotence, which can trigger life-threatening behavior.
- Depressants (e.g., downers, ludes, reds, 714s, barbs) greatly increase the risk of accidents and automobile crashes because they affect vision, judgment, coordination, and other physical skills.
- Intravenous drug users (users of heroin and other opiates) risk Acquired Immune Deficiency Syndrome (AIDS) infections from sharing needles.

There are psychological and social consequences of drug abuse as well, including loss of intimacy, friends, job, and marriage; creation of a dysfunctional family system; and heightened feelings of depression, anxiety, low self-esteem, guilt, and loneliness.

The problem of drug abuse affects more than the user. It affects you as a co-worker of a drug user and your employer. Compared to the average employee, alcoholics and other drug-addicted employees nationally:

- Have twice the absenteeism rate.
- Use three times more sick leave.
- Use a third more health benefits.
- File four times more grievances.

An estimated 65 percent of entry-level workers nationally have used illegal drugs, and 11.9 percent of the nation's work force are alcoholics.¹ Non-alcoholic members of alcoholics' families use ten times as much sick leave as members of families in which alcoholism is not present.²

And one final reminder. If you or a member of your immediate family has a difficulty relating to the use of alcohol or other drugs, the EAP is a confidential, cost-free counseling resource available to all faculty and staff. For more information, phone 517-355-4506, or email helma@hr.msu.edu.

¹ National Institute on Drug Abuse, *National Household Survey on Drug Abuse: Main Findings 1990, 1991*, p. 94.

² M. Bernstein, J.J. Mahoney, "Management Perspectives on Alcoholism: The Employer's Stake in Alcoholism Treatment." *Occupational Medicine*, Vol. 4, No. 2 (1989), pp. 223-232.

Federal and State Penalties for Sale and Possession

The federal government decides if and how a drug should be controlled. Psychoactive (mind-altering) chemicals are categorized according to Schedule I to V. This schedule designates if the drug can be prescribed by a physician and under what conditions. Factors considered in this categorization include a drug's known and potential medical value, its potential for physical or psychological dependence, and risk, if any, to public health. Penalties for the illegal sale or distribution of a drug are established using the designation of Schedule I to V.

Schedule I drugs have a high potential for abuse with no medical uses. Production of these drugs is controlled. Examples include heroin, methaqualone, all hallucinogens (except phencyclidine-PCP), marijuana, gamma hydroxybutyrate (GHB), and hashish. Tetrahydrocannabinol (THC), depending on its form, can also be a Schedule II drug.

Schedule II drugs have high potential for abuse, but have some medical uses. Production of these drugs is controlled. Examples include opium, morphine, codeine, other narcotics, barbiturates, cocaine, amphetamines, and phencyclidine (PCP).

Federal and State of Michigan penalties for selling Schedule I and II drugs vary with the quantity of the drug. Additionally, if death, rape, or serious injury is associated with the sale and/or if it is a second offense, penalties are more severe. When establishing penalties for sale, marijuana and hashish are separated from this designation according to the schedule. The penalties for sale of marijuana and hashish, however, are similar to those set for Schedule I and II drugs.

The federal penalty for first offense sale of small amounts of Schedule I and II drugs is imprisonment not less than five years and not more than forty years; if death or serious injury results, the penalty changes to imprisonment for not less than twenty years or more than life, a fine of not more than \$2 million for an individual, or both.

The State of Michigan's penalty for "delivery, possession with intent to deliver, and manufacture" of less than fifty grams of a Schedule I or II controlled substance or narcotic drug is mandatory imprisonment for one to twenty years, a fine of up to \$25,000 or life probation. The penalty for possession of less than twenty-five grams of a Schedule I or II controlled substance or a narcotic drug is imprisonment for up to four years, a fine of up to \$25,000, or both. Both are felonies. Use of a Schedule I or II controlled substance or narcotic drug is a misdemeanor which has a penalty of imprisonment for up to one year, a fine of up to \$2,000, or both. Michigan law provides for seven years imprisonment and/or

\$5,000 fine for individuals who manufacture, deliver, intend to deliver, or knowingly possess GHB.

The manufacture, distribution, or possession with intent to distribute or dispense up to 45 kilograms of marijuana or between 20 and 200 plants is punishable by up to seven years imprisonment, a fine of up to \$500,000 for an individual, or both. In Michigan, the "delivery, possession with intent to deliver, and manufacture" of less than 5 kilograms of marijuana or a mixture containing marijuana or fewer than 20 plants is a felony, punishable by imprisonment for up to four years, a fine of up to \$20,000, or both. Possession of marijuana is a misdemeanor, punishable by imprisonment for up to one year, a fine of not more than \$2,000, or both. Use of marijuana is also a misdemeanor, punishable by imprisonment for not more than 90 days, a fine of up to \$100, or both.

Schedule III, IV and V drugs include those most citizens would categorize as "prescription drugs." Schedule III drugs have some potential for abuse, but less than those on Schedules I and II. The potential for abuse of Schedule IV drugs is less than those on Schedule III, and the potential for abuse on those on Schedule V is less than those on Schedule IV. All Schedule III to V drugs have medical uses and their production is not controlled. Examples of these drugs include some narcotics, chloral hydrate (IV), barbiturates (III & IV), benzodiazepines (IV), glutethimide (III), other depressants (III & IV), amphetamines (III), and other stimulants (III & IV).

The federal penalty for first offense sale of a Schedule III drug is imprisonment for not more than five years, a fine of not more than \$250,000 for an individual, or both. The federal penalty for first offense sale of Schedule IV drugs is imprisonment for not more than three years, a fine of not more than \$250,000 for an individual, or both. The federal penalty for first offense sale of Schedule V drugs is imprisonment for not more than one year, a fine of not more than \$100,000 for an individual, or both.

Sale of some Schedule III drugs is a felony in Michigan with a penalty of imprisonment for up to seven years, a fine up to \$10,000, or both.

In Michigan, the sale of Schedule IV drugs is a felony with a penalty of imprisonment for up to four years, a fine up to \$2,000, or both.

Sale of Schedule V drugs in Michigan is also a felony and has a penalty of imprisonment for up to two years, a fine of up to \$2,000, or both.

East Lansing Ordinances

East Lansing ordinances prohibit the possession of any alcoholic beverage in an open container or a container with a broken seal in any public place or private area open to the public, except a licensed liquor establishment or elsewhere as provided by ordinance. Partying and tailgating on public property with alcoholic beverages is prohibited within the city's jurisdiction. City ordinances also prohibit the use of any type of false identification to enter a bar or to purchase liquor from a carry-out store and requires liquor establishments to confiscate suspected false identification and turn it over to the police department.

Violations of all East Lansing ordinances except Minor in

Possession of Alcohol (MIP) and Open Alcohol are punishable by a maximum sentence of ninety days in jail or a \$500 fine or both. Penalty for Open Alcohol is not more than ninety days imprisonment and/or fines of at least \$150, \$250, and \$500 for first, second, and third violations. Maximum penalties for MIP are a fine of \$100, \$200, and \$500 for one, two and three violations, possible community service and substance abuse screening at own expense. Operating license sanctions may also be imposed. Students are encouraged to become familiar with their responsibilities under East Lansing ordinances, which may be obtained at East Lansing City Hall.

Michigan Statues and University Ordinances Regarding Alcohol Violations

VIOLATION	SUMMARY OF VIOLATION	SUMMARY OF POSSIBLE PENALTIES
OUIL (drunk driving)	A person licensed or not, under the influence of alcohol or drugs, or both, driving in public place.	First offense: misdemeanor not more than 93 days in jail and/or fine of \$100-\$500, may be required to forfeit or immobilize vehicle or community service for not more than 45 days. As part of sentence, court may order suspension of operator's license for a period of not less than 6 months or more than two years.
0.10 Percent per se	Person driving in public areas with blood alcohol level containing 0.10 grams or more per 100 ml of blood, per 210 liters of breath, or per 67 ml of urine.	Same as OUIL.
Permitting person under the influence to drive	Allowing intoxicated person to drive in area open to the public.	Misdemeanor, not more than 93 days in jail, or fine not less than \$100 or more than \$500 or both; vehicle can be impounded.
Minor possessing or transporting in motor vehicle	Person under 21 years may not possess or transport alcohol in a vehicle.	Misdemeanor, not more than 90 days in jail, fine of not more than \$100, and may be ordered to perform community service and undergo substance abuse screening and assessment at own expense; vehicle can be impounded. License sanctions may be imposed.
Impaired driving	A person driving in area open to public while impaired from alcohol, drugs, or both.	First offense, one or more of the following: community service for not more than 45 days; imprisonment for not more than 93 days; fine of not more than \$300; may be required to forfeit or immobilize vehicle.
Purchase/possession/consumption by minor	Person under 21 years of age may not purchase, possess, or consume alcohol.	First arrest: misdemeanor, fine of not more than \$100; second arrest: not more than \$200; third or subsequent violation, fine of not more than \$500; may be ordered to participate in substance abuse prevention or substance abuse treatment and rehabilitation services, and may be ordered to perform community service and undergo substance abuse screening and assessment at own expense. Licensing sanctions may be imposed.
Consumption on public highway/open alcohol in vehicle	No alcoholic beverage can be consumed on public highways; no alcohol items can be open, uncapped, or seal broken in passenger area of vehicle.	Misdemeanor, not more than 90 days in jail, fine of not more than \$100, or both; may be ordered to perform community service and undergo substance abuse screening and assessment at own expense. Licensing sanctions may be imposed.
Disorderly person intoxicated	Intoxicated in public place and (1) danger to self or others, (2) causing disturbance.	Misdemeanor, not more than 90 days in jail, a fine of not more than \$100, or both.
Minor consuming alcohol while driving	Person under 21 years who is driving cannot have any bodily alcohol content. Specifically, a blood alcohol content of not less than 0.02 grams or more than 0.07 grams per 100 ml of blood, per 210 liters of breath or per 67 ml or urine. Conviction requires screening and assessment to determine if there is likely benefit from alcohol education program.	Four point misdemeanor; refusal to take breathalyzer test is two points civil infraction; \$125 driver's license reinstatement fee; may be ordered to pay costs; minors with no prior alcohol convictions, 30-90 days license suspension and one or both of the following: not more than 45 days community service, up to \$250 fine; minor with at least one prior alcohol conviction, 90 days to one year license suspension.
MSU Ordinances	Use/possession of alcohol prohibited except as allowed by state law.	Not more than 90 days in jail, fine not more than \$100, or both.

*For more information, contact the MSU Employee Assistance Program, 207 Olds Hall, East Lansing, MI 48824-1047
Telephone: 517-355-4506, Fax: 517-355-7647, email: per58@msu.edu*

New Series for Clerical Employees

Over the past year, Dawn Hecker, HRD's manager has been working with a CTU design team to develop a certificate series addressing critical competencies for clerical employees on campus. The goal of the series is to develop participants' professional, interpersonal, and technical competencies to enhance their job effectiveness and broaden on-campus career opportunities. Series sessions will cover: Working in the MSU Culture; Working More Effectively with Others; Effective Communication; Dealing Constructively with Conflict; Working in a Diverse Environment; Dealing with Change; and Professional Image.

The first offering of this eight-session program will begin in March 2003 and conclude in the fall. A summer break will provide time for series participants to focus on specific areas of individual development identified in discussions with their supervisors. Enrollment information and content details will be announced this fall in the CTU Newsletter and in a special announcement flyer mailed directly to clerical employees. For additional information, please contact Dawn Hecker, 517-355-0183, ext. 133, or email hecker@hr.msu.edu.

For class listings go to www.hr.msu.edu

Team and Group Leaders Program

Track 6 of the Leadership from the Inside: Succeeding at the Team/Group Leader Challenge will be offered again during the spring semester. This track will be presented in the afternoons, 1:00-4:30 p.m. If response exceeds this track's capacity, there will be an additional track in the late spring. Spring schedule details will be mailed to the campus community. For additional information, contact Edita Herbstova at 517-355-0183, ext. 172, or email herbstova@hr.msu.edu.

Carolyn Snow, from the MSU Travel Office, presents information on MSU Travel Procedures to a sell-out Spartan-to-Spartan class in Human Resource Development.



Continuing Learning for Graduates of Foundations of Effective Leadership

Spring 2003 will see the implementation of a five-part follow-up series that augments and extends learning from the core Foundations program. Nearly 500 Foundations graduates will be eligible to sign up for the five-part series covering Leadership and Emotional Intelligence; Problem-solving and Judgment; Delegating and Conducting On-The-Job Training; Handling Performance Problems; and Leading Others Through Change. Information will be sent this fall to Foundations graduates. If you have questions about this program, please contact Dawn Hecker at 517-355-0183, ext. 133, or email hecker@hr.msu.edu.

AchieveGlobal Certification in HRD

Edita Herbstova has become certified to present programs by AchieveGlobal, an international provider of training and development programs in areas of communication, leadership, and quality improvement. This certification will enable HRD to offer a variety of high quality content material in a modular form as general course offerings as well as customized for specific departmental needs. For further information, contact Edita Herbstova at 517-355-0183, ext. 172.

Four Supervisors Receive the 2nd Annual Supervisor Recognition Award

The Supervisor Recognition Award was established by Child & Family Care Resources in 2001 to draw attention to MSU supervisors who are highly regarded by their employees for their consistent support of the work/life (professional/personal) needs of their employees. Various academic and support staff units submitted more than thirty nominations this year.

The winners were selected based on testimony from their employees' nomination letters. This year's winners are **Ken Crowell**, Physical Plant Maintenance; **Larry Hembroff**, Institute for Public Policy & Social Research (IPPSR); **Maynard Hogberg**, Animal Science; and **Karen McKnight Casey**, Service Learning Center, Career Services and Placement and University Outreach.



Ken Crowell—(*lower right*) shows his clock to Gus Gosselin, Physical Plant. Selection Committee members Sue Brandt, Housing & Food Services and Dennis Mayer, Intramural Sports, make additional presentations.



Larry Hembroff—reacts as a room full of friends and family surprise him on Boss's Day. His supervisor Carol Weissert attended to honor him as well.



Maynard Hogberg—poses with Selection Committee member Dennis Mayer, Intramural Sports, during his award celebration.



Karen McKnight Casey—receives her gift from Lori Strom while Dr. Lee June looks on.

The letters of nomination illustrate how these supervisors have made a personal impact on the departments they manage. Quotes from the letters include, "He keeps core values (family, health, well being) at the forefront of the planning process." "He has stressed that for me to be effective at work, I must be confident that my responsibilities as a husband and father have been met first." "He is committed to making the office a very family friendly environment where people enjoy coming to work." "He expects his staff to work hard, but also encourages us to have fun doing it." "He has taught us that the success of one is a success for all." "The ability for my co-workers and myself to have a flexible work schedule is due to the cooperative and friendly work environment that he fosters in our office." "He empowers me as well as others, to think out of the box." "He is on a first name basis with each employee and asks how we are." "He is especially interested in the well being of their family members." "She stresses the importance of family first." "She understands the value of a healthy work/life balance." All nominators claim to have the "Best Boss" on campus.

The winners were honored at surprise parties with their staff, with balloons, cakes, gifts, certificates, and letters of congratulations on National Boss's Day, October 16, 2002. The winners' departments went out of their way to recognize these positive managers with moving award ceremonies where their family members were also invited.

MSU is proud to have leaders who have "humanized" their work environments with their sensitivity to individuals. Thanks for making State a great place to work!

Lori Strom, Child & Family Care Resources

Clerical Technical Recognition Award



Dr. Charles Gliozzo, Kimberly Dobson, and Marjorie Gliozzo

Kimberly Dobson has been selected as the first recipient of the Clerical Technical Recognition Award established in honor of Thomas and Concettina Gliozzo. In 2001, Dr. Charles and Majorie Gliozzo established a fund to recognize clerical and technical employees who assist students, faculty, and staff at Michigan State University. Kim was selected because of her impressive contributions and attitude. Kim has been employed in the Animal Science undergraduate teaching office since 1989. She was nominated by her co-worker, Faye Watson. Her nomination was accompanied by a number of support letters. Kim works directly with undergraduate students, maintaining their records, as well as providing secretarial support for 6 faculty and 5 graduate teaching assistants. A reception was held in her honor on September 17, 2002, where Denise Anderton, Assistant Vice President of Human Resources, presented Kim with a check and plaque. Congratulations to Kimberly Dobson, for an award well deserved!

Debbie Lake, Human Resource Services

Handling Money Issues in Relationships *EAP Program*

In tight economic times, stresses related to financial issues can spill over into other aspects of our lives, sometimes resulting in arguments and fights about money. When couples discover they have conflicting opinions about how to spend money, when to save, what is important, and what is not, they find themselves realizing they may not have the same priorities. Families, especially those that are merged, have to navigate the challenges of different households and differing financial expectations.

People sometimes lose sleep or worry too much. Some people get physically sick from the stresses related to finances. Others turn to the inappropriate use of alcohol, prescription drugs, or street drugs to cope with the stresses. Work can be affected by all of this.

The MSU Employee Assistance program is one place that MSU faculty, staff, and members of their immediate families can turn for stress management assistance in tight economic times. Located in 205 Olds Hall, the MSU Employee Assistance Program provides assessment, short-term counseling, resource and referral services to assist employees in need. Individual appointments are available to assist people in developing individualized stress management plans.

Noon hour and support group programs are also available. During November and December 2002, EAP is offering Wednesday evening support group sessions from 5:15 p.m. to 6:45 p.m. on the topic "Handling Money Issues in Intimate Relationships." These support groups will be facilitated by Natasha Kendal, M.A., EAP Staff Counselor.

This program will offer discussion and training in both communication and problem solving techniques, provide information to help couple's and individual's financial "know-how," and offer resource and referral information, when appropriate, to both financial or counseling professionals. There will be recommended readings and opportunities to practice communication techniques.

continued on page 15

I've Never Met a Chocolate I Didn't Want to Take to Lunch...

There has been a great deal of attention in the public media recently about diet and exercise. The data spread across our TV screens continue to be increasingly compelling about the importance of paying attention to these two health issues. The ones that have caught my interest recently are the following numbers:

- Over 60% of the U.S. adult population is overweight. Look to your left, look to your right; if you are normal weight, it is likely that both your neighbors will be overweight. Compare this with the incidence of overweight in other countries: in Canada, it is 11%, in Sweden, it is 10%, in Japan, it is 3%; in Ghana, it is less than 1%.
- Obesity and its health consequences now account for more health care costs in the U.S. than does smoking, over \$117 billion per year.
- If you walk 30 minutes a day, you lower your risk of cardiovascular diseases, such as heart attacks, by 30%. If you walk 45 minutes a day, you lower this same risk by 45%! Since cardiovascular disease is the leading cause of death for both men and women over 40, this is a big deal.
- Recipes that used to be listed as feeding six people in cookbooks now are listed as feeding four, with no other change in the recipes.
- Average hours of television watching per day in U.S. adults is 2 to 2.5 hours.
- Less than 1/3 of all U.S. adults engage in the recommended 30 minutes /day of exercise, with

40% of adults reporting no exercise at all.

- Weight loss of 4.5% results in a 58% decrease in diabetes risk.

Now, all these data seem compelling enough that one might ask, "So why don't we do something about it?" Seems simple enough. Eat less. Walk more. Easy for 6'5" men to say, who can eat five times as much as some of us, and still stay skinny. Me, I'm short and I've never met a chocolate, or an MSU ice cream cone, or a well-prepared onion ring that I wouldn't invite for lunch in a minute. I learned to like this stuff way back when I was five. My brain imprinted on sugar, sometime before I knew the trouble it might cause to my heart and my hips. Now I, as well as many of you, have to really work to convince myself I want to eat broccoli more than a brownie, or spinach salad more than sausage and biscuits. Also, as I get older and busier, it is more challenging to preserve time for physical activity. Some opportunities include taking the stairs rather than the elevator, walking across campus two miles rather than getting in my car and driving, biking for a while after work rather than collapsing on the couch and watching *West Wing*.

It isn't as if I don't intend to get my health habits in order. I just always think it will be ok if I do it next week.

So how *do* we do it? How do we clean up our diet and exercise habits to support our health?

The principles that underlie healthy exercise and eating habits are not complex, but seem to elude many of us. Here is a list of some

of the more important ones:

- Choose an exercise form that has the possibility of being something you will enjoy. It is unlikely you will sustain it if it isn't tolerable, or preferably fun.
- Exercise doesn't have to be running, swimming, or other high aerobic forms. It can be as simple as walking.
- Target 30 to 40 minutes of exercise/activity a day as a habit, just like brushing your teeth. If you are so busy that this target is impossible, incorporate more activity within your usual daily schedule.
- Wearing a pedometer is a simple way to give you feedback about your overall activity level.
- If possible, find a partner with whom to do the exercise. Dogs count, if you don't have friends who want to sign up with you.
- Choose the time of day for your exercise that you are most likely to succeed, without multiple other things to de-rail you.
- With your eating, generally increase vegetables and water, and decrease sugars, concentrated starch, and high fat foods. Particularly sugars and starches.
- Think about portion reduction. Betty Crocker really intended that recipe to feed six, not four.
- Eat more slowly.
- Plan what you intend to eat before starting.
- Start with small goals—don't expect more than a one-half to one pound a week as a sustained rate of weight loss. If you understand that you need to eat

continued on page 15

3500 calories less than what you normally eat to loose one pound, this slow pace makes sense.

- Don't give up; when you backslide on whatever your goals are—remember the long-term reasons for adopting healthy habits.

There are many resources on campus to help you with your efforts to be healthier. To mention a few, trainers at the intramural programs can devise for you an appropriate exercise routine; so can LIFE Rx staff at Olin Health Center (for faculty, staff, and students). Healthy U, has a walking program with pedometers, for those who participate, nutritional advice, and programs on food preparation. There is a Weight Watchers discount for Community Blue subscribers, and two Weight Watchers at Work programs (currently 10% discount at Olin Group) that meet during noon hours. MSU Tennis Facility has tennis programs for all levels, which are great fun and good exercise. Finally, I would be remiss if I didn't mention the MSU "scarcity in parking" program, which should be seen as a new opportunity to walk instead of drive to that next meeting! Or, like a group at MSU Development office, spearheaded by Janet Kreger, and supported by the leadership in Development office, you could design your own workgroup program. This group started a "virtual weigh in" to track their group and individual progress, a program of walking with partners at lunch, and a University Development Health Fair, with prizes to engage people in efforts to improve their health. So far this group of about 30 has lost 374 pounds, as of the end of July 2002. A group at Olin Health center, started by Linda Seppala, with continued leadership by Joy Platte has now logged 924 pounds of weight loss under a Weight Watchers at Work effort. For more information on various programs at MSU that may help you, contact Healthy U at 517-353-2596 or Univphys@msu.edu.

You can do it, and the health you improve should be your own!

*Beth Alexander, M.D., M.S.
University Physician
www.mwu.edu/~univphy*

Ease Your Stress With Healthy U's New Relaxation and Recovery Kit

Are you experiencing the effects of stress as you cope with changes at work and constant responsibilities at home? Would you like some tools to help you learn how to desensitize your body to the physical and emotional demands of stress? Healthy U can help you turn off the stress response with the new "Relaxation and Recovery Kit." It includes a "Relaxation and Recovery" compact disc to help you relax and heal; biodots that change color according to your level of stress; and articles on Recognizing Stress; Quick Relaxation Techniques; Meditation: Bringing on the Relaxation Response; and The Mind-Body Connection." These materials can be used on your own and you do not need to attend a class. Call Healthy U at 517-353-2596 to request your free kit.

Kimberly Lyth, Healthy U

This program is available to individuals and couples. The dates of the programs are: November 6, November 13, November 20, and December 4, 2002. The program will be held in the Employee Assistance Program conference room, 207 Olds Hall. For more information about this program, or to schedule appointments for individual assistance, the telephone number of the Employee Assistance Program is 517-355-4506; email for the group is kendalna@msu.edu.

Tom Helma, Employee Assistance Program

Flu Vaccination Timing General Public in November

It is expected that 80% of the flu vaccine should arrive before November 1, 2002, and there will be enough vaccine available to cover all who wish to receive it. For certain groups, flu can be a life threatening illness, while for most people, it is primarily an inconvenience. So, like last year, we ask that you follow the Centers for Disease Control and Prevention Guidelines for the timing of your flu vaccine.

You should get your flu shot if you...	Oct	Nov	Dec or later
Are at High Risk of Severe Illness <ul style="list-style-type: none"> • 65 years old or older • Children 6 - 23 months old* • Adults and children with chronic health conditions • More than 3 months pregnant during the flu season 	Best Time		Not too late!
Can Give Flu to Those at High Risk <ul style="list-style-type: none"> • Household contact or care-giver of someone at high risk • Health care worker • Household contact or care-giver of a child under 2 years old 			
Your Child's Very First Flu Shot			
Healthy People 50-64 Years Old	Best Time		
Anyone Who Wants to Prevent the Flu	Best Time		

**This was a new recommendation in 2000.*

Dates, times and locations for campus flu clinics are posted on <http://olin.msu.edu> and on www.msu.edu/~univphys. Additional sources of information for questions about the flu or flu vaccine include:

www.cdc.gov/ncidod/diseases/flu/who.htm
www.cdc.gov/nip/flu/Public.htm

Be Prepared for Severe Weather This Winter

Michigan occasionally has heavy snowfall or icy conditions that affect University operations. Decisions on whether campus operations will be modified or canceled are made by the Vice President for Finance and Operations. Announcements are made on local radio and television broadcasts.

Each unit should have and discuss a plan explaining which employees will be expected to work and how they will be notified. Reporting employees will be instructed where to park. A shuttle vehicle may be available to transport employees to their work buildings.

Employees who do not work during severe weather may either take time off without pay or charge the time to personal leave or vacation accruals.

If severe weather conditions occur during the workday, the Vice President for Finance and Operations will decide if employees should leave work. Announcements will be made through telephone calls, broadcasts on local radio and television stations, and on-campus closed circuit television.

Human Resources Bulletins

MSU Human Resources is pleased to provide services and programs to our employees in accessible facilities. To request accommodations such as an interpreter or auxiliary aid, phone 517-353-4434 two weeks in advance.

New Faculty Orientation: Room 125 Nisbet Building - Thursday, November 14, 1:30 - 4:00 p.m.; Tuesday, November 19, 1:30 - 4:00 p.m.; Tuesday, November 26, 9:30 - 11:30 a.m.; Thursday, December 5, 9:30 - 11:30 a.m.; Tuesday, December 10, 1:30 - 4:00 p.m.; Thursday, December 19, 9:30 - 11:30 a.m.; Tuesday, January 7, 9:30 - 11:30 a.m.; Thursday, January 16, 1:30 - 4:00 p.m.

Suggested to attend: faculty and academic staff newly appointed 50 percent time or more for at least nine months. MSU Human Resources Benefits staff will explain programs and allow time for questions and enrollment. Phone 517-353-4434 to register.

Course Fee Courtesy Deadline:

Fall Semester 2003: June 1, 2003

Spring Semester 2004: October 1, 2003

Educational Assistance Deadlines: MSU Courses

Summer Semester 2003: March 15, 2003

Fall Semester 2003: June 19, 2003

Upcoming Holidays

University Offices are closed.

Thanksgiving - Thursday, 11/28; Friday, 11/29

Christmas - Tuesday, 12/24; Wednesday, 12/25

New Year's - Tuesday, 12/31; Wednesday, 1/1/03

Source

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Denise Anderton
AVP MSU Human Resources

Nancy Bryans, Coordinator
P: 517-355-0290 ext. 142
Fax: 517-353-1869

Email: bryans@hr.msu.edu
www.hr.msu.edu

Additional contributors:

Denise Anderton
Pam Beemer
Kathi Braunlich
Edita Herbstova

Dianne Knepshield
Renee Rivard
Jan Underwood
Sherry VanKampen

Jamin Villarreal
Toni Vandecar
Kristine Zayko

Address corrections: Contact your department to update the AIN form for faculty and academic staff, or the PAN form for support staff.

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MSU Human Resources
People Making People Matter
Nisbet Building
1407 S Harrison Rd Ste 140
East Lansing MI 48823-5239

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