

## 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 [hr.msu.edu](http://hr.msu.edu). The current Odyssey catalog is available under the "HR News" section of the HR Web site.

### Student-Centered Customer Service

Wednesday, August 19, 8:30 a.m. – Noon  
Presenter: Lois Wolfe-Morgan, Wolfe Associates. Investment: \$90.

### Introduction to MSU Travel Procedures

Thursday, August 20, 8:30 a.m. – Noon  
Presenter: Debbie Gulliver, MSU Travel Office. Investment: free.

### Advanced MSU Travel Procedures

Thursday, August 20, 1 p.m. – 4:30 p.m.  
Presenter: Debbie Gulliver, MSU Travel Office. Investment: free.

### Getting Out of the Struggle Trap

Friday, September 11, 8:30 a.m. – Noon  
Presenter: Lisa Davidson, MSU Employee Assistance Program.  
Investment: \$90.

### Power Through Conflict with Finesse

Tuesday, September 29, 1 p.m. – 4:30 p.m.  
Presenter: Rosemary Ward, Training Direct. Investment: \$100.

### Creating and Maintaining a Positive Workplace Environment

Wednesday, September 30, 8:30 a.m. – Noon  
Presenter: April Callis, Springboard Consulting. Investment: \$90.

### Certified Employer Rights and Responsibilities Professional (CERRP)

September 21 through September 29.  
Presenter: Stacy Hickox, MSU School of Labor and Industrial Relations.  
Investment: \$800. [HR](#)

## Announcing . . .

We are pleased to announce a collaboration between Human Resource Development (which publishes Odyssey) and Libraries, Computing, and Technology Training Program (LCTTP). This partnership will result in a new, more integrated approach to professional development and computer training where employees will be able to access training through a single Web presence. Benefits will include a streamlined registration process and integrated marketing of course selections. More information will be forthcoming.

## Upcoming Retirement Education Opportunities

To register or get more information, call 517-353-4434 extension 0 or send an e-mail to [benefitsinfo@hr.msu.edu](mailto:benefitsinfo@hr.msu.edu). Sessions are free and are held in 125 Nisbet Building. Advance registration is requested.

### MSU Benefits/Retirement Orientation

Wednesday, August 19 at 12:30 p.m.  
Presenter: Human Resources staff.

### MSU Benefits/Retirement Orientation

Wednesday, September 16 at 12:30 p.m.  
Presenter: Human Resources staff. [HR](#)

# HR SOURCE

## Joint Health Care Negotiations Underway

Negotiations are underway to reach a successor agreement to replace the MSU/Coalition Health Care Agreement that expires on Dec. 31, 2009. This agreement is a memorandum of understanding regarding health care benefits between MSU and nine MSU bargaining units, including:

- AFSCME, Local 999
- AFSCME, Local 1585
- Administrative Professional Association (APA)
- Administrative Professional Supervisors Association (APSA)

- Clerical-Technical Union (CTU)
- Lodge 141 Fraternal Order of Police, Sergeants Division
- Lodge 141 Fraternal Order of Police, Non-Supervisory
- International Alliance of Theatrical Stage Employees, Local 274
- International Union of Operating Engineers, AFL-CIO, Local 547

Bargaining teams have been selected and initial meetings held to lay the foundation for continuing negotiations that are expected to continue throughout the fall. [HR](#)

## New EBSP Web Site and eNews!

The MSU Enterprise Business Systems Projects (EBSP) has launched a new Web site ([ebsp.msu.edu](http://ebsp.msu.edu)) and eNews monthly briefing.



The Web site offers the campus details on EBSP's efforts to create connected business systems and improved processes for MSU's finances, human resources and research administration. The effort will affect all faculty and staff by giving them a new way to manage their employee information online starting in July 2010.

Finance and human resources staff can learn:

- What you can do now to prepare for the transition.
- Details on the At Your Side Consulting effort to help units prepare for new account codes and organization structure.
- The latest list of current systems and applications that will remain or be replaced.

The eNews brief will be a monthly e-mail with a summary of headlines from the Web site. To sign up, e-mail [ebsp@msu.edu](mailto:ebsp@msu.edu) with the subject "Subscribe me." [HR](#)

## What Readers Said:

A special thanks to those readers who responded to our question in the last Source about our redesign and whether we should go electronic. Here's what we heard:

- The shorter format is a hit. People prefer a short, easy to scan newsletter that relays basic facts and tells readers where additional information is available if desired.
- Readers are divided on whether we should go electronic. While the majority preferred electronic, quite a few of you expressed a strong preference for print and said you would stop reading Source if we stopped printing it.

Thank you to all who responded. We are researching our options and will keep you posted!

## A New HR Web Site

We recently performed a major upgrade of our Web site. Please check it out at [hr.msu.edu](http://hr.msu.edu) and let us know what you think of the new format!

Give feedback directly to our Web master by e-mailing [webmaster@hr.msu.edu](mailto:webmaster@hr.msu.edu) or calling 517-884-0182.

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

## MSU is Gearing Up for Annual Community Charitable Campaign

MSU is gearing up for the 2009-10 MSU Community Charitable Campaign. This year's goal is to raise \$590,000 to help people in need in our community.

The Pacesetters Campaign has kicked off and will continue throughout the summer. The Pacesetter Campaign seeks early pledge commitments to help lay a successful foundation for the full campaign, which kicks off on September 17, 2009.

Another special opportunity within the larger campaign is the Leadership Giving Campaign, for donors who are able to give \$1,000 or more.

Big or small, every gift counts and can make a difference in the life of someone in our community.

### **New this year . . .**

This year, there will be a new minimum pledge requirement of \$50 per gift if you wish to designate your gift to a specific charitable organization.

The reason for this change is a desire to hold down administrative costs and maximize the percentage of gifts used to help people in need.

In past years, some donations cost more to process than the value of the donation itself, while others resulted in processing costs that were not in

keeping with the goal of the Capital Area United Way and The MSU Community Charitable Campaign of maintaining low administrative costs.

Please note that the minimum pledge amount only applies to gifts designated to a specific organization.

Donors can still make undesignated gifts in any amount or designate a gift of any amount to one of the specific goal areas listed on the pledge form.

However you choose to help, please give to this year's Campaign to support people in our community who need our help more than ever in these difficult economic times. [HR](#)

## Reduce, Reuse, Recycle – Save \$ and the Planet!

Did you know that turning lights off for just one hour each day in a building reduces energy use by 3%? Turning off (or enabling energy savings features for) computers and other equipment after work hours or between prolonged absences also reduces building energy use by 3%.

Each of these 3% reductions saves 2,490,000 kwh, 5,666 metric tons of carbon dioxide (a greenhouse gas) and

\$175,000 in fuel costs (based on 2008 figures).

Please help MSU conserve resources by turning off lights and computers when not in use and unplugging unused lights and appliances.

These tips were brought to you by the Be Spartan Green Initiative. For more ideas, please visit [bespartangreen.msu.edu](http://bespartangreen.msu.edu). [HR](#)

## Sign Up Now for the MSU Smoking Cessation Program Orientation on September 16

Still smoking and still wishing you could quit? Don't miss the opportunity to sign up now for the Sept. 16 orientation for the next cycle of the MSU Smoking Cessation program. This year-long program combines the medication Chantix with medical evaluation and monitoring as well as structured behavioral support. 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](http://Health4U.msu.edu). Or, register for the orientation by calling 517-353-2596 or e-mailing [Health4U@msu.edu](mailto:Health4U@msu.edu). Space is limited so register early. [HR](#)

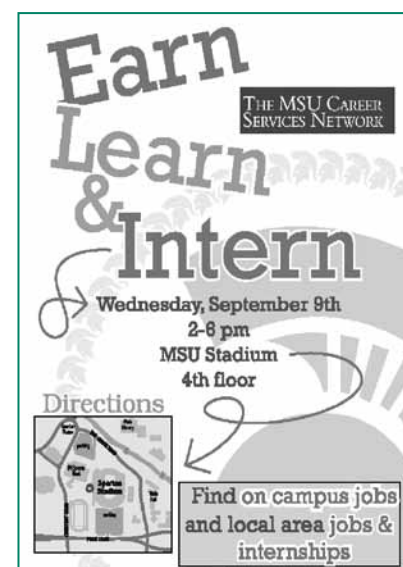
## FSA Open Enrollment

Open Enrollment for Flexible Spending Accounts (FSA) will be held from November 2 to November 16, 2009. Mark your calendar now and don't miss this opportunity to save money by using pre-tax dollars to pay for eligible dependent care and health care expenses in the coming program year.

Enrollment information will be mailed directly to eligible faculty and staff in late October. [HR](#)

## Find Help at the Earn, Learn and Intern Fair!

Internships@State is proud to announce the Earn, Learn and Intern (ELI) fair is back for its second year. This year will be bigger and better than ever, but we need your help!



Last year at ELI over 100 employers (including many MSU departments) connected with about 1400 students looking for jobs at MSU and in the greater Lansing community.

Are you looking for student employees this fall? Need an intern? Register at <https://msu-csm.symplicity.com/events/ELI2009> or contact Wendy Coduti at [coduti@msu.edu](mailto:coduti@msu.edu) or 517-884-1347.

And thanks to the I@S program's social media intern, Brett Kopf, employers and students can now also connect with I@S via three social networking venues, including:

- Facebook: [www.facebook.com/internatstate](http://www.facebook.com/internatstate)
- Twitter: [www.twitter.com/internatstate](http://www.twitter.com/internatstate)
- Linked-In: [www.linkedin.com](http://www.linkedin.com) (MSU Interns Group) [HR](#)

## Flex for U Committee Wants Your Feedback!

"Flex for U" is a new MSU committee analyzing the current and potential uses of flexible scheduling arrangements at MSU. Well-designed flexible scheduling arrangements can be a real win-win proposition for both employers and employees. Studies have shown appropriate use of flex scheduling can actually increase productivity while also improving morale, decreasing absenteeism and turnover and improving work quality.

### **What is Flex Scheduling?**

Flexible work arrangements are designed first to meet the unit's business needs and secondly to allow mutually beneficial variations in when, where, and/or how work is done. Examples of flexible work arrangements include:

- Variable start and end times (such as 9 a.m. to 6 p.m., or 7 a.m. to 4 p.m.)
- Extended meal times offset by additional hours worked at the beginning or end of the shift (such as working 7 a.m. to 11 a.m. and 2 p.m. to 6 p.m.) or compressed meal times offset by a later start time or earlier end time.
- Start and end times individualized by day (such as working 9 a.m. to 6 p.m. Monday through Wednesday and 7 a.m. to 4 p.m. Thursday and Friday.)
- Longer work days with shorter work weeks (such as working four 10-hour days and having three days off.)
- Telecommuting for a portion of work hours.
- Part-time or reduced work hours.

Some variations of flexible work arrangements may be limited. Units and employees need to be sure to design these arrangements to comply with whatever contract or University policy provisions may exist.

### **Who is "Flexing" at MSU today?**

As part of its work, the Flex for U committee will be collecting feedback from units and individuals currently using flex scheduling about how those arrangements are working, what benefits they have yielded and what challenges they have presented. If you want to share information about your flex scheduling experiences with the committee, please contact Lori Strom, coordinator of the Family Resource Center at 517-884-0186 or [strom@hr.msu.edu](mailto:strom@hr.msu.edu).

### **Could Flexing be Right for You?**

If you think flex scheduling arrangements hold promise in your work area, there's no need to wait for the committee to finish its work to investigate the possibilities. Family Resource Center's Lori Strom is available to consult with units interested in designing flexible scheduling arrangements. For more information, check out the Family Resource Center Web site at [frc.msu.edu](http://frc.msu.edu) or register for an October 29 seminar on flexible scheduling options being offered through Human Resource Development. The seminar will be from 8:30 a.m. to Noon. Advance registration is required. [HR](#)