

Protecting Yourself Online Protects the MSU Community

Cyber-attacks on computer systems and networks to obtain personal information and other confidential data take place on a daily basis. Passwords alone no longer provide a sufficient degree of safety. While easy to use, passwords are vulnerable to a variety of assaults including guessing, impersonation, observing, borrowing, snooping and phishing. Stronger authentication methods are needed to reduce the risk of a compromise, especially with high value systems such as those that process or store sensitive and restricted information. To maintain the integrity and security of our institution's data, the university is taking steps to increase the level of protection amassing sensitive and personal information by implementing two-factor authentication.

"Two-factor authentication solutions improve security and reduce the risk of compromise inherent in single-factor authentication solutions such as static passwords," says MSU Chief Information Security Officer Rob McCurdy.

When using two-factor authentication, an individual pairs something they have (e.g., a token) with something they know (a password). It is similar to how an ATM card works. Individuals are able to withdraw money from an account because of something the person has (e.g., a bank card) and something they know

(a PIN). If one of these items is lost, stolen or otherwise compromised, a wrongdoer is unable to withdraw money since they are unlikely to possess both factors. This is a much stronger authentication method over a user name and password alone. It provides protection for both the individual and the community.

MSU to rollout two-factor authentication in spring 2015

MSU will implement two-factor authentication for a majority of the systems containing sensitive or restricted information. MSU's Enterprise Business Systems (EBS) will be the first systems for which two-factor authentication will be applied. The decision to start with these systems was made due to the amount of sensitive information they hold and to help protect MSU employees in light of recent theft attempts against the payroll of several individuals. This is scheduled to occur March through April 2015. Once implemented for EBS, two-factor will be added to additional MSU applications.

"As the world is increasingly interconnected, everyone shares the responsibility of securing that space," says Joanna Young, MSU vice president of information technology and chief information officer. "We are implementing two-factor authentication to do our part to help protect MSU employees." 🌱

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MSU Posting Deadline - Fridays by Noon

Staffing requests for the support staff Position Vacancy Notice are due to Human Resources by **noon every Friday** via the EBS Inbox. All staffing requests received by this time will be posted the following Wednesday, provided all pertinent information is submitted. Applicant lists will be made available within three business days following the posting close date.

Please note, the Friday posting deadline is sometimes amended as a result of the MSU Holiday Schedule. Below are the adjustments made for our 2014-2015 holidays.

Holiday Posting Schedule

- Staffing Requests for the Wednesday, December 3 posting are due Wednesday, November 26 at noon.

- The last posting of the year will be Wednesday, December 24. These postings will close on Tuesday, January 6. Applicant lists will be made available between January 7 and January 9, 2015.
- There will be not be a Position Vacancy Notice published on December 31, 2014 or January 7, 2015.

If you have questions, please contact our HR Solutions Center at 517-353-4434 or

SolutionsCenter@hr.msu.edu 

2014 Outstanding Supervisor Award Winners

The Outstanding Supervisor Award was established by the Family Resource Center in the spring of 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 excellent nominations this year. The nominees and nominators represent a wide variety of departments and position levels.

The recipient selections were based on the testimonies, such as those quoted below, from their employees' nomination letters. This year's five winners are:


Mike Gardner, Rivertrail Dining Manager

Shawn Kelly, Supervisor-Project Services, Infrastructure Planning and Facilities

Judy McMillan, HRPP Manager, Human Research Liaison Program

Gary Roloff, Associate Professor, Fisheries and Wildlife

Holly Rosen, Director, MSU Safe Place

View the full release at <http://sourcelive.wordpress.com/2014/11/13/2014-outstanding-supervisor-awards/>. 


Ruth Jameyson "Above and Beyond" Award Deadline Jan. 30

The nomination deadline for the sixth annual Ruth Jameyson "Above and Beyond" Award is Friday, January 30.

The award is designed for an MSU staff member who is pursuing a post-baccalaureate degree. It will recognize a support staff member who most closely exemplifies the contributions, personal characteristics and commitment to MSU demonstrated by Ruth Jameyson, a former MSU staff member.

A stipend of \$2,500 will accompany the award and may be used as determined appropriate by the recipient. The

recipient will be honored at the Jack Breslin Distinguished Staff Award reception in spring 2015.

MSU faculty and staff are encouraged to nominate a deserving individual. A nominee must be a regular, active support staff employee with at least five years of service to MSU and must be enrolled and attending a post-baccalaureate program at MSU or elsewhere. A full description of the award and a link to the nomination form is located at: www.hr.msu.edu/recognition/supportstaff/JameysonAward.htm. 

Firearm and Dangerous Substance Ordinance and Policy

Many in the MSU community enjoy target shooting and hunting. By MSU ordinance and policy, employees are prohibited from possession of any firearm, weapon or other dangerous substance (e.g., ammunition) on any property governed by the MSU Board of Trustees. Employees working on campus or in the surrounding area may bring a valid picture I.D and their unloaded weapon to the MSU Police Department for temporary storage at no cost.

For the full text of the Board ordinance, please go to http://trustees.msu.edu/ordinances/ordinances_sec18.html

For the applicable policy, go to

<http://www.hr.msu.edu/documents/uwidepol-proc/firearms.htm> 

elevateU Contest Winners

If you attended this year's HR Benefits Fair, you may have noticed that Professional Development Services ran a contest. Everyone who completed a class between October 14 and October 31 in elevateU was entered into a drawing to win one of two prizes. The winners are:

- Dennis Bond, Manager of Web Services, College of Agriculture & Natural Resources, who won a basket full of MSU items, including a beautiful stadium blanket.
- Jamie Lake, Payroll, Residential and Housing Services, who won a \$50 gift certificate to the State Room.


Dennis has been making the most out of his elevateU access. "I've really enjoyed using elevateU. It's quick and easy to jump into a course, and it's also easy to return if you have to put it down. I'd definitely recommend trying it and have already started assigning courses to my own team."

Many others have found elevateU helpful as well, both in building skills for their current job, as well as positions they may aspire to. Here are the top 10 classes that MSU employees have taken so far:

1. Working for Your Inner Boss: Personal Accountability

2. Leadership Essentials: Creating your Own Leadership Development Plan
3. Principles of Accounting and Finance for Non-financial Professionals
4. Administrative Professionals: Common Administrative Support Tasks
5. Being an Effective Team Member
6. Key Strategies for Managing Cross-Functional Teams
7. Managing Projects within Organizations
8. Communicating with Professionalism and Etiquette
9. Getting Started with Access 2010
10. Introduction to HTML5 and CSS3

There truly is something for everyone in elevateU. Check it out today!

To access elevateU, log in to EBS at <http://ebs.msu.edu/>, click on the ESS tab, then click on Professional Development. Look for the elevateU link under Training Opportunities." 

What you may have missed this month on our blog...

Transfer Historical ANGEL Content to the University Archives

Did your unit conduct university business using ANGEL Groups? Have you used ANGEL to store meeting minutes, policy documentation, or other business records? Do you have course syllabi or other content on ANGEL that's not being migrated to Desire2Learn?

If you conducted university business using ANGEL Groups, your ANGEL content may be of historical value and eligible for transfer to the University Archives. The University Archives has a mission and mandate to collect,

preserve and provide access to the university's institutional historical and scholarly records, including digital material.

With the permanent decommissioning of ANGEL set for May 15, 2015, it's important to ensure that your business and curricular records of historical value are transferred to the Archives, particularly for content that will not be migrated to Desire2Learn.

Read the rest of this blog post here. [↗](#)

Raise Awareness for Diabetes

November is American Diabetes month. The purpose of American Diabetes month is to raise awareness. According to the American Diabetes Association:

- Nearly 30 million children and adults in the United States have diabetes.
- Another 86 million Americans have prediabetes and are at risk for developing type 2 diabetes.
- The American Diabetes Association estimates that the

total national cost of diagnosed diabetes in the United States is \$245 billion.

- Diabetes causes more deaths a year than breast cancer and AIDS combined.

So what is diabetes? There are two variations.

Learn more at our blog post. [↗](#)

New Services at Olin!



With the hustle and bustle of the holiday season quickly approaching, it's natural to feel stress and anxiety. Luckily, Olin Health Center is offering three new services that are sure to help! You can now receive reflexology, reiki, and massage therapy services through Olin Health Center.

View this blog post for full details! [↗](#)

Professional Development Services' Education Opportunities

To register or get more information on any of these upcoming HR Professional Development Services (PDS, formerly HRD) courses, look at the SpartansLearn.msu.edu catalog on the Human Resources website at www.hr.msu.edu or go to SpartansLearn.msu.edu. The current catalog is available under the "What's New" section of the HR website.

Payments to Non-Resident Aliens & Foreign Vendors

Wednesday, December 3, 1 p.m. – 4:30 p.m.

Presenter: Lee Hunter, MSU Accounting Office. Free.

This session provides key information about making payments to non-U.S. vendors and individuals. Topics will include how to identify non-resident aliens and foreign vendors, visas, payment types, professional services contracts, U.S. taxes on payments, tax treaties and processing disbursement vouchers for payment.

Boosting Team Performance

Tuesday, December 9, 8:30 a.m. – noon

Presenter: Dr. Tina Riley, MSU School of Human Resources and Labor Relations. \$115.

Learn to develop a shared vision of success that will help you drive team performance, build trust, set goals and provide feedback to help enhance employee engagement and working relationships. Practical, critical tools are provided to enhance the long-term success of your team.

Honing Your Emotional Intelligence

Thursday, December 11, 1 p.m. – 4:30 p.m.

Presenter: Debra Nelson Dunbar. \$115.

Learn to fully engage the four fundamental areas of Emotional Intelligence (EQ): self-awareness, self-management, social awareness and relationship management. 🌟

The Spartan Experience

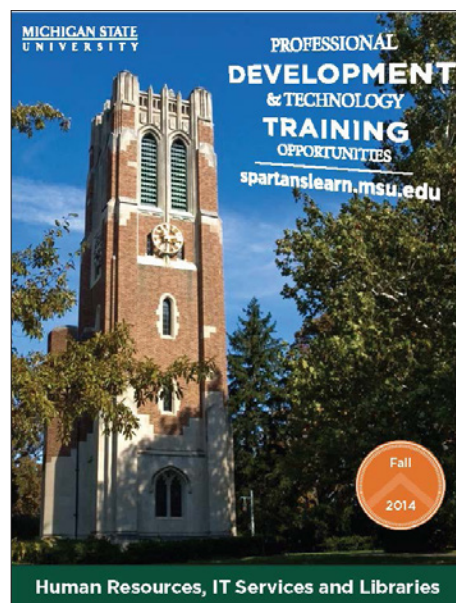
We must continually ask how MSU will truly differentiate itself from the competition and thrive into the future. What will make the difference? Simply put, SPARTANS WILL. You will make the difference.

This high-energy program is designed by Spartans for Spartans. Its goal is to inspire and build a high performance service mindset in all MSU team members to Deliver Outstanding Spartan Experiences with pride in everything we do and to all we serve.

The Spartan Experience

December 3, 4, 10 or 11, 8:30 a.m. – 5 p.m.

Presenters: MSU staff from various units. Free. 🌟



Contact HR

For most HR-related questions or concerns, you should contact our HR Solutions Center at:

- 517-353-4434
- SolutionsCenter@hr.msu.edu

The following areas of HR can be contacted directly:

- 517-355-0183 or ProDev@hr.msu.edu for questions related to professional development courses.
- 517-353-5510 or hr.er@hr.msu.edu for questions related to unions, grievances, arbitration and employee discipline.