

Human Resources

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Newsletter

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Please join us in welcoming the newest member of the Human Resources department:

Wendi Busscher, Benefits Assistant

Wendi comes to us with many years of experience working with insurance companies including BlueCross BlueShield and Health Partners.

She has enjoyed her first month in Human Resources and is excited to be a part of the St. Olaf community. Please stop by and give Wendi a warm welcome.

Deadline to Submit Incurred Claims to SelectAccount

Employees have until **November 30th** to submit claims incurred up to and including Oct. 31 2011 which can be applied against their 2010-11 FSA balance.

Below are links to the reimbursement claim forms:

[Medical Reimbursement Claim Form](#)

[Dependent Care Reimbursement Claim Form](#)

Important Notes:

- Claims must be received, not postmarked, by November 30.
- When faxing your form(s), please be sure to keep a copy of the confirmation report from your fax machine.

Online Care Anywhere®

The doctor will see you now

Don't forget to register for this **unlimited, free** benefit provided by BlueCross BlueShield. Click [here](#) for registration instructions.

Summary Plan Descriptions Now Available

Since election of benefits time, we have a few newly revised summary plan descriptions (SPDs), contracts and certificates available for employees to view including those from BlueCross BlueShield, Delta Dental and CIGNA.

To view any/all of these documents, please visit our benefits website:

<http://stolaf.edu/services/hr/benefits/pages/index.html>

Click on the "More..." link under the specific benefit to view the SPD, Contract, or Certificate.

Hardcopies are also available in our office. Feel free to stop by and pick them up!

Human Resources

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HOLIDAY SCHEDULE REMINDER

As we approach the holiday season, it is a good time to review the days that will be observed by the College. They are as follows:

<u>HOLIDAY</u>	<u>DAY(S) OBSERVED</u>
Thanksgiving	Thursday, November 24 Friday, November 25
*Christmas Eve	Friday, December 23
**Christmas Day	Monday, December 26
*New Year's Eve	Friday, December 30
**New Year's Day	Monday, January 2

* When a holiday falls on a Saturday, it is observed on the preceding Friday

** When a holiday falls on a Sunday, it is observed on the following Monday

Hourly employees required to work on College holidays will be paid time-and-a-half for actual hours worked in addition to the straight holiday pay. If the actual holiday falls on a weekend, and the College holiday observance is designated to be another day, employees required to work on both such days will receive overtime pay for the day of the College observance. If the employee is required to work only on the actual holiday, hours worked will be paid at time-and-a-half. In addition, these employees will receive their regular FTE based holiday pay at straight time rates. This exception applies only to certain New Year's, July 4th and Christmas holidays as applicable from year to year. If a holiday falls within an employee's PTO, it is counted as a paid holiday and not a PTO day.

Reimbursing Medical Care-Related Travel Expenses

Employees with a Health Flexible Savings Account (FSA), Health Reimbursement Account (HRA) or Health Savings Account (HSA) are able to claim medical care-related mileage for reimbursement at a slightly higher rate for the second part of 2011.

This change is because the IRS recently increased the standard mileage reimbursement rate incurred for the purpose of obtaining medical care. For travel that occurs on or after July 1, 2011, the new rate is \$0.235 per mile.

[Learn more](#)

New Faces on the Hill

New Staff

John Arndt, Senior Staff Accountant, Business Office
Wendi Busscher, Benefits Assistant, Human Resources
Dan Franklin, Director of Admissions Campus Programs and Services, Admissions
Sarah Gingerich, Marketing Intern, Music Organizations
BreAne Hampsher, Project Assistant, Registrar's Office
Ken Kuhn, RESA Supervisor, Exercise Science
Dale Kulsrud, Custodian, Facilities
Jon Larson, Groundskeeper, Facilities
Aaron Little, Groundskeeper, Facilities
Jim Love, Assistant Director, Residence Life
Ann Bateman-Occhiato, Prospect Researcher, Advancement Data Services
Janine Papenfuss, Associate Director, Career Connections, CEL
Jen Winterfeldt, Assistant Director, Alumni and Parent Relations

Returning Staff

Christine Hanson, Administrative Assistant, Music Organizations
Rosalind Mascott-Ramirez, Costume Coordinator, Dance
Jennifer Skluzacek, Administrative Assistant, Financial Aid
Jane Weis, Assistant, Health Services

Temporary Staff

Paul Henderson, Officer, Admissions
Sarah Gingerich, Marketing Intern, Music Organizations
BreAne Hampsher, Project Assistant, Registrar's Office
Erik Maier, Technology Support Specialist, IIT
Diane Roberts, Associate, Bookstore
Andy Sonnesyn, Officer, Admissions
Katie Stenseth, Laboratory Facilitator, Nursing
Geoff Swanson, Interim Assistant Director, Student Activities
Sherryl Regenscheid, Student Disabilities Accommodations Assistant, ASC
Ann Svenningsen, Interim College Pastor, Pastors' Office

Employee Transitions

Nancy Aarsvold, Assistant Director of Instructional Technologies, IIT
 (transfer from position in Norwegian to IIT)
Lisa Carey, Coordinator, Stewardship
 (change from temporary to full-time status)
Karen Engler, Acquisitions/Electronic Resources Library Associate, Library
 (transfer from position in International and Off-Campus Studies to Library)
Michelle Fredrickson, Senior Administrative Assistant
 (change from temporary to full-time status)
Heidi Gilles, Acting Director, Educational Talent Search
 (promotion)





Employee Transitions Continued

Kathee Hanscom, Executive Assistant to the Provost and Dean of the College
(transfer from position in Music to the Office of the Provost)

Johanna Jones, Academic Administrative Assistant, Music
(change from temporary position in the Registrar's Office to full-time position in Music)

Cheryl Patzner, Custodian, Facilities
(change from part-time to full-time status)

Sue Newland, Academic Administrative Assistant, Sociology/Anthropology
(transfer from position in CAMWS to Sociology/Anthropology)

Emily Virtue, Student Wellness Coordinator, Dean of Students
(transfer from Student Activities position)

New Faculty

Kim Anderson, Instructor in French

Alyssa Anderson, Instructor in Biology

Anne Berry, Instructor in Spanish

Peter Blanchard, Visiting Assistant Professor of Mathematics

Kirsten Broberg, Visiting Assistant Professor of Music

Steve Chojnacki, Visiting Assistant Professor of Chemistry

Knut Christianson, Instructor in Environmental Studies

Christopher Fischer, Visiting Assistant Professor of Psychology

Carlos Gallego, Associate Professor of English

Henriet Hendriks, Visiting Assistant Professor of Political Science

Paul Hill, Visiting Instructor in Music

Rick Hirsch, Instructor in Economics

Ashley Hodgson, Assistant Professor of Economics

Randy Jennings, Instructor in Economics

Dipa Kalyani, Assistant Professor of Chemistry

Chase King, Assistant Football

Mary Kuehn, Assistant Professor of Nursing

Laurie Kunerth, Instructor in Nursing

Elodie Marlier, Instructor in Chemistry

Carolyn Martsberger, Visiting Assistant Professor of Physics

Jonathan O'Conner, Assistant Professor of Romance Languages-Spanish

Leif Olmanson, Instructor in Environmental Studies

Rennesa Osterberg, Instructor in Norwegian

Ian Pierce, Visiting Assistant Professor of Mathematics

Tamar Resnick, Visiting Assistant Professor of Biology

Becca Richards, Visiting Assistant Professor of English

Robert Rozeske, Visiting Assistant Professor of Biology

Ina Selvelieva, Visiting Assistant Professor

Colette Sherman, Instructor in Education

Anthony Taylor,

Ted Thornhill, Assistant Professor of Sociology/Anthropology

Adriano Udani, Instructor in Political Science

Becky Vandiver, Assistant Professor of Mathematics, Statistics, and Computer Science

Returning Faculty

Jeffrey Bullerman, Assistant Wrestling Coach

Randy Jennings, Instructor in Economics

Gabriel Kortuem, Diving Coach

John Mahal, Assistant Men's Basketball Coach

Mark Mohar, Assistant Women's Hockey Coach

Leif Olmanson, Instructor in Environmental Studies

EAP Seminars

Over the last few months there has been a variety of seminars offered on topics including:

- ◇ Dealing with Difficult People
- ◇ Taming the Back to School Transition
- ◇ Stress Less: Responding to Your Mind & Body
- ◇ Respect in the Workplace for Employees: Preventing Harassment
- ◇ Managing Change (Spanish Only)
- ◇ Managing Family Conflict

All of the seminars are available on the Cigna website.

Additional information on the topics above can be found [here](#).



Eating Out? You Can Still Eat Healthy

Hectic schedules mean that convenience often trumps nutrition when it comes to meals. But if you choose wisely, eating out doesn't have to bust your diet.

Click [here](#) for tips and additional wellness information. All of this information is brought to you by RJF's November 2011 *Live Well, Work Well* newsletter.

CAMPUS CONDUCT HOTLINE

If you have concerns relating to discrimination, harassment, legal violations, or ethical concerns, you may express these concerns anonymously using the Campus Conduct Hotline (866) 943-5787.

HAPPY THANKSGIVING!

As always, we welcome any comments, questions, or concerns.

Roger Loftus, Lora Steil, Wendi Busscher, and Jessica Smisek

