

Human Resources

Volume 3, Issue 2

February 2011



Newsletter

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Human Resources

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Lunch and Learn Sessions

Bring lunch and a coworker to this series that will be offered to the staff and faculty of the College. These sessions are designed to cover topics of general interest. Click [here](#) to see a description of each of the sessions.

Heart Healthy Living

Wednesday, March 16 at 11:30
Buntrock #144

Writing the St. Olaf Way

Wednesday, April 6 at 11:30
Buntrock #142

Using Your Dependent Tuition Benefits

Tuesday, March 22 at 12:00
Buntrock #144

Learn About Your Campus Libraries

Tuesday, April 12 at 12:30
Buntrock #144

The Registrar's Office and You

Thursday, March 31 at 12:30
Buntrock #144

Strategic Planning Update

Wednesday, April 20 12:30
Buntrock #142

Benefits Fair

We had a wonderful turn out for the Benefits Fair! There were over 120 attendees. Congratulations to the following employees who won the raffle prizes:

- Stadium Blanket—Becky Novotny
- Yoga Mat—Tim Isom
- Eat This, Not That Book—Brent Wilcox
- Eat This, Not That Book—Margaret Pederson
- Target Gift Card—Lois Stratmoen
- Oral B Electric Toothbrush—Theresa Duchene
- Polo Shirt—Mark Murphy
- Polo Shirt—Nancy Peterson



We hope everyone found the Fair to be helpful and informative. Thank you to all those who were able to stop by.



Sexual Harassment Prevention Training

Thank you to those who have taken the time to go through the training. If you have not completed it, you can access the training through the HR webpage, or by following this link: <http://training.newmedialearning.com/psh/stolafc>

We ask all staff and faculty to complete the training by the end of April.

New Faces on the Hill

New Faculty

Berit Ahlgren, Instructor, Dance

Samit Bordoloi, Instructor, Social Work & Family Studies

Nick Deacon, Visiting Assistant Professor, Biology

Beverly Flood, Visiting Assistant Professor, Environmental Studies

Paul Hanson, Visiting Professor, Religion

Susi Keefe, Visiting Assistant Professor, Sociology/Anthropology

Returning Staff

Mark Downey, Assistant Coach, Baseball

Jacie Haroldson, Assistant Coach, Tennis

David Olson, Assistant Coach, Tennis

Kim Smith-Jones, Assistant Coach, Softball

Kristi Stets, Assistant Coach, Tennis

Pat Wadzinski, Assistant Coach, Softball

Returning Faculty

Dick Bodman, Associate Professor Emeritus, Asian Studies

Marte Hult, Visiting Assistant Professor, Norwegian

Steve Longfellow, Visiting Assistant Professor, English

John Ophaug, Visiting Assistant Professor, Economics

Sarah Swan-McDonald, Instructor, Education

Temporary Employees

Cheryl Patzner, Custodian, Facilities

Rhonda Wallace, Physician's Assistant, Nursing

St. Olaf Volunteers Now Require a Background Check

With the revision of the [Background Check policy](#) effective January 1, 2011, volunteers are required to submit a criminal background check consent form prior to volunteering as well as the St. Olaf Volunteer Registration form.

Who is a volunteer? *St. Olaf College defines a volunteer as any person (who is not an employee) that commits to a consistent time schedule to support the mission and efforts of the College.*

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If you have a **current volunteer**, they will not be required to complete a background check at this time. Should they begin a new volunteer commitment, they would then be asked to comply with the policy.

We recommend that you email your volunteer the links (below) to the forms as they contain information they need to know as a volunteer of St. Olaf College. The supervisor will complete the Supervisor sections of the Volunteer Registration form, and send the forms to our office.

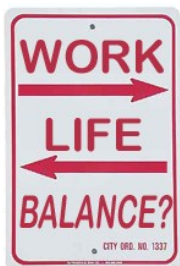
The HR staff will process the forms and inform the supervisor of the results of the background check. Volunteers should not begin their work until the forms are submitted and the background check has been processed.

Here is a link to the volunteer registration form (accessible via the HR website – Forms link)

[Volunteer Registration form](#)

If you have questions, please feel free to contact our office for more information.

EAP VitaMin Campaign



*February topic: **Achieving a Better Work-Life Balance***

Please take a moment and check out the [HR Library](#) to view this "vital health information in a minute".

EAP Seminars

Communication Skills

The telephone seminar was on Wednesday, February 16. The seminar is available to listen to beginning on February 16 at 5:00 pm ET and will end at 11:59 pm CT, on February 25.

To access the seminar, please dial 1-888-348-4629 and enter the following replay passcode: 317648



After February 25, the seminar will be available on the Cigna website. For instructions on how to access the replay via the web, see the directions on page four.

Click [here](#) for the promotional flyer.

Below are additional documents on communication skills.

[Communication Skills PowerPoint](#)

[Communication Skills Handouts](#)



Relationships: Making Them Work—Together



The seminar was on Wednesday, February 9. It is currently available on the Cigna website. For instructions on how to access the replay via the web, see the directions below.

Below are additional documents on making relationships work.

Relationships PowerPoint

Relationships Handouts

All of the EAP seminars are available at any time throughout the year. If you would like to access one within the first two weeks, call 1-888-348-4629 and enter the replay passcode. Otherwise, use the directions below to access the seminars at any time via the Cigna website after the first two weeks.

1. Go to www.cignabehavioral.com
2. Click Login to access your benefits
3. Enter the employer id: stolaf (with no period)
4. Click Visit Our Education & Resource Center
5. Click EAP Telephone Seminars



At this screen, the links from past seminars will be active. When you click on the desired link, an MP3 file will open up for you to listen to, along with other supplemental materials.

If you have issues listening to/viewing a seminar, please contact Jessica at 507-786-3068 or smisekj@stolaf.edu for assistance.



Tip of the Month

tions and tally your points by using the link below.

Click [here](#) to take the heart disease risk quiz and find additional wellness tips. All of this information is from the February RJF Agencies "Live Well, Work Well" newsletter.

Is Your Heart At Risk?

In the United States, someone has a heart attack every 34 seconds according to the Centers for Disease Control and Prevention. What better time than February, American Heart Month, to take control of your heart health? Determine if you're at risk for heart disease. Answer a few questions and tally your points by using the link below.

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.

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

Roger Loftus, Lora Steil, Kristy Sybilrud, Sandy Boudreau, and Jessica Smisek