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/stolaf

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.
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
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