

# Human Resources

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## Newsletter

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On December 16 the Human Resources office will be moving to Tomson Hall. We will be located on level one in the north east corner of the building. Our office number is 180.

During the days prior to the move, we will try to be as readily available as possible, but please keep this date in mind as you try to schedule meetings with any of our staff.

## New Faces on the Hill

### New Staff

**Scott Godfrey**, Research Associate, Institutional Research & Evaluation

**Meg Otten**, Associate Director, Financial Aid

**Jared Wellman**, Electronic Resources Librarian, Library

**Michelle Yarmakov**, Cataloging Associate, Kierkegaard Library

### Temporary Staff

**Natalie Dahlgren**, Clinical Facilitator, Nursing

**Rebekah Menning**, Signage Fabricator, Facilities

### Returning Staff

**Emily Bendson**, Clinical Facilitator, Nursing

**Jane Weis**, AAA, Social Work/IGS

**Molly Westerman**, Reference & Instruction Librarian, Library

### Employee Transitions

**Jennie Moberg**, Assistant Director of Desktop Services, IIT (promotion)

**Rob Quanbeck**, Senior Administrative Assistant, Oslo Intl Summer School (extension of temporary assignment)

**Craig Rice**, Director of Information Systems, IIT (promotion)

**Wendy Weitalla**, Assistant Director of Administrative Computing Services, IIT (promotion)

## Human Resources

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## EAP VitaMin Campaign



*November topic: Ways to Battle the Bug*

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

## EAP Seminars

### Smoking Cessation

The seminar was on Wednesday, November 10. It is currently available on the Cigna website. For instructions on how to access the replay via the web, see the directions on page three.

Below are additional documents on smoking cessation.

[Smoking Cessation PowerPoint](#)    [Smoking Cessation Handouts](#)



### Today's Economy: Planning for the Holidays

The seminar was on Wednesday, November 17. It is currently available for listening and will end at 11:59 pm CT, on November 26.

To access the seminar, please dial 1-888-348-4629 and enter the following replay passcode: 805702

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

The seminar will also be available on the Cigna website in a few days. For instructions on how to access the replay via the web, see the directions on page three.

Below are additional documents on planning for the holidays.

[Holiday Planning PowerPoint](#)

[Holiday Planning 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](http://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](mailto:smisekj@stolaf.edu) for assistance.

## WELLNESS

### Tip of the Month

preparation and the use of a meat thermometer, you can safely enjoy this holiday tradition. Click [here](#) for more information

Additional wellness tips can be found [here](#), all of which are from the November RJF Agencies “Live Well, Work Well” newsletter.

## Stuffing Safely

Cooking a home-stuffed turkey can be riskier than cooking the stuffing separately. Even if the turkey has reached the minimum internal temperature, the stuffing may not have reached a temperature high enough to destroy food-borne-illness causing bacteria. However, with careful



## 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.

### **HAPPY THANKSGIVING!**

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