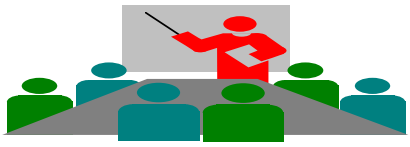
January 1998 Volume 1.98

What's News in HR

DID YOU KNOW??



Faculty Support Center

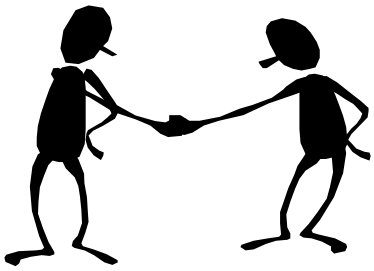
Educational Technology is the home of the Faculty Support Center (FSC), a resource area for instructors. The focus of the FSC is the classroom instructor and instructional content. With the general education requirement for computer applications in a variety of classes, the center will allow your class to meet the "C" requirements.

Computers are available for test banks and generating handouts and syllabi. The FSC will also provide direct support for faculty in distance learning applications, computerized testing and authoring instructional programs. By integrating both laser disk and CD-ROM equipment, the faculty can explore and develop materials using these exciting new formats.

The FSC also has video digitizing and electronic still photography that let instructors integrate video tape and video/still images into teaching materials. Workshops will be done on presentation graphics, how to use publisher's test banks, preparing materials for the interactive classroom and desktop publishing for handout materials.

The Committee on Excellence in Teaching and Learning will also use the FSC as a resource area for faculty. Materials on effective teaching, sample syllabi and course materials will be available. Special interest workshops may be offered in conjunction with other C.E.T.L. activities.

For more information, call Educational Technology at x20395, or stop by the office located in CM, room 2118.



PROBLEM SOLVING, CONSENSUS, PROGRESS

UPDATES

Inclement Weather

The College may decide to close the campus during inclement weather. At such times, you can check on whether the College is closed by calling (810) 232-8989.

Job Evaluation Committees

Human Resources staff met with union representatives prior to the end of the fall semester. Arrangements are being made to initiate the job evaluation process during the Winter semester. As a part of the project, updated job descriptions will be prepared for S&M, SEIU and Pro-Tech employees.

Union Agreements

Pro-Tech contracts were delivered in December. SEIU contracts are being signed and should be printed and distributed in the next several weeks.

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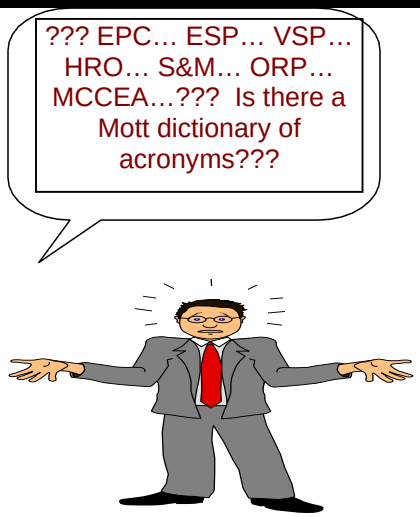


Employee Severance Plan Has Pension Purchase Option

Most faculty and staff at Mott are aware of the **Employee Severance Plan**, a severance program that provides compensation to those who choose to retire or terminate their employment with Mott. Only full-time employees with eight or more years of consecutive service at the time of their separation from the College are eligible to participate in the ESP. There are two "exit" windows remaining under this program, as shown below:

If you want to leave Mott by:
June 29, 1998
You must enroll by:
April 15, 1998
Your benefit is:
95% of base salary
or
If you want to leave Mott by:
December 28, 1998
You must enroll by:
September 15, 1998
Your benefit is:
90% of base salary

When enrolling, you choose the **type or form** of severance pay you wish to receive. The severance pay can be:

- Monthly Benefits (A fixed amount paid to you each month over a period of time. The maximum pay out period is eight years and your benefit must be completely paid to you by the time you reach age 67), or
- The purchase of MPSERS (Michigan Public School Employees Retirement System) pension time (years of service), or
- A combination of both monthly benefits and MPSERS time.

Employees with more than 24 or less than 30 years of service in MPSERS are eligible to purchase pension time.

When you elect to buy MPSERS time, your benefit is reduced for two reasons. First, it is "discounted" because you receive a significant amount of your severance benefit at the beginning of the severance period, instead of over a long period of time. The discount is 30% (in essence, you receive only 70 cents on the dollar for that part of the benefit you choose to "bring forward" to buy pension time). Second, the IRS wants its "cut" so you have to pay taxes on the money that you receive and send to Lansing for the purchase of pension time.

Here's an example of what this all means - if your severance benefit is $40,000, and you have to send MPSERS a check for $10,000 to buy pension time, your severance benefit is first reduced by $14,286. So, the $10,000 purchase of pension time reduces your $40,000 severance benefit to $25,714. Since you have to pay an estimated 40% in taxes on the $14,286, your severance benefit is reduced another $5,714 (.4 X $14,286). So, after the "discount" and taxes, your $40,000 benefit is reduced to $20,000 if you need to buy pension time costing $10,000.

Although it sounds complicated, **help is available**. The College has enlisted EPC (Educators Preferred Corporation), to do all the math for you. So, if the purchase of pension time is something that interests you, or you just want to know more about the ESP, contact Tim Bell or Katy Rose at 800-747-1504. If you would like a copy of the detailed plan documents describing the ESP, contact anyone in the Human Resources Office.

EA Subcommittees

Two committees were created during the recent bargaining which resulted in a new labor agreement for the Faculty. Both committees are expected to prepare recommendations which will subsequently be considered by the bargaining teams.

The **Professional Development** Committee is "charged" with creating a system and process to help faculty maintain currency in their fields of expertise and in teaching methodology.

The other committee is examining an equitable resolution of issues related to **Intellectual Property**.

Both committees are currently meeting. If you have ideas to share with the committees, feel free to contact any of those listed below who have volunteered to be on the applicable committee:

Professional Development

Bill Angus
Sherry Bradish
Bob Hyduke
Dennis Hughes
Tom Bohnert
Leatha Terwilliger
Mary Ann Cockman
Patricia Markowicz
Cathy Smith, Dental
Dan Hodgins
Brian Feige
Barb Schulz
Jim Hanley

Intellectual Property Rights

Bill Angus
Bill Blaha
Lennetta Coney
Mark Kennedy
Steve Robinson
Leatha Terwilliger
Mary Ann Cockman
Karen Sharp
Jim Hines
Jim Hanley

A Successful Employee Assistance Program Depends on You

Effective organizations know the importance of having a drug-free, emotionally sound and healthy workforce. Just one troubled individual can affect the attitudes, morale and safety of the entire workforce. Our EAP can help people re-establish their lives and become productive and valuable team members. But, we cannot make this happen without the support of our supervisors and union representatives.

To provide supervisors and union representatives with the skills necessary to be effective supporters of our EAP, the following workshops have been scheduled for 1998:

Frankenmuth Bavarian Inn
May 21 and October 14

Flint Sarvis Center
April 16 and September 3

Southfield One Towne Square, Suite 600
February 12, May 8, September 17, December 3

Our EAP vendor, Value Behavioral Health, is coordinating the workshops. Topics of discussion will include:

- The benefits of the EAP to the organization, supervisor, labor and individual
- Understanding the supervisor's/union representative's role
- Recognizing and referring employees who need assistance
- How the assessment and referral processes work
- How employees and their families use the EAP
- Understanding the issue of confidentiality
- How to use the Job Jeopardy Program

If you wish to attend any of these training dates, please call 1-800-414-6422 to reserve your space.

Thank you for supporting our Employee Assistance Program.

HEALTH FAIR

We would like to thank everyone who helped make the "Just for the Health of It" Health Fair a success. The winners were as follows:

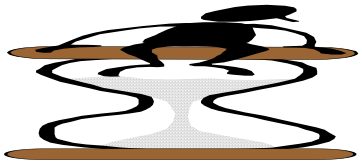
Winner	Gift
Sarah Pringle-Lewis	Coffee Mug
David Roach	Coffee Mug
Mike Benner	Coffee Mug
Lori France	Coffee Mug
Mary Ann Sullivan	Coffee Mug
Ruth Bernard	Bed Buddy
Crystal Croffe	Nordic Track Weights
Casey Custer	Nordic Track Weights
Janet Goodwin	Nordic Track Weights
Sylvia Hansen	Movie Passes
Kim Kalush	Applewood Gift Certificate
Julie Dudis	MESSA Bag
Mark Payne	MESSA Bag
Vera Jenkins	Bath & Body Works Gift Basket
Linda McKay	Bed Buddy
Helen Twitty	Diet Workshop Gift Basket

Randy Cameron MCC Sweat Shirt
Martha Lewis Bennigan's Gift Certificate
Donald Landeryou Kessels Gift Basket
Marianne Blair Bath & Body Works Gift Basket
Jim Hanley $20 Meijer Gift Certificate
Marilyn Truss Mr. Bulky's Gift Basket
Marcia Teer Weight Watchers Gift Basket

and the grand prize winner was.....

David Roach $250.00 Gift Certificate to Meijers

Congratulations to all the winners and thanks again to all who participated.



Open Enrollment

All open enrollment changes are effective January 1, 1998. If you have changed any of your insurance carriers, you should receive your new insurance cards by mid February. If you need to use your insurance and you have not received your cards, call Susan at x20503.

Thank you to everyone who returned the open enrollment forms. If you have not returned your forms, please do so even if you didn't make any changes. If you are unable to locate your forms, please call Susan at x20503 and she will get you new ones.

PART-TIME FACULTY INSURANCE

Adjunct and part-time faculty may choose to purchase health insurance at a pro-rated price. If you are an adjunct or part-time faculty member and would like to purchase health insurance, you can select from MESSA Supercare, Health Plus or Blue Care Network. The pro-rated amount the employee is responsible for is determined by your teaching load per semester.

If you are interested in purchasing health insurance you must notify the Office of Human Resources as to what health insurance you are selecting within 30 days from the start of a new term.
If you elect to continue coverage during a semester that you are not teaching, you are responsible for 100% of the cost, or you may decide not to continue your coverage during those times. However, you must notify Human Resources when you return to teaching if you would like to resume your health coverage.

From the MCCEA

Some faculty members may have under paid union dues in December due to a computer related problem. Because of the error, dues were not deducted from the last paycheck of 1997. If you are teaching again in the Winter semester, the balance owed will be added to your new dues total and spread out over as many pay periods as possible. Instructors who are not teaching during the Winter semester will be sent a letter asking for the remaining balance to be paid. We apologize for any inconvenience this may cause. If you have any questions, please call the EA office at extension 20343.

FYI

If you need notary services, Susan, Sylvia and Tammy are available in HR, CM 1024. This service is free to MCC employees.