

Board Approves More Flexibility for the Optional Retirement Plan

The Board of Trustees met on November 27, 2000 and approved a change that provides employees in the Optional Retirement Plan increased flexibility if they leave employment with the College.

The **original** plan adopted by the Board did not allow employees to access their funds until they reached age 55. The **revised** plan will permit participants who have terminated employment to receive their ORP money, regardless of age.

Employees will now have the option to roll their ORP money over to another retirement plan or to make a cash withdrawal.

To obtain cash withdrawal forms and/or rollover forms, you may contact TIAA-CREF at 1-800-842-2044. For additional information regarding the ORP, call Ken Arthur at x20275 or Susan Praski at x20503.

Tax and Retirement Update for 2001

	<u>2001</u>	<u>2000</u>
Social Security Withholding Rate:	6.2%	6.2%
Social Security Maximum Taxable Earnings:	\$80,400	\$76,200
Medicare Withholding Rate:	1.45%	1.45%
Medicare Maximum Taxable Earnings:	No Limit	No Limit
403(b) Elective Annuity Deferral Maximum:	\$10,500	\$10,500

Outside Employment Policy

HR Board Policy 5809 states:

Employees may hold outside jobs as long as they meet the performance standards of their job with Mott College.

The following basic policy statements apply:

1. All employees will be judged by the same performance standards and will be subject to Mott College's scheduling demands, regardless of any existing outside work requirements.
2. Employees who do not meet the performance standards for their job will be disciplined up to and including termination.
3. Outside employment that constitutes a conflict of interest is prohibited. Employees may not receive any income or material gain from individuals outside Mott College for materials produced or services rendered while performing their jobs.

For a copy of this policy as well as other HR Board Policies, visit the HR Lotus Notes Database.

Inside this issue:

Optional Retirement Update	1
Tax & Retirement Rates for 2001	1
Outside Employment Policy	1
College Holiday Closings	1
Welcome Back Breakfast	2
Winter Reception	2
Take Time to Relax	3
Changing Your Address	3
Supervisors Corner	4
Sick Bonus	4

College Holiday Closings

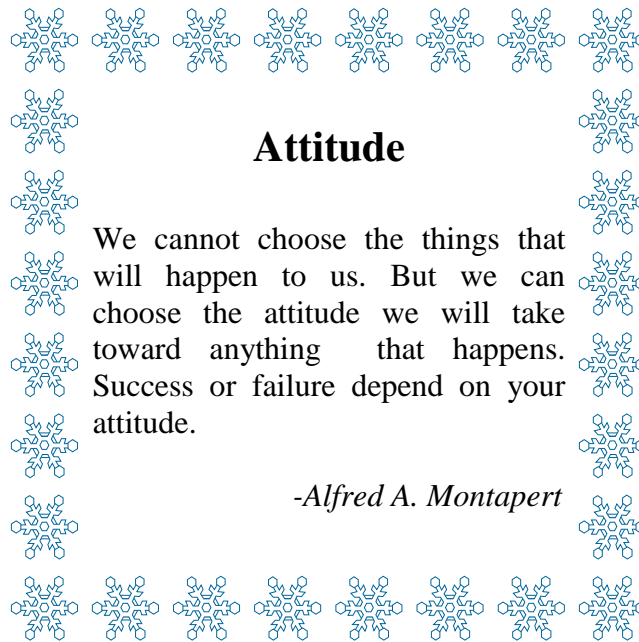
January 15, 2001	Martin Luther King Day
May 28, 2001.....	Memorial Day
July 4, 2001	Independence Day
September 3, 2001.....	Labor Day
November 22 & 23, 2001.....	Thanksgiving
December 21, 2001	Last Day of Work Before Winter Break
January 2, 2002	Return to Work

Welcome Back Breakfast

The Welcome Back Breakfast will be held on Thursday, January 4, 2001. The event will begin at 7:30 a.m. in the Prah Center. Faculty and staff members are welcome to attend the meal and socialize with co-workers and friends. During the breakfast, several new employees will be introduced to the MCC family. Those hired in the past few months include:

- Ken Arthur, Compensation & Benefits Administrator/HRIS Specialist—Human Resources
- Johanna Brown, Associate Dean—Science and Math
- Monica Gancarz, Child Care Worker—Social Science
- Larry Juchartz, English Instructor—Humanities
- Randy Schapel, Network Administrator—Educational Systems
- Matika Smith-Jones, Public Safety Officer—Public Safety
- Thomas Spademan, Philosophy Instructor—Humanities

Please take a moment to introduce yourself to our newest employees. We wish them a very satisfying and successful career at Mott Community College!



Attitude

We cannot choose the things that will happen to us. But we can choose the attitude we will take toward anything that happens. Success or failure depend on your attitude.

-Alfred A. Montapert

2000 Winter Reception Honors Retirees and 25-year Employees

The 2000 Winter Reception was held Thursday, December 14, 2000 in the Prah Center Ballroom. Many staff and faculty members gathered to recognize their fellow colleagues and friends.

We bid farewell and best wishes to three retirees:

- Susan Damm-Fultz
- Audrey Lattie
- Michael Pascuzzo

Each received a plaque and a book dedication in honor of their service to the College. We wish Susan, Audrey and Michael continued success and happiness as they move on to other dreams and goals.

Several employees reached the

25-year milestone at Mott Community College. We celebrated with and bestowed congratulations upon:

- Cedric Atkins
- Thomas Fonger
- Fairy Hayes-Scott
- Barry McDermitt
- Karen Sharp
- Nick Smith
- Ethel (Grace) Washington
- Norma Webb

A savings bond and plaque were presented to each in appreciation of their dedication to Mott and their professions.

Congratulations to all! We're very proud of your accomplishments!

Take Time to Relax

Now that the holidays are over and the new year is beginning, it's a good time to reward ourselves by taking time out. The following is an excerpt from the book *Don't Sweat the Small Stuff*, by Dr. Richard Carlson. His technique provides a different approach to the art of relaxation. Perhaps this method will be useful as you deal with the happenings of everyday life.

What does it mean to relax? Despite hearing this term thousands of times during the course of our lives, very few people have deeply considered what it's really about.

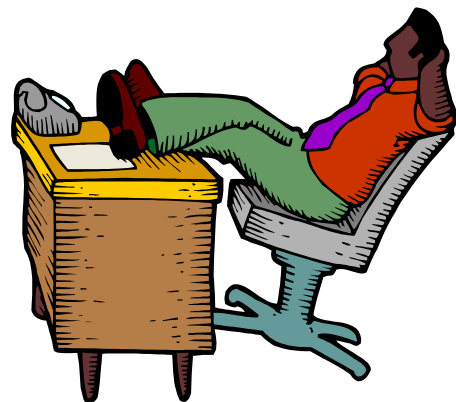
When you ask people what it means to relax, most will answer in a way that suggests that relaxing is something you plan to do later – you do it on vacation, in a hammock, when you retire, or when you get everything done. This implies, of

course, that most other times (the other 95 percent of your life) should be spent nervous, agitated, rushed, and frenzied. Very few actually come out and say so, but this is the obvious implication. Could this explain why so many of us operate as if life were one great big emergency? Most of us postpone relaxation until our "in basket" is empty. Of course it never is.

It's useful to think of relaxation as a quality of heart that you can access on a regular basis rather than something reserved for some later time. You can relax now. It's helpful to remember that relaxed people can still be super achievers and, in fact, that relaxation and creativity go hand in hand.

Being more relaxed involves training yourself to respond differently to the

dramas of life – turning your melodrama into a mellow-drama. It comes, in part, from reminding yourself over and over again that you have a choice in how you respond to life. You can learn to relate to your thinking as well as your circumstances in new ways. With practice, making these choices will translate into a more relaxed self.



Moving/Changing Your Name?

To ensure that you receive all mailings sent out by the College and to maintain the accuracy of the database, please notify Human Resources when you change your name, address, or telephone number. These changes should be submitted in writing and/or by e-mail to Sylvia Green or Cindy Sanders in Human Resources.

When you notify Human Resources of your address change, we will also provide you with the necessary forms to change your address with your insurance companies.



Emergency School Closing Number:
(810) 232-8989

Supervisor's Corner

PROCEDURAL INFORMATION

From time to time, it is important to remind supervisors and managers (especially new supervisors) of various administrative procedures that, if not followed, can create problems for all of us. We've listed a few below:

Starting salaries are negotiated exclusively by Human Resources, specifically Sharon Ewles. This process is centralized in an effort to ensure consistency in the administration of this function. Please do not discuss salary with candidates; rather, refer them to Sharon at x20449.

Advertisements & Job Postings – Human Resources is the only organizational unit authorized to create and post announcements of position openings. If you receive an unsolicited resume, please forward it to the Human Resources Office so it can be logged into our database, which will allow us correspond with applicants.

Discussions/Agreements with Union Reps – The Executive Dean of Human Resources is the only management representative other than the President authorized to execute letters of agreement. If you are working with a union on a problem that requires some sort of written agreement to resolve, please contact Mark Kennedy at x20596.

Grievances – Contact Mark Kennedy at x20596 and provide him with a copy of the grievance as soon as you receive it so he can assist you during this process.

Drug Testing – All new Mott College employees (full-time or part-time) must be drug tested. A hair sample is used for the analysis.

If you have a question about these or any procedure, or would like to see information on a specific topic in future newsletters, please contact anyone in the Human Resources Office.

Sick Bonus:

Payments to Secretarial/Clerical and M&O members eligible for a sick bonus for the period of time between July 1 and December 31, 2000 will be made on January 26, 2001. If you think you are eligible, you may want to review your sick leave bank prior to January 12, 2001 to ensure that it is correct. The person in your department responsible for payroll reporting can provide you with your leave balance information and make corrections (with your supervisor's approval) if necessary.

