What's News in HR

Who's Who in HR

Over the past year, there have been a number of staffing changes in the HR Office itself. We'd like to take a quick minute to introduce your HR Staff.

Mark Kennedy, Executive Director, is the College’s senior HR manager. Mark has been with Mott for 2 years and has extensive prior public and private sector experience in HR, labor relations and finance.

Tracey McGee and Dolores Hurley provide administrative support to Mark. Tracey has over 5 years of experience in K-12 and 17 years in operations and administrative support. Dolores has over 17 years of business and customer service experience.

Patricia Minott is responsible for day-to-day HR operations. Patricia has over 18 years of HR experience in higher education, the public sector and transportation. She also has a background in counseling and served for 6 years as a union leader.

Sylvia Clemons is one of three HR Assistants who make all of the day-to-day operations in HR happen. Sylvia has over 20 years of HR experience, primarily in the transportation field.

Tammy Jakubczak is our “newest” and “oldest” HR Assistant. Tammy has worked for over 3 years as a student and intern in HR and has over 8 years of business and customer service experience.

Brenda Phillips has over 14 years of experience at Volkswagen, where she worked on their HR information system. She has been the key player in helping our office manage a smooth transition into DATATEL.

Susan Praski is the third HR Assistant and has over 6 years of HR experience, primarily in benefits administration at GMI.

HR TELEPHONE DIRECTORY

Easy Access to HR Staff

The following lists HR’s personnel and their respective phone numbers, should you ever have a need to contact us.

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<thead>
<tr>
<th>Name</th>
<th>Phone</th>
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<tr>
<td>Mark</td>
<td>20596</td>
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<tr>
<td>Tracey</td>
<td>20275</td>
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<td>Dolores</td>
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<td>Patricia</td>
<td>20286</td>
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<tr>
<td>Sylvia</td>
<td>20266</td>
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<tr>
<td>Tammy</td>
<td>20566</td>
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<td>Brenda</td>
<td>25621</td>
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<tr>
<td>Susan</td>
<td>20503</td>
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INSIDE

- Important Employee Information
- Retirement Information
- Other Benefit Information
- Job Posting Bulletin Board
The Faculty contract is being printed and the Secretarial and Pro-Tech contracts are in the final stages of being proofread. When you receive the new contract, please throw away your old contract and place the new one in your notebook.

MAILING LABEL REQUESTS

We have received numerous requests over the last several months for address labels which are used for various college mailings. In order to serve you better, please submit all such requests to Brenda Phillips by e-mail with the following:

- Type of mailing
- Who should be included (e.g., full- or part-time; specific bargaining units, etc.)
- When labels are needed (Please allow at least three working days.)

Note: Please send sufficient blank labels to complete your request.

DON'T FORGET TO “FALL BACK”

Sunday, OCTOBER 26th

Preference Points

The Updated Preference Points Lists for part-time faculty became available in your Division Office for your viewing pleasure on September 17, 1997. The lists “include all points earned through the Spring session and will apply to the selection of classes for the Winter semester” (Faculty Master Contract, Article XI, Section C, Paragraph 6).

If you feel there are any discrepancies in the total number of points, you should notify your Associate Dean. Your Associate Dean will determine the correct number of points and notify Human Resources by memo of any changes, additions or deletions.

College Closings

Thanksgiving: Nov. 27 & 28, 1997
M.L. King Day January 19, 1998
Memorial Day: May 25, 1998
Independence Day: July 3, 1998
**Retirement Information**

**Optional Retirement Plan Available to Pro-Tech, Exempt Non-Managers:** The Optional Retirement Program (ORP) is now available to full-time Pro-Tech employees and certain full-time Exempt Non-Managers for the first time. You have until October 27, 1997 to make your decision of ORP or MPSERS. Training sessions were hosted recently by HR and presentations were made by Ken Wright of MPSERS and Fernando Ortiz of TIAA/CREF, the provider of our ORP program. Software is available from TIAA/CREF to help you make your decision.

You may contact Fernando at 1-800-842-2044, or Ken at (517) 322-6038 for an individual consultation or Susan Praski in HR at 20503 for a copy of the software.

**REMEMBER - THIS IS A ONE-TIME, IRREVOCABLE DECISION AND THE ONLY CORRECT DECISION IS THE ONE THAT'S BEST FOR YOU!!**

**MPSERS WEB PAGE:** The Retirement System can now be reached via the Internet at http://www.michigan.state.mi.us/orshome/mpsers

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**TAX SHELTERED ANNUITIES:** You may visit prospective vendors in the time slots shown below:

- **Monday, November 3, 1997**
  - 8:00 am  Merrill-Lynch
  - 10:00 am  TIAA-CREFF
  - 12:30 pm  American Express
  - 2:30 pm  VALIC

- **Thursday, November 6, 1997**
  - 8:00 am  Security First
  - 10:00 am  Fidelity
  - 12:30 pm  Paine-Webber
  - 2:30 pm  Mass Mutual

For more information, contact accounting at x 20235.

**PLANNING ON RETIRING SOON?** If so, you should know that getting your first check is a time consuming process. From the time you give MPSERS all your paperwork, it takes 60-90 days to receive your first check.

So please, if you’re thinking of retiring and need that check, plan ahead. MPSERS has nearly doubled the number of new applications it processes in a year and has lost about ten percent of its staff!!

**MPSERS Outreach Program:**

In cooperation with the Intermediate School Districts, MPSERS is sending a Retirement System representative to selected sites. The visitations will include a Pre-Retirement Informational Seminar and an opportunity for pre-scheduled individual counseling appointments.

The visitations are scheduled such that these retirement services will be available at least twice a year within 50 miles of a member’s home.

- Caro  2/23/98
- Bad Axe 11/17/97
- Saginaw 5/12/98
- Bay City 12/15/97
- Lansing 11/10/97
  - 2/18/98
  - 5/19/98
- Ann Arbor 3/16/98
- Lapeer 2/25/98
- Flint 3/18/98
- Port Huron 11/19/97
- Corunna 1/28/98
- Wayne 4/1/98
- Waterford 10/28/97
  - 1/20/98
  - 4/30/98

For other locations, phone HR at extension 20565.

**OTHER MPSERS NEWS:**

New management at MPSERS is interested in improving the quality of its member communications and is installing a fifteen person Customer Communication Center. These service reps will have the exclusive assignment of answering phone calls, thus freeing other staff to process our paperwork.

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**Other Benefit Information**
LEAVE BANK AUDIT COMPLETED

After many hours of checking, comparing and calculating, your leave bank balances (vacation, sick, personal business and comp time) have been entered in the new Datatel system. With the exception of a few part-time employees (who will be completed by the next payroll), these totals should have appeared on your last pay stub.

If you disagree with any of the balances reported or have further questions, please contact Susan Praski at x20503. The deadline for resolving any discrepancies is January 8, 1998.

Just for the Health of It

Human Resources is sponsoring a Health Fair for all faculty and staff at Mott. The Health Fair will be held on November 4th in the Ball Room of the Prahl Center from 8:30 am until 4:30 pm.

Some of the participants and services include:

- McLaren Hospital - health evaluations
- East Michigan Eye Care Center - RC surgery
- Citizens Bank - living wills and Estate planning
- NordicTrack - their newest machine
- Weight Watchers
- Diet Workshop

We will have drawings for free give-aways throughout the day with a $250 Grand Prize drawing at 4:30 pm.

So, mark your calendar and be sure to come join the fun on November 4th. Just for the Health of It!

IMPORTANT BENEFIT INFORMATION: IS IT WORTH THE RISK?

It is Fraud if you cover ineligible dependent(s) on your health insurance. According to the IRS, an “Eligible Dependent” is:

- a legal child by birth, adoption or legal guardianship or
- spouse (only one and you must be legally married to that person. You may claim an ex-spouse only if you are required by law and then you must provide Human Resources with the original legal documentation).

If it is found that you are claiming ineligible dependent(s):

- You will be responsible for repaying any claims paid by the insurance company(ies) for the ineligible dependent(s)
- You will be responsible for reimbursing Mott for any additional costs incurred for the ineligible dependent(s)
- Your insurance policy could be canceled
- And the insurance company can prosecute you for Fraud.

COMING SOON: OPEN ENROLLMENT

Open enrollment will be held October 27 through November 7, 1997 and any changes will have an effective date of January 1, 1998. All carriers will be on campus between these dates. The carriers will have time slots for individuals to speak with them one on one and they will also have group informational sessions in Room 6 of the Prahl Center.

Human Resources will be mailing Open Enrollment packets to all full-time employees in mid-October. These packets will consist of an election form, information about available health plans, emergency forms and forms to update life insurance beneficiaries and retirement beneficiaries.

Job Posting Bulletin Boards

To Better Serve Our Customers, we will only post jobs on Mondays effective Monday, November 3, 1997. This way, you only need to check the board once a week for new openings.