

HR Headlines

February, 2007
Volume 9, Issue 2

Susan Rohde
Ext. 2198
Sue Fay
Ext. 4331

Please click [here](#) to view the HR website.

Welcome

Please join us in extending a warm welcome to the new folks at Roosevelt.

Adriana Avila Institutional Advancement	Nicole Harris Institutional Advancement	Alexandria Leak Institutional Advancement
--	--	--

Krys Buckendahl Institutional Advancement	Yvonne Griffin Admission Processing
--	--

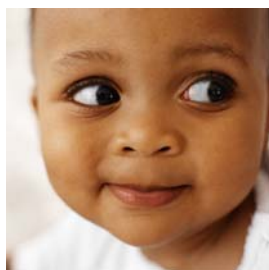
Monica Schwontkowski Admission Processing	Lauren Thorp Admission Processing	Kari Proehl Admission
--	--------------------------------------	--------------------------



Recent REWARD NOW Recipients

The following individuals have recently been recognized by students and staff for their enthusiasm and special efforts.

Anthony Bugajsky	Physical Resources
Laurie Cashman	Administrative Services
Gary Gross	Campus Safety
Steve Hoselton	Physical Resources
Raja Iqbal	DOIT
Cherise Lesniewicz	DOIT
Carol Pyron	Administrative Services
Julia Zeltzer	Music Library



My mommy and some of her co-workers are being recognized at The Employee Recognition Ceremony on Friday, March 30 in Ganz Hall!

Save the Dates:

*Friday March 30:
Employee Recognition Ceremony, 1:30 to 3:00*

*April 13 & 14:
New Deal Service Day
(<http://www.roosevelt.edu/newdealday/>)*

*April 26:
Bring a Child to Work Day*

*August 3:
Administrative Summer Retreat*

Recruitment Support

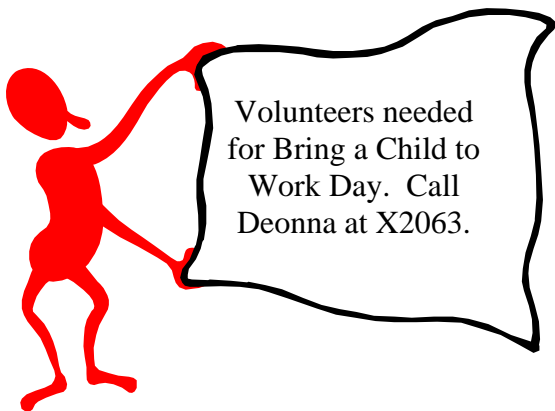
By: Gretchen Van Natta, Vice President of Human Resources

In his State of the University address, President Middleton announced that the University would invest in Roosevelt's people so that the University is able to deliver our promise to the students. One way in which we do this is by providing centralized recruitment support in the Office of Human Resources. That process is underway. The new position of Director of Employment has been posted and candidates are now being screened with the hopes of having the new employee on board by April 30, 2007. The software to support the process has been acquired and implementation of the electronic applicant tracking system has begun with the intention of having the new electronic system ready to support the faculty searches that begin in the summer. The Higher Learning Commission report recommended that we create a master staffing plan. The addition of the Director of Employment coupled with the HRIS implementation in the next fiscal year will enable the development of such a plan to ready us for the impending retirement of the baby boomer generation.

In addition, the new recruitment function will be able to gain economies of scale by coordinating our advertising resources. The HLC report also recommended that Roosevelt University increase its faculty diversity. Through the use of search techniques that target a more diverse population, we intend to increase the number of minorities on our faculty.



<i>Recognition for Years of Service</i>	25 YEARS	10 YEARS	
	<i>Ray Wright</i>	<i>Laurie Cashman</i>	<i>Ed Wygonik</i>
	<i>Bruce Dykeman</i>	<i>Roberta Singer</i>	<i>Pamela Robert</i>
	<i>Michael Groner</i>	<i>Mary Hendry</i>	<i>Priscilla Perkins</i>
40 YEARS	<i>Jane Curtis</i>	<i>Joel Fink</i>	<i>Michael Bryson</i>
<i>Dennis Temple</i>	<i>Clara Christmas</i>	<i>Sue Johnston</i>	<i>Heather Dalmage</i>
<i>Joseph Ament</i>	<i>Sam Rosenberg</i>	<i>Cynthia Rath</i>	<i>Carrie Lausen</i>
<i>Joy Johnson</i>	<i>Larry Mosley</i>	<i>Steven Meyers</i>	<i>Walter O'Neill</i>
		<i>Cornelius Watson</i>	<i>Beth Reissenweber</i>
35 YEARS	20 YEARS	<i>Steven Kvaal</i>	<i>Diane Curtis</i>
<i>Jearlean Fleming</i>	<i>Sandra Chapman</i>	<i>Kathleen Iverson</i>	<i>Mike Dessimoz</i>
<i>Joyce M. Davis</i>	<i>Lynnett Davis</i>	<i>Barbara Schoenfield</i>	<i>Joanne Canyon-Heller</i>
<i>Gary Wolfe</i>		<i>Diane Baker</i>	<i>Richard Parker</i>
<i>Lucille Banks</i>		<i>Mary Thon</i>	<i>Peg Schultz</i>
<i>Joyce Vernay</i>			<i>Grace McGinnis</i>



THIS IS A TEST! IT IS ONLY A TEST! FOR THE NEXT 60 SECONDS

you will read all about the new minimum computer competencies and testing required for clerical union employees applying for new positions in the University or facing an upgrade of their current position.

All clerical union employees are grandfathered into their current positions and do not have to complete computer testing. However, beginning February 1, 2007, clerical union employees applying for open clerical positions in the University must first pass all pre-employment technology requirements appropriate for that grade level. The Office of Human Resources will submit the resumes of internal candidates for new positions only if they have successfully demonstrated their computer skills in each of the Microsoft programs by completing the necessary assessments with 90% accuracy in a proctored setting.

[Minimum Requirements per each Grade Level](#)

We encourage current employees to practice now – sharpen current skills and learn new ones. Why? In order to qualify as “meeting the minimum requirements” for a new position, you must have already passed all the required testing for that grade level. Employees may call extension 2198 or e-mail srohde@roosevelt.edu for a username and password. Once obtained, users can log onto www.customguide.com. This program is available online 24/7.



Grace Period: For the first quarter of the program (February 1 through April 30, 2007), we will submit clerical union resumes if they meet all minimum requirements but have not yet demonstrated competency in the required computer programs. If the employee is a finalist candidate for the position, he or she will then have one week to test in a proctored setting and meet minimum testing requirements. All offers of employment are contingent upon successfully meeting these minimum requirements. After May 1, 2007, we will not submit resumes of current clerical staff unless they have tested and met the appropriate minimum computer competencies.



There are many options when planning for retirement.
Some ideas are better than others.....



RETIREMENT PLAN OPEN ENROLLMENT AND MEETINGS

GROUP AND INDIVIDUAL COUNSELING MEETINGS IN CHICAGO AND IN SCHAUMBURG

“Save for Tomorrow, Live for Today”

“Finding the Right Investment Strategy”

Are these meeting topics of value to you in your personal saving and investment plans for your own retirement? If so, please take advantage of the valuable information that TIAA-CREF and Fidelity representatives will present to you at the group meetings noted below. It is never too early or too late to start saving to meet your financial goals for retirement.

Deciding when, where and how to invest your retirement dollars is an important decision, for it impacts the way in which you will spend your retirement years. If you already participate in the University’s retirement plans, now may be a good time to review your current level of contributions and investment choices and learn about other options available to you. If you are eligible to contribute to the plans, but are not doing so, now is the time to learn about the advantages of saving for retirement through the tax-deferred plans available through the University.

Representatives from both TIAA-CREF and FIDELITY INVESTMENTS will be on campus on the dates indicated below for group meetings and individual one-on-one counseling sessions. The TIAA group meetings, *“Save for Tomorrow, Live for Today”*, include information on saving on taxes, asset classes in your portfolio and objective guidance available from TIAA. The Fidelity group meetings, *“Finding the Right Investment Strategy”*, include information on diversifying your portfolio appropriate to your age and to minimize risk. These meetings will be an excellent opportunity to have your questions answered regarding the investment options that the University offers you for your University contribution (if you are eligible) and any voluntary contribution that you may make. For an appointment for a confidential individual counseling session with the TIAA-CREF representative call 800-842-2005, ext. 5651, or enroll online at www.tiaa-cref.org/moc. For an appointment for a confidential individual counseling session with the Fidelity representative call 1-800-642-7131, or enroll on line at www.fidelity.com/atwork/reservations

TIAA-CREF

Tuesday, February 20, 2007

Group meeting: 10:00 to 11:00 **AUD 618**

Individual counseling: 12:30 to 4:30 (by appointment only) **AUD 618**

Wednesday, February 21, 2007

Group meeting: 2:30 to 3:30 **AUD 618**

Individual counseling: 9:00 to 12:00 (by appointment only) **AUD 704**

Thursday, February 22, 2007

Group meeting: 10:00 to 11:00 **SCH 312**

Individual counseling: 12:30 to 4:30 (by appointment only) **SCH 312**

Fidelity Investments

Wednesday, February 21, 2007

Group meeting: 10:00 to 11:00 **SCH 312**

Individual counseling: 12:30 to 4:30 (by appointment only) **SCH 312**

Thursday, February 22, 2007

Group meeting: 10:00 to 11:00 **AUD 618**

Individual counseling: 12:30 to 4:30 (by appointment only) **AUD 618**

Forms and additional information are available in Marian Schranz-Messaris' office, AUD 464. Or call Marian at ext. 4334 with your questions. She is on campus on Tuesdays, Wednesdays and Thursdays.

DEADLINE DATES FOR

- SUBMITTING APPLICATIONS
- SIGNING SALARY REDUCTION AGREEMENTS
- OR MAKING OTHER PLAN CHANGES:

Full-time Faculty	2-27-07
Administrators	3-06-07
Clerical Union	3-22-07

*Full-time faculty, administrators with a University letter of appointment or contract and clerical union employees; members of RAFO are eligible for Fidelity only

Benefits Corner



Open Enrollment for medical, dental and life insurances and the flexible spending plan is just around the corner. Start to think about any changes you need to make in your benefit package. The Office of Human Resources will send new information toward the end of March. Changes go into effect May 1, 2007.

The Safety Corner

Snow, ice, and extreme cold can make driving treacherous. These safety tips from CDC, the National Highway Traffic Safety Administration, and the National Safety Council can help make winter car travel safer.

Before winter arrives, have your car tuned up, check the level of antifreeze, make sure the battery is good, and check your tire tread or put on snow tires. Keep emergency gear in your car for everyday trips:

Cell phone	Flashlight
Jumper Cables	Sand or kitty litter (for traction)
Blankets	Ice scraper, snow brush, small shovel
Warning devices (flares, reflectors, etc.)	



For long car trips, keep food, water, extra blankets, and required medication on hand. Avoid driving in snow or ice storms. If you must travel in bad weather, drive slowly. Let someone know what route you're taking and when you plan to arrive so they can alert authorities if you don't get there.



If your car is parked outside, make sure the exhaust pipe and the area around it are free of snow before you start the car. Snow packed in or around the exhaust pipe can cause high levels of carbon monoxide in the car. Don't sit in a parked car with the engine running unless a window is open. Do not let your car run while parked in a garage.

If your car stalls or gets stuck in snow, light two flares and place one at each end of the car, a safe distance away.

Make sure snow has not

blocked the exhaust pipe. Then stay in your vehicle and open a window slightly to let in fresh air. Wrap yourself in blankets and run your vehicle's heater for a few minutes every hour to keep warm.

Reprinted courtesy of SafeUSA: <http://safeusa.org/winter.htm>