Don’t miss Employee Day!

Plan now to attend the annual Employee Day June 25 at Pioneer Waterland & Dry Fun Park in Chardon. Park hours are 10 a.m. to 8 p.m.

Coupons for Employee Day can be purchased at the three campus Book Centers and in the Office of Human Resources through June 17. Employees may purchase two tickets at $7 each and unlimited additional tickets for $20 each. Children 40” tall and under are admitted free. Coupons will be exchanged for tickets at the Tri-C booth, located outside the entrance to the park, between 9 a.m. and 12:30 p.m. Employees arriving after 12:30 p.m. should exchange their coupons at the park office.

Employees will receive a voucher for prepaid parking when they purchase coupons at the Book Centers.

The price of the ticket includes unlimited use of all park games and attractions (except go-karts) plus a catered meal! Lunch will be served from 12:30 to 2 p.m. and includes hamburgers, hotdogs, barbecued chicken breast, potato salad, cole slaw, macaroni salad, 4-bean salad and all the condiments! Beverage service will be in the pavilion from noon to 8 p.m. Large grills are located in the pavilion and picnic area if employees are interested in bringing dinner from home.

A prize drawing will be held in the Tri-C pavilion at 2:30 p.m.

This Employee Day celebration promises to be fun for everyone! The park’s water activities include spiraling waterslides, twin speed slides, activity pool, lazy inner tube ride and paddleboats. Dry activities include 18-hole miniature golf, batting cages, golf cages, basketball course, sand volleyball court, croquet, bocce ball, horseshoes, shuffleboard and more! Go karts are available on a pay-for-play basis.

Calendar

June 25 Employee Day

Holiday Schedule

Below are the holidays for fiscal year 2006. The College will be closed on these days.

2005

July 4 Independence Day
Sept. 5 Labor Day
Nov. 11 Veteran’s Day
Nov. 24 Thanksgiving Day
Nov. 25 Observed for the public holiday of Columbus Day
Dec. 23 Observed for Christmas Eve and the public holiday of President’s Day
Dec. 26 Observed for Christmas Day
Dec. 30 Observed for New Year’s Eve

2006

Jan. 2 Observed for New Year’s Day
Jan. 16 Martin Luther King Jr. Day
May 29 Memorial Day

Questions? Call (216) 987-4838

See our Web site...Go to Infonet home page. Click on Human Resources.
As a part of Cuyahoga Community College’s commitment to continuous quality improvement through the adoption of the Academic Quality Improvement Project, supported by the Higher Education Commission, the college continues to move forward with a multi-year integrated leadership development plan.

The nationally recognized Staub Leadership Consulting firm is beginning a third year working with College administration on the leadership development initiative. The stated purposes of the initiative include:

- the development of a common language, approach and integrated skill set for leadership, with more accountability;
- making leadership development an integral part of the process of leading, not just “another program;” and
- the creation of a sense of ownership, high level of participation and accountability by campus, site, and areas of responsibility, within a solid developmental framework.

Meeting a goal set last year to conduct a Train the Trainer (T3) certification program, 19 volunteers representing a college-wide blend of faculty, staff and administration have recently completed the Staub certification process. The certification training concluded with the successful completion of an online assessment by Staub consultants.

In addition to the 19 members of the T3 group, four observers from Human Resources, representing each campus site and the District Office, also participated in the three days of required certification training.

Members of the T3 group will serve as site resources to assist in expanding the leadership development capacity of each location throughout the next year. The group members will support the Staub initiative by providing site leaders with implementation support for site-specific leadership and management development projects.

For example, during the first year, trainers could provide support in the implementation of the College Strategic Plan, AQIP projects, One-College Culture, annual site goals and objectives, and other relevant initiatives.

Part of the common language of the Staub Leadership Development Model you likely will hear more about during the next year is the concept of “Whole-Hearted Leadership.” This blends a leader’s vision and courage supported by competence, integrity, intimacy and passion. Whole-Hearted Leadership integrates work and personal values and provides a way for individuals to lead by combining both intellectual and emotional power.

Everyone with leadership responsibilities at the College will have the opportunity to be involved with the Staub Leadership concepts, and will have an opportunity to develop or enhance personal leadership skills.

As the College moves forward with the AQIP Action Plan #3 (to implement a successful “One College” strategy), the alignment of College-wide goals and, where appropriate, making procedures consistent throughout Tri-C, can have a powerful effect upon strengthening the institution. In support of these initiatives, members of the T3 group can help their respective sites accomplish these goals.

**Retirement review**

Congratulations, best wishes and thank you to the following employees who retired recently from the College:

**EASTERN CAMPUS**
- Patricia Gabriel, assistant professor, Librarian, almost 20 years of service.

**METROPOLITAN CAMPUS**
- Donna Caretti, assistant professor, Nursing, almost 29 years of service.
- Tommie Clark, maintenance mechanic helper, Building Maintenance, almost 20 years of service.
- Ronald Maybury, pool attendant/mechanic helper, Custodial Services, almost 32 years of service.
- Homer Murray, computer systems repair technician, Network Services, almost 8 years of service.
- Colleen Olson, assistant professor, Early Childhood Education, almost 14 years of service.

**WESTERN CAMPUS**
- John Borszcz, professor, Physical Education, almost 35 years of service.
Government regulations make the use of a flexible spending account (FSA) a give-and-take process.

While the government gives you the ability to set aside and use tax-free money in your FSA, you must take the time to save receipts and provide them, upon request. Receipts are always necessary if you choose to submit a claim form for reimbursement. They also are frequently required when you use your Flex Convenience Card (debit card).

The IRS requires Vantage Financial and all other FSA administrators to verify all expenses charged to an FSA to ensure that they qualify under IRS guidelines, explained Lillian Welch, director of Benefits. As a result, College employees using the Flex card can expect to receive requests for detailed receipts.

“In an effort to minimize the number of these requests, we supplied Vantage Financial with a list of copayments for office visits and prescription drugs under the College’s medical plans,” Lillian continued. “If a reimbursement matches one of our copay amounts, it probably will not be audited. If, however, it cannot be automatically verified through this process, the employee is likely to receive a letter requesting receipts.”

She suggests that employees using FSAs keep a separate file with receipts for all of their expenses. And, don’t ignore a request for verification. “You’ll get a second notice if you don’t respond to the first,” Lillian said. “After that, you will not be able to use your Flex card, and you will have to repay the amount in question unless you can verify the expense.”

Receipts must include the date of the purchase, the specific name of the product purchased and the dollar amount.

Lillian offers several suggestions for anyone who might have lost a receipt:

- For Caremark purchases, go to www.caremark.com for a printout of your prescriptions and copayments.
- For a detailed list of purchases made at CVS using a CVS card, go to www.cvs.com.
- If you are covered under Medical Mutual, go to www.medmutual.com for an online printable Explanation of Benefits (EOB).
- For other purchases, check with the provider or merchant to see if a duplicate receipt is available.

The results of the recent survey of dental benefits will help the College’s Health Care Committee as it reviews options for dental coverage this year.

More than 50% of those responding to the survey are dissatisfied with the current dental benefit. In addition, 65% feel the plan does not provide them with the flexibility and choices they need; 54% feel the plan is not competitive; and 62% feel the premium is not reasonable.

“There were several conflicting results, however,” said Lillian Welch, director of Benefits. For example, respondents said that although they wanted greater benefits, they were not willing to pay a higher premium for those benefits.

“It’s important for people to realize that a greater level of benefits will cost more,” Lillian noted. “That increased cost must be paid either as a higher premium or a higher cost when people access dental care.”

About 60% of those responding to the survey also said they liked the ability to switch between the DMO and the PPO options within a plan year. But, Lillian pointed out, 88% of plan participants are not actually switching, and a plan without that alternative may save money.

Thirty percent of Tri-C’s full-time employees returned the dental benefits survey. Special thanks to Technical, Supervisory and Confidential employees who registered an amazing 88% response rate!
It’s coming— midlife! Can you avoid the much-discussed “midlife crisis” that comes with it?

Although the midlife crisis has been called a “creature of the imagination” and research disputes its existence, when it occurs, planning for it can make getting “over the hill” a little easier.

Accept midlife as a time of transition and a tool for personal growth. You are moving from thinking about how many years you have lived to how many years you have left to live. It’s normal, but it creates anxiety.

Plan ahead to avoid regrets by renegotiating the balance between time devoted to family versus the time you have invested achieving vocational and financial security. Think about your values. Use these values to guide you in acting on tough decisions. Examples include improving a marital relationship or relationships with children before they are grown, or engaging in new leisure or recreational activities.

Plan for challenging life events that will come in the future to reduce their stressful impact (e.g., medical issues of aging parents, gradual erosion of personal health, financial security in retirement, etc.).

Midlife can stimulate the emergence of desires and impulses that have been unmet or unacceptable until now. Acting to satisfy some of these wants can add meaning to your life, while others may not be consistent with your values despite their appeal. The EAP can help you with tough choices that midlife brings.

Source: Frontline Employee, March 2005, IMPACT Employee Assistance and Work/Life Program.
New employment system winning rave reviews

Applicants and hiring managers alike are giving the College’s new online employment system an enthusiastic endorsement.

“What a great system” is typical of the feedback that the Human Resources Staffing department has received.

To assist hiring managers, the College’s hiring guidelines have been updated to reflect changes brought about by the online system. To view the hiring guidelines, visit the Human Resources web page of the Infonet, click on the “Forms” link under “Quick Links,” then click on “Staffing.”

When using the “hiring managers” module, here are tips to expedite the hiring/selection process:

- Personnel requisitions are needed for all full-time and part-time positions (with the exception of student assistant and work study opportunities). This includes those that are not posted.

- In order to create a requisition online, both the support staff initiative and the responsible hiring manager need to have user accounts in the system.

- When a requisition is created in the system, the assignment number should be indicated for all full-time positions except those that are Temporary Full-time and Add to Budget positions.

- For Temporary Full-time or Add to Budget positions where no assignment number currently exists, the personnel requisition should first be routed to Finance and Business Services. FBS will input an assignment number for the position and then forward the requisition to Human Resources.

- Review the requisition for completeness prior to submission. Print a hard copy and route it for approvals. Approved personnel requisitions received by Human Resources Staffing by Monday will be posted the following Friday, provided that the assigned recruiter has received feedback regarding the draft posting notice.

- Disposition codes are needed for each candidate to close the search process. The Staffing Advisory chairperson, hiring manager or second level reviewer should go into the system at each step in a candidate’s consideration and update the candidate’s record. A position will be considered filled when the disposition of all candidates has been updated in the system.

While the system is working extremely well, Human Resources Staffing continues to make changes to better meet the needs of users. If you have suggestions regarding changes, please contact Marge Berke via e-mail or at extension 4764.

Earn wellness credit for outside activities

Did you know that you can receive wellness credit for activities you participate in outside of Tri-C? There are many wonderful wellness programs and activities offered in our communities that may better suit your lifestyle and time constraints. Participate in them and the Wellness Centers will reward you for your dedication to your personal well-being.

If you would like to take advantage of a wellness program offered in your community, such as one through your local recreation center, health care facility or cultural society, please do so! You will receive wellness credit toward your personal Wellness Curriculum.

Approved activities encompass the six dimensions of wellness: physical, mental/emotional, spiritual, occupational, social and intellectual well-being. All you need to do is personalize your wellness program by meeting with your campus Wellness Manager to agree upon the activity and method for validating your participation. You will receive 1-3 credits, depending on the activity and time involved. You may earn a maximum of 3 wellness credits each year for personalized wellness.

For more information, please contact your campus Health & Wellness Center:

- Eastern Campus, ext. 2511
- Metro Campus/District Office, ext. 6143
- Western Campus, ext. 5420