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Human Resources Advisor - February 2020

1 message

CSP Office of Human Resources <humanresources@csp.edu>
Reply-To: CSP Office of Human Resources <humanresources@csp.edu>
To: amiller1@csp.edu

Fri, Feb 21, 2020 at 2:59 PM

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Human Resources Advisor February 2020



Alex's Minute

Happy February! In this portion of the “minute”, I would like to ensure the Wellness Spotlight is front and center. Meet your health goals this spring with a great discount on running shoes, apparel, and accessories at the Running Room in St. Paul. The Running Room on Grand Avenue in St. Paul is hosting an event for all Concordia, St. Paul employees. Stop by the store anytime during their business hours on Friday, Feb. 28 through Saturday, Feb. 29 and enjoy **25% off all full-price items**, as well as **10% off electronics, nutrition, and previous mark-downs**. Just let them know you work at Concordia St. Paul! Store hours are 9:30 a.m. – 9 p.m.



Cybersecurity Reminder

For the last five years, Concordia has been tracking the number of phishing emails the university receives. Annually the university has seen an increase in phishing emails from March 1 through April 15. Here are a few tips on handling phishing emails.

1. Check the email address from which the email is coming. There will be times you

might receive what looks like an email from a CSP colleague, yet the "from" address is not a csp.edu email address.

2. Stay clear of unsolicited attachments. If the email contains an attachment that you didn't request, think twice before opening that attachment.
3. Never reply to an email asking for PII (personally identifiable information) or asking you to provide money/gift cards.
4. Check the signature line. If the email is from a CSP employee, you should notice the approved CSP signature line.
5. If you see anything suspicious, let the IT department know so they can investigate the e-mail and the number of people who might have received the e-mail.

Following these simple reminders will help reduce the risk to Concordia and to you. You are an important part of the university's cybersecurity efforts.

Important Dates

- **VIP Event at St. Paul Running Room: February 28-29**
- **Biometric Screening: Tuesday, March 24 from 7–10 a.m.**

HR Trainings

A reminder that a training survey went out that will assist in planning relevant and worthwhile training opportunities. If you have not already done so, please complete the training survey [here](#).

Difficult Conversations: make-up training session – Thursday, February 27, 9:00 a.m. – Location TBA

For more information or to request a training topic contact:
Alex at amiller1@csp.edu | 651-641-8224

Golden Bear of the Semester Award

A Golden Bear exemplifies quality customer service, noteworthy extra efforts or has demonstrated trust and respect in the workplace. Three nominees are selected each semester to recognize exceptional efforts in making the university an extraordinary place to come to every day. Employees that are eligible are the Executive Team,

Faculty, Adjunct Faculty, Full and Part-Time Staff. An eligible employee being nominated must be employed with the institution 90 days or more.

Nominate a Golden Bear

We are currently accepting nominations for the Golden Bear of the Semester award for Spring! Peer recognition is defined as the genuine expression of appreciation exchanged between co-workers. Nominate a colleague for recognition of service above the call of duty and in the spirit of the All Are Welcome pledge. To do so, simply click here and submit a short description of why your colleague deserves to be named Golden Bear of the Semester.

Wellness

Test Your Heart-Health Knowledge

February is Heart Health Month. Is what you know about heart health facts or fiction? Find out by testing your knowledge with this quick quiz.



Catch Up on the Vitality 101: Gold Edition Webinars

Vitality hosted four webinars in January to help guide you toward Gold status in 2020. In case you missed it, it's recorded and available for you to watch anytime, anywhere. Learn the basics of Vitality and the specific steps to get to Gold in 90 days (or less)! Listen Now

Office Hours

HR Hours of Operation

8:30 a.m – 4:30 p.m.

AD 111

Questions or comments regarding the Human Resources Advisor can be directed to Alex Miller: amiller1@csp.edu or 651-641-8224



8/28/2020

Concordia University - St. Paul Mail - Human Resources Advisor - February 2020

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