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Human Resources Advisor - July 2020

1 message

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

Wed, Jul 22, 2020 at 1:29 PM

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Alex's Advice & Reminders

- As the summer heats up and we continue to transition back to campus, we are continuing to look at our new normal and how business will look going forward. As more and more people are back on campus we continue to learn and grow during the COVID-19 pandemic. CSP does have a preparedness plan that I would like to encourage everyone to revisit often as it is frequently updated. Please [click here](#) to find the COVID-19 preparedness plan.
- As of July 1, 2020, the minimum wage in St. Paul increased to \$11.50/hr. This means student employees will, at a minimum, earn \$11.50/hr. Please note that even though the rate increased, this does not mean that there is an increase in budget. We need to work more efficiently with the resources we have while complying with this new standard.
- During the past four months of working in a remote environment, we have all experienced working more with digitized processes. While we encourage moving to more digitized processes, please be mindful that it does not lower our responsibility to respond in a timely manner or lower the overall completion rate. We need to fully embrace the digital environment and continue to provide exceptional customer service across campus.
- A reminder that all employees are required to complete Coronavirus (Covid-19) Prevention in the Workplace training in Safety Skills. If you are new or do not

recall, Safety Skills is the training platform we use for various video training upon hire, or annually for current employees. If you forgot how to log in, here is a [quick video](#) that will help you access your training requirements.

- E2 Campus Alert Reminder – the purpose of the E2 Campus Alert is to receive text alert messages to your cell phone. When you sign up for the first time or update your cell phone number, please note that you are only adding/updating your PHONE number. Please do not enter a personal address when updating your E2 Campus Alert PHONE number. Follow the instruction at the top of the page which is bold and in red. If you need to update your personal address, contact Human Resources directly.

Update Address(es) and Phone(s) - Update/Insert



When inserting a new Concordia Campus Alert address/phone number the following information in the address fields is required.

Address Line 1 - **Concordia Campus Alert**
 Address Line 2 - **1282 Concordia Ave**
 City - **St Paul**
 State - **MN**
 Zip or Postal Code - **55104**

Enter the phone number in primary phone fields. Click Submit button at the bottom of the page.

Service Anniversaries

The university is honored to celebrate the anniversaries of 24 faculty and staff members and their service to Concordia University, St. Paul and the Lutheran Church-Missouri Synod. While we traditionally uplift these recipients with a chapel service and luncheon, our new normal requires us to celebrate their talents and gifts in thought and word. Please join us in recognizing our colleagues and their service anniversaries.

Thomas Hanson – 35 years
 Beth Peter – 30 years
 Jean Rock – 30 years
 Thomas Mauer – 25 years
 Jason Rahn – 25 years
 Toni Squires – 25 years
 Thomas Saylor – 25 years
 James Orchard – 25 years
 Neil Lerner – 20 years
 Kristin Bransford – 20 years
 Stephanie Hunder – 20 years
 Jennifer Sila – 20 years
 Cheryl Chatman – 20 years

Kimberly Craig – 15 years
Sarah Barron – 15 years
Robert Bartel – 15 years
Chad Horrmann – 15 years
Tara Humlie – 15 years
Amber Faletti – 15 years
Nathan Rinne – 10 years
Dana Terres – 10 years
Katie Fischer – 10 years
Jennifer Krummel – 10 years
Shannon Currie – 10 years

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 per 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 still accepting nominations for Golden Bear of the Spring/Summer Semester award! 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 Concordia mission and promise statement. 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

There is still a lot of summer left and I do love a good challenge. I would like to challenge you to a Healthy Selfie Challenge! It will be a fun way to find refreshment, reconnection, and rejuvenation during the summer months. Here is how it works:

1. Take a picture of yourself participating in summer, wellness-focused activities (see photo example below). Examples include:
 - o Playing outside with a pet or family member
 - o Going for a walk
 - o Playing an outdoor game

- Something that made you smile
 - Making a healthy snack or meal
 - Reading an old or new book
 - Trying a new hobby
 - Gardening
 - Showing appreciation and/or gratitude
2. Submit your photos via email to amiller1@csp.edu
 3. Deadline to submit photos will be September 7, 2020
 4. Healthy Selfie must include healthy activities
 5. Each Healthy Selfie image submitted is an entry into a raffle prize (weekly limit of 5 photos)
 6. One winner will be awarded for each of the categories below:
 - On the Move: favorite action photo
 - Healthy Eating: nutritionally appealing and/or tasty photo
 - Innovative: most creative (example: includes more than one healthy activity in one photo, varied ways of social distancing)



Hiking with my kids

Education Appreciation


**AT&T EDUCATION
APPRECIATION OFFER**

**FOR TEACHERS, INSTRUCTORS, FACULTY, STAFF,
& THEIR FAMILIES**

Unlimited Talk Text Data

25% OFF DATA & LINE FEES	1 line: \$48.75/ month + tax	\$200 Visa Gift Card Per Line <small>*for new lines when you trade in qualifying phone*</small>
	2 lines: \$90.00/ month + tax	
	3 lines: \$101.25/ month + tax	
	4 lines: \$105.00/ month + tax	
	5 lines: \$112.50/ month + tax	
	6 lines: \$135.00/ month + tax	

**In Home & Virtual
Appointments**



ALI KAURLOTO
PHONE: 952.221.0489
EMAIL: AK8406@ATT.COM

Office Hours

HR Hours of Operation

8:30 a.m – 4:30 p.m.

RT 900

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

CSP
HUMAN RESOURCES

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