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Human Resources Advisor - January 2021

1 message

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To: amiller1@csp.edu

Wed, Jan 27, 2021 at 4:29 PM

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Human Resources Advisor January 2021



Alex's Advice

COVID-19 Updates

- Thank you – Our most sincere appreciation is extended to all for maintaining Comet's Commitment, ensuring our community reduces risk for transmitting COVID-19. We encourage all to remain strong and steadfast in these efforts!
- Testing – Employees are encouraged to test for COVID-19 as frequently as they would like. While Hy-Vee testing has been offered on campus, the general public may register [here](#) to test through any Hy-Vee location. You may find additional Community Testing Sites throughout Minnesota for no-barrier access to COVID-19 testing by visiting the [Minnesota Department of Health \(MDH\)](#) website.
- COVID-19 Vaccine Information – The State of Minnesota is currently in [Phase 1a](#) for vaccination distribution. Health care workers and residents of long-term care are included in Phase 1a. Moving from one phase to another will depend on vaccine supply and how many people are getting vaccinated. More information will be available in the coming weeks about when the state will be able to move into Phase 1b.
- [Whose Getting Vaccinated](#) – The MDH website has guidelines on who is currently eligible to be vaccinated under a community vaccination pilot program. Minnesotans 65 years of age or older and educators (pre-kindergarten through grade 12), school staff, and child care workers. If you are 65 and over, please contact your healthcare provider to be registered for the vaccination lottery. Please note that the priority for Minnesota remains on

keeping K-12 youth in school. As a result, access to post-secondary educators who do not meet one of the current criteria is not available at this time. CSP continues to partner with MDH and will provide updates through the CSP Digest as information is available.

KEY DATES: BREAKS, GRADUATION, LAST DAY OF CLASS

Spring Break – March 1-7

Easter Break – March 31 to April 5

Last Day of Classes – April 30

Graduation Ceremonies – April 30 & May 1

Training

Digital Wellness Training – In Person – February 10th at 2:00pm in LTC 214-215

Digital Wellness Training – Virtual Session – February 11th

- This training is **required** for all full-time employees, if you are unable to attend either session, the recording will be assigned to you via Safety Skills for completion within two weeks of assignment.
- In person training is limited to 40 people for the LTC 214/215 space. Please use this [link](#) to sign up to attend in person.
- If you are unavailable during that time, or are uncomfortable with an in-person training, please try to join the virtual session. An invitation will be forthcoming.

Student Employee Information

Please check out our new Student Employment page via <https://www.csp.edu/human-resources/student-employment/>. The HR department has tasked our GA with building and designing this webpage as a resource for our student employee's as well as our on-campus supervisors! If you find yourself in need of help in answering student employment questions or have questions as a supervisor – this webpage will most likely have an answer for you. Please contact Cassidy Leininger for more information or with any questions at cleininger@csp.edu or by calling (651)-641-8721 or ext. 8721.

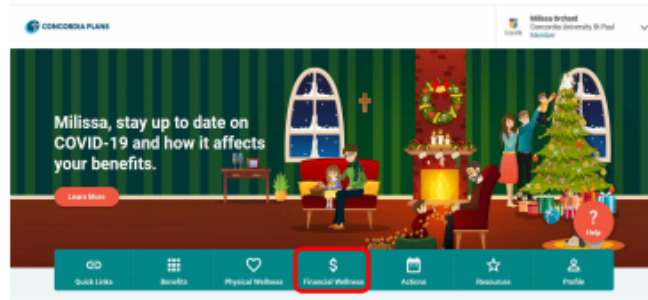
Wellness

- Are you keeping up with your Vitality points? If you are newer to CSP or have not interacted with Vitality in a while, this [webinar](#) may be for you! Let's 'Push for Platinum' in 2021 is a webinar hosted by Megan Sherman, the Health and Wellness Educator with Concordia Plans. The webinar will cover the basics of Vitality, new ways to engage and earn points in 2021, and tips to set yourself up for success in reaching Vitality status goals. (Please note that Vitality is only available to those participating in the health plan).
- The start of a new year is a great time to review and reflect on our goals. After the year we had in 2020, financial goals may be top of mind when it comes to setting ourselves up for success in 2021. Please review the step by step guide below for updating your 403(b) contributions to assist you in reaching your financial wellness goals.

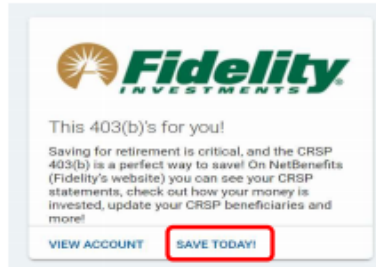
Changing Your 403(b) Contribution

To review or change your 403(b) contribution, you will log on through the Concordia Plan Services portal at www.concordiaplans/myaccount/.

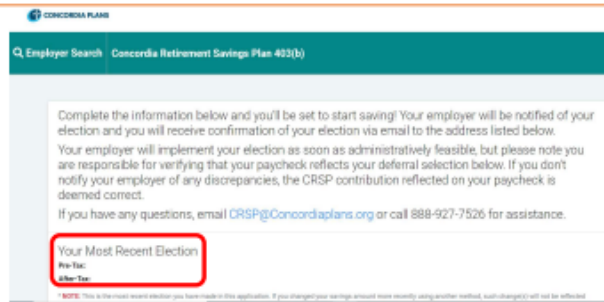
Once you've logged in, click on Financial Wellness.



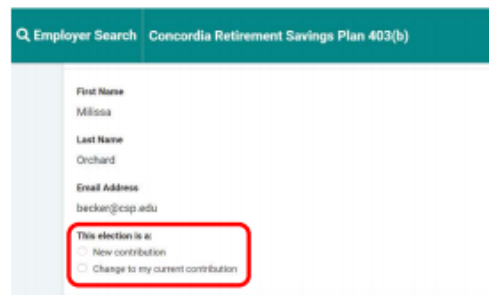
Next, scroll down to find the Fidelity tile and click on the Save Today button:



From here, you will be brought to an area that provides instruction, and reflects your current contribution amount.

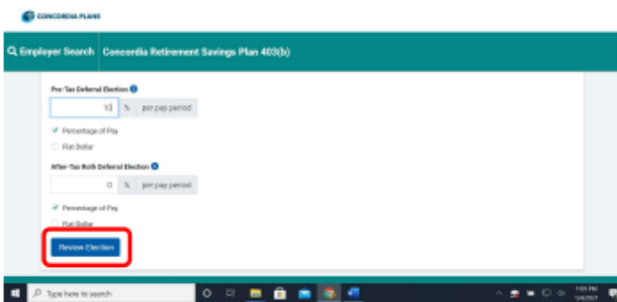


Continue scrolling, and you will see your information as well as an area to either make a new contribution or change your current contribution. To make a change, click on the Change to my current contribution radio dial:



To make a change, enter the percentage or dollar amount that you would like to have deducted from each pay period. *(Note: we must round up to the nearest whole dollar for a percentage contribution.)*

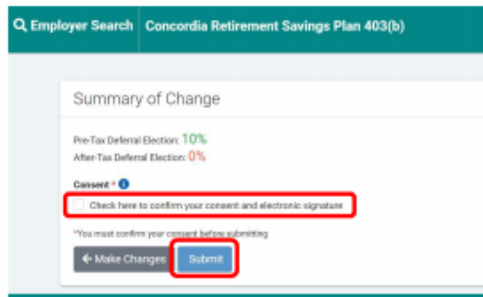
Then, click on Review Election:



Finally, review the Summary of Change and select, "Check here to confirm your consent and electronic signature."

Finally, click the Submit button.

From here, CSP will receive a notification of the change and process it for the next payroll after notification was received.



Recipe

Slow Cooker Pasta (Three Cheese Ziti)

*Creamy, sauce-y and cheese-y **Slow Cooker Pasta** is a dump it forget it recipe is a one pot wonder thats Complete comfort food bliss!*



Prep Time	Cook Time	Total Time
10 mins	2 hrs	2 hrs 10 mins

Course: Main Course Cuisine: Italian Servings: 8
 Calories: 478kcal Author: Lauren Allen

★★★★★
 4.75 from 20 votes

Ingredients

- 2 24 ounce jars marinara pasta sauce or two batches of homemade marinara
- 16 ounces tomato sauce
- 1 cup water
- 16 ounces UNCOOKED ziti pastas (or penne)
- 4 ounces cream cheese , softened
- 1/4 cup sour cream
- 1/2 cup ricotta cheese (or cottage cheese)
- 2 cloves garlic , minced
- 1/2 cup fresh basil leaves , chopped
- 1 1/2 cups freshly grated parmesan cheese
- 1 cup shredded mozzarella cheese

Instructions

1. Add cream cheese, sour cream and ricotta to a mixing bowl. Beat with electric mixers until smooth. Stir in garlic and basil.
2. In a large bowl, combine both jars of pasta sauce, tomato sauce and water.
3. Add 2 cups of sauce to the bottom of the slow cooker
4. Top with about 1/3 of the uncooked penne.
5. Dot on half of the ricotta mixture and use a spoon to gently spread it out evenly. Top with 3/4 cup grated parmesan cheese.
6. Add another 2 cups of sauce. Top with 1/3 of the uncooked penne. Add remaining ricotta mixture and spread. Sprinkle on the remaining 3/4 cup parmesan cheese.
7. Add the remaining uncooked penne. Top with the remaining sauce.
8. Cover and cook on HIGH for 2 - 2 1/2 hours, or LOW for 3 1/3 -4 hours or until pasta is tender.
9. During the last few minutes, sprinkle the mozzarella cheese to the top, and return the lid of the machine to allow it to melt. After mine melted I stuck it under the broiler of my oven for 2 minutes to make the cheese golden and bubbly, but you don't have to!

Notes

Be sure the ziti noodles are covered by the sauce so they cook appropriately.

tastebetterfromscratch.com/slow-cooker-three-cheese-ziti/

Slow Cooker Pasta (Three Cheese Ziti) - Tastes Better From Scratch

I use a 6 qt. slow cooker! Anything that size or larger will work perfectly!

Nutrition

Calories: 478kcal | Carbohydrates: 57g | Protein: 23g | Fat: 18g | Saturated Fat: 10g | Cholesterol: 54mg | Sodium: 1632mg | Potassium: 961mg | Fiber: 5g | Sugar: 12g | Vitamin A: 1620IU | Vitamin C: 16.4mg | Calcium: 378mg | Iron: 3.4mg

Golden Bear of the Semester Award

Nominate a Golden Bear

We are now accepting nominations for Golden Bear of the Spring Semester award!

The deadline for Spring nominations will be May 15th. 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.

SHOUT OUT!

Want to give immediate, positive feedback to your peers? Don't forget about our newer initiative for peer recognition, SHOUT OUTS! Give someone a [SHOUT OUT!](#) to let them know they are appreciated.

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



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