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Human Resources Advisor November 2021



Annual Enrollment

Please be aware that the annual enrollment period is coming to a close on Friday, November 19th! You will have till the 19th to make any changes to your benefits and if you are not planning on making any changes you MUST re-elect your prior selection. If you need assistance please contact Brian Marek at marek@csp.edu or Dee Ann Kerr at kerr@csp.edu.

Employee Survey Results

In March of 2020, CSP participated in The Chronicle of Higher Education's Great Colleges to Work For survey and a follow up survey was issued in March of 2021. The initial survey saw a 25.6% participation rate and the 2021 survey response rate increased to 34%. Employees from all classifications were included equally in the follow-up survey request.

Overall, the responses on the initial survey from 2020 were more positive in each category than they were in 2017 and indicated CSP employees' satisfaction to be on par with other similar institutions. In most categories on the survey, CSP's overall positive response average fell between the 2020 Honor Roll institutions and our peers in the Carnegie Master's group (CSP's designation). Click [here](#) to read the full results.

Kerr's Korner

*It's just another manic Monday
I wish it was Sunday
'Cause that's my fun day
My I don't have to run day
It's just another manic Monday*

already? Do you sometimes feel your motivation lacking and don't want to come to work on Monday?

If you do you are not alone. But what can we do as team members of Concordia to let each other know they are appreciated for not only the great job they are doing but for being a great colleague?

For many years I have used research, data and ideas from the book 1501 Ways to Reward Employees by Bob Nelson, Ph.D. What is so great about this book is that it has a plethora of ideas on how to reward and motivate employees. The ideas range from the simplest ideas that go a long way to ideas you many never even thought of using.

However, before we reward employees, we first need to understand why we would want to do this.

Research consistently shows that employees who do receive recognition where they work are:

- *More likely to feel valued*
- *More likely to stay with the company*
- *More likely to invest in the company*
- *More likely to feel completely committed to the company*

And...if that is not enough recognition also has been shown to:

- *Motivate all employees*
- *Increase morale*
- *Increase productivity*
- *Increase employee retention*
- *Decrease stress and absenteeism*



So, if we know that recognition is a great motivator, why don't we do it enough? There are six common

excuses employees/supervisors use for not giving recognition:

- *"I Don't Know How Best to Recognize My Employees."*
- *"I Don't Feel That Providing Recognition is an Important Part of My Job."*
- *"I Don't Have the Time to Recognize My Employees."*
- *"I Am Afraid I Might Leave Somebody Out."*
- *"Employees Do Not Value the Recognition I Have Given in the Past."*
- *"My Organization Does Not Help Facilitate or Support Recognition Efforts."*

So, with those thoughts in mind here are some easy and thoughtful recognitions that you can use on a daily basis:

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the day.

- Call a person into your office and just say thank-you and don't discuss any other topics.
- Have your employees' picture put in the HR Advisor or CSP Digest thanking them for a job well done.
- Buy them a coffee or favorite treat.
- Inscribe a favorite book or journal as a gift.
- Send an email or voice mail praising them for a job well done or to simply say thank-you.
- Pass-around trophy that winners display on their desk.
- Make a wall of fame with pictures of achievers.
- Certificates of Appreciation
- Name a day in honor of your employees' achievements.
- Management challenge (if a goal is met or difficult task achieved, manager dresses in a crazy outfit or has to do a silly challenge)

Lastly, many rewards and recognitions are pretty simple, just ask your colleagues/employees how they want to be rewarded and recognized for a job well done!

If you have ideas for rewards and recognition that you would like to share, please let me know and I will post the ideas in the next edition of the HR Advisor.

Happy Rewarding!
Dee Ann

Upcoming Trainings for Supervisors

Please join me in the following upcoming trainings:

The first set of trainings will be for those individuals who supervise staff or faculty. You may be new to the role or a seasoned supervisor but there will be something for everyone in this course.

Super Supervisor Trainings:

Tuesday-11/30/21 from 10am-12 noon

Wednesday-12/8/21 from 1pm-3pm

Thursday-12/16 from 10am-12noon

In addition, as per the Employee Policy: Managers who supervise others are required to complete all four trainings in the four-part HR Manager's training series within their first year of hire into a management role. The HR Manager's training series includes Talent Acquisition, Talent Management, Documentation

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Even if you have attended all of the four-part HR Manager's training series there will be updated information in each of these sessions so I highly encourage all supervisors to attend. The trainings for the series are as follows:

Talent Acquisition:

Tuesday-1/11/22 from 1pm-3pm

Wednesday-1/26/22 from 10am-12noon

Employee Engagement:

Tuesday-2/8/22 from 10am-12noon

Thursday-2/24/22 from 1pm-3pm

Talent Management: Staff Supervisors

Tuesday-3/8/22 from 1pm-3pm

Wednesday-3/23/22 from 10am-12noon

Talent Management: Faculty Supervisors

Monday-3/14/22 from 10am-12noon

Thursday-3/24/22 from 1pm-3pm

Documentation and Termination:

Tuesday-4/12/22 from 1pm-3pm

Thursday-4/21/22 from 10am-12noon

Please be on the look-out for a calendar invite coming your way soon to sign-up for these trainings. I look forward to seeing you there!

Dee Ann Kerr

Biometric Screening

A biometric screening event is coming to Concordia St. Paul in November! The leadership as well as your Wellness Champion are proud to be bringing a health event like this to our ministry. These types of events bring attention to our health risks. Knowing our whole health picture helps us to understand how best to take care of ourselves...***so we may Be Well and then Serve Well.***

A biometric screening event will be held on November 16th between 7:30am-11am. A biometric screening is a health assessment that identifies potential health risks. The onsite screening is done by LabCorp Employer Services (LES) in partnership with Vitality and includes a measure of:

- *height & weight ratio (BMI)*
- *waist circumference*

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CONCORDIA PLAN SERVICES



- total, HDL and LDL cholesterol levels
- blood sugar level

This event is available to Concordia Health Plan members and enrolled spouse (also in the

Concordia Health Plan).

To participate in this **free** health screening event, you must be registered with Vitality. Don't worry - if you haven't registered for Vitality it's not too late. Here is a [quick video](#) to show you how to get started.

If you've already registered for Vitality, you are ready to schedule your screening appointment. **To schedule your onsite biometric screening follow the steps below.**

- Login to the Vitality website at www.powerofvitality.com
- Click Health Profile > Vitality Check > Schedule your Vitality Check with LabCorp Employer Services
- When scheduling your Vitality Check for the first time, you'll be asked to complete a quick, one-time registration form before being directed to online scheduler.
- Navigate to the Onsite Screening card and select 'Continue'
- Consent to the parameters of your health screening by checking 'I Agree' and clicking 'Save'
- Search by Location or Date
- Once you have found the correct location choose a time slot of your choice and click 'schedule appointment' to the right of the page.

Sword Health

Relieve pain from the comfort of home!

Virtual physical care programs proven to help you overcome your back, joint or muscle pain at home.

Available at no extra cost to you and eligible adult family members 18 and older enrolled in the Concordia Health Plan. SWORD can help you overcome both chronic and post-surgical pain in the areas where it happens most. SWORD pairs you with a physical therapist, who'll create a program just for you, adjust it as you progress, check in with coaching and advice, and chat with you anytime. Do your exercises where and when it suits you — through a tablet with motion sensors that guide you flawlessly through every stretch and bend.

Book your no cost consultation with a physical therapist today!

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Upcoming Key Dates

November 11, Thursday: Thanksgiving Luncheon

November 16, Tuesday: Biometric Screening

November 24, Wednesday - November 28, Sunday: Thanksgiving Break

December 22, Wednesday: Last Day of Classes

December 23, 2021, Thursday - December 31, 2021, Friday: Winter Break

New Hires/Promotions

Please join us in welcoming our new hires and congratulating those who have been given a promotion!

Samantha Herrick - Career Advisor

Devin Diedrich - Assistant Women's Volleyball Coach

Liz Goodman - LMS Coordinator

Craig Morris - Assistant Softball Coach

Daniel Appel - Marketing Project Manager & Digital Content Creator

Elena Martinez - Nursing Operations Coordinator

November Recipe

Classic Swedish Meatballs Recipe

- *Prep Time: 15 minutes*
- *Cook Time: 20 minutes*
- *Total Time: 35 min*
- *Yield: 3 1/2 dozen*
- <https://www.tasteofhome.com/recipes/classic-swedish-meatballs/print/>

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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 Cassidy
Leininger: cleininger@csp.edu or 651-641-8721*



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