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Human Resources Advisor

December 2018



Milissa's Minute

As we begin to draw another year to a close, I'm humbled by the grace of God that I witness each and every day. We've been gifted in so many ways throughout the year and there are more blessings for us just around the corner.

As we celebrated the accomplishment of bringing our enrollment to 5,000 students, I am reminded that each of us is here for one purpose: to do all that we can, each and every day, to support our students toward their goal of graduation. To ensure we are able to meet this goal to the best of our abilities, the following opportunities to enhance our employee experience will be offered in the New Year:



- A Staff Development Quasi-Endowment Fund has been approved by our Board of Regents. This is an opportunity for individuals to apply for financial assistance to engage in professional development opportunities intended to benefit them in their work with the University. More information about the application process is to come.
- All managers will be required to attend an HR Manager Series of four trainings to ensure we are compliant in how we hire, train, and support our employees.
- Additional training on FERPA for Staff, Harassment, Diversity, and Title IV will be offered in the New Year to ensure we are providing opportunities for continued and updated training.
- Staff are welcome to attend the Lutheran Identity Seminar that is held each Spring Semester. This class has filled for 2019 but will be offered again as needed to meet the interests of our faculty and staff.

- We will continue to see additional clarity of our employment policies and procedures to ensure we are legally compliant and protecting the interests of the University and our employees.

Blessings to you during this Christmas season! We look forward to continued partnership in the New Year!

City of St. Paul Minimum Wage Ordinance

In November, the St. Paul City Council adopted a \$15 minimum wage ordinance without consideration of its impact on the higher education sector. With many hourly campus positions filled by students and funded by state and federal work study dollars, this ordinance will greatly impact how Concordia conducts business as there is no expectation that work study awards will increase.

As we continue to drive our business toward the goal of efficiently supporting students to graduation, we also must look at how we are being stewards of their financial investment. A closer analysis of where work study is being assigned versus critical need is on the horizon.

- Specifically, in January of 2019, all departments with current work study students will receive data regarding their work study funded payroll versus costs attributed to Concordia with the goal of raising awareness of how provision may shift with the Fall, 2019 semester.
- During spring semester, HR and Financial Aid will partner together to monitor work study usage and notify departments when they are growing close to their work study allotment.
- Over the summer months, departments with current work study approval will have the opportunity to apply for continued work study assignment.
- Finally, in Fall Semester, 2019, work study eligible students will be considered priority hires and will be limited to working hours consistent with their work study allotment. Hires of non-work study eligible students will only be made as an exception, approved by HR. Qualification for exceptions to this policy will be provided to hiring managers prior to August 1, 2019.

Implementation of the minimum wage increase must begin July 1, 2020 with full adoption required no later than July 1, 2023.

December HR Trainings

Human Resources training sessions, workshops and seminars will resume in January. January topics include Diversity in the Workplace and Avoiding Harassment.

Happy Holidays!

For more information contact: bchan@csp.edu | (651) 641-8224

Golden Bear of the Month

Nominate a Golden Bear

We are currently accepting nominations for the Golden Bear of the Month award for November! 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 Month for November.

Please congratulate our September & October Golden Bear Winners

A Golden Bear exemplifies quality customer service, noteworthy extra efforts or has demonstrated trust and respect in the workplace. Three nominees are selected monthly to recognize exceptional efforts in making the university an extraordinary place to come to everyday. 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.



September

Anne Heilman
Kelly Mathias
Erik Qvale

October

Jim Orchard
Tad Dunham
Eric Dregni

Pictured left to right Kelly Mathias (September winner), Tad Dunham (October winner), Jim Orchard (October winner).

Take Care of Yourself this Holiday Season

Concordia Wellness Facebook group!

This new page provides an outlet to share health and wellness tips and initiatives together. If you'd like to be added to the group, email Bethany at bchan@csp.edu

The Wintertime Blues or Something More?

MENTAL HEALTH

The winter months can be emotionally challenging for many. How do you know if what you're feeling is more serious than just the wintertime blues? And what do you do about it? [CHECK SYMPTOMS](#)

Chicken or the Egg: Sleep and Depression

DID YOU KNOW?

Research suggests that the risk of developing depression is highest among people who don't get adequate sleep. Interestingly, poor sleep quality can be a sign of depression. Whether one is a sign of the other or one is causing the other, be sure to pay attention to your sleep habits to improve your mental health.

[READ THE RESEARCH](#)

What God Wants from Us This Christmas

SPIRITUAL WELLNESS

This season we are thankful for the Gift that God has given us. But what are we giving to God in return? [CONSIDER THIS](#)

Office Hours

Important Dates

HR Hours of Operation

8:30 a.m – 4:30 p.m.

- December 14: Last day of classes

AD 111

Questions or comments
regarding the Human
Resources Advisor can be
directed to Bethany Chan:
bchan@csp.edu or 651-
641-8224

- Semester Break: Saturday, Dec., 22 - Sunday,
Jan., 13
- Christmas Holiday: Monday, Dec. 24 - Tuesday,
Jan. 1 (employee holiday)



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