

[View this email in your browser](#)

Human Resources Advisor July 2019



Milissa's Minute

The Independence Day holiday always seems to mark the middle of summer for me. Grills go on clearance and school supplies begin to hit the shelves. I'm reminded that students will be returning soon and student employment will also ramp up.

With the City of St. Paul's ordinance to incrementally raise the minimum wage for all employees, there is an urgency to prepare for this change. Unfortunately, work study awards don't increase with the minimum wage, so the University is left with some difficult decisions regarding how to fund this half million dollar increase in wages without an increase in funding.

Over the spring and summer months, we have collaborated with department heads and student employee supervisors to gather ideas for navigating the change. We've determined that the best strategy is to provide information and training to best capture awarded work study dollars as follows:



employee supervisor will receive their 2020 budget in early August. While additional allocations have been made to some budgets, others will be reduced or eliminated, depending on how positions directly serve students.

- **Knowledge is power!** In order to best educate students on work study, many of us could use a primer on the program ourselves. Training will be provided to best inform our discussions.
- **Priority hiring for work study-eligible students:** Employee supervisors will be asked to make the best hiring decisions but will ultimately be accountable to remain within their student labor budget. CSP benefits when we are able to draw in funds by hiring a student who is work study-eligible. We'll help you recruit for the best student employees and provide the tools to do so.
- **Don't forget the part-time job fair for student employees in the fall!** During this time students will be encouraged to complete the standard student application for all positions in Handshake. Manager training on maximizing the Handshake platform will be available later in the summer.
- **Living within our means is the goal.** We are creating tools to determine how many hours per semester each department's labor budget will allow. In addition, supervisors of student employees will receive a monthly report to show their costs versus budget for best managing their labor budget.

Our goal is to provide the knowledge and tools needed for student employee supervisors to succeed within new constraints presented by this change. Be on the lookout for invitations to **required training** sessions in late July and early August before making student employee hires for Fall 2020.

State of Minnesota Amended Wage Theft Law

On July 1, the state of Minnesota adopted a new Wage Theft law amending existing state labor laws to requiring items to be reported on a wage statement to be signed by the employee prior to beginning employment. As such, it is more ***important than***

For questions, please contact Milissa Becker.

July HR Trainings

- **Education Benefits Q&A – Lunch & Learn Session**
 - July 23, 12:30 p.m.
- **Strategies for Excellent Communication**
 - July 24, 10:00 a.m. (Webinar) or July 24, 2:00 p.m.
- **Changes to the Hiring & Onboarding Process**
 - July 26, 10:00 a.m. or July 26, 2:00 p.m. (Webinar)
- **Student Employment Initiative (Required for all Student Employee Supervisors)**
 - August 1, 1:00 - 3:00 p.m. or August 5, 10:00 a.m. - 12:00 p.m.

For more information or to request a training topic contact: Bethany at bchan@csp.edu | (651) 641-8224

Golden Bear of the Month

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 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.

[Subscribe](#)[Past Issues](#)[Translate ▼](#)[RSS](#)

Please congratulate our May Golden Bear Winners!
Megan Luehmann (pictured), Phil Stevens & Lynn Lundquist

Nominate a Golden Bear

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

ALL ARE WELCOME RECAP

[Subscribe](#)[Past Issues](#)[Translate ▼](#)[RSS](#)

with students and each other. Over the summer, each Monday HR sends an email including the following - the segment we're reading as a group, a quote and a discussion question.

The discussion questions are meant to challenge us to explore where we can improve our customer service experience in working with others as individuals and as teams. We encourage you to add to these questions as well and discuss them in your team meetings and interactions.

So what exactly is happening in the Fall?

The Fall All Are Welcome Planning Session will take place on August 27th. It will include group sessions to discuss how to best implement the All Are Welcome readings from Be Our Guest. Together, we will define our pledge statement for this initiative. The focus of the pledge is to capitalize on the magic of Concordia Saint Paul, which is to support students to persist to graduation through quality education and exceptional experiences.

Readings To Date:

Week 1 - May 20	Chapter 1	Disney's Approach to Quality Service (p. 1 – 11)
Week 2 - May 27	Chapter 1	Disney's Approach to Quality Service (p. 12-26)
Week 3 - June 3	Chapter 2	The Magic of Service (p. 27 – 38)
Week 4 - June 10	Chapter 2	The Magic of Service (p. 39 – 56)
Week 5 - June 17	Chapter 3	The Magic of Cast (p. 57 – 70)
Week 6 - June 24	Chapter 3	The Magic of Cast (p. 71 – 86)
Week 7 - July 1	Chapter 4	The Magic of Setting (p. 87 – 109)
Week 8 - July 8	Chapter 4	The Magic of Setting (p. 110 – 124)

All Are Welcome: Excerpts from Discussion Responses

[Subscribe](#)[Past Issues](#)[Translate ▼](#)[RSS](#)

“Many of our students are able to leverage their learning to directly benefit their organizations and career, and many also make a point of contacting us after they have graduated to reflect just how often they have used the Capstone process in both their professional and personal lives.” – Jean Rock & Steve Manderscheid

“We create unique learning experiences every time we enter the classroom--in either electronic or face-to-face situations. This also happens when we take students on a trip to other countries and expose them to different cultures. The mission, vision, and promise statements of CSP lay the foundation for what we do in every class we offer.” - Mark Schuler

“Here in HR, our discussion surrounded the opportunity we are given every day to help individuals troubleshoot complicated issues in a variety of areas. We strive to make every one of these interactions helpful, alleviate tension, and solve the issue. Each of these experiences is unique.” – Bethany Chan

“Our department as a team has worked hard to create a greater sense of community with students and the many Faculty of Practice in our programs. Hosting frequent online meeting opportunities for faculty to get involved has been helpful. Offering optional workshops for students for the Capstone or with research skills have also helped students feel more connected.” – Kelly Sadlovsky

We invite you to continue to send your discussion questions responses as we continue reading this text together throughout the summer months.

Please join me in congratulating our June Walk-A-Thon Winners!

Winning TEAM

[Subscribe](#)[Past Issues](#)[Translate ▼](#)[RSS](#)

Debbie Tewes
Kristin Lefebvre
Lina Baker

Winning INDIVIDUAL

Jonathan Breitbarth - 750,135 steps!



Winners each won a Walk-A-Thon prize pack!

Pictured: Lina Baker (left) & Debbie Tewes (right) of Team Obsidian

Final Team Rankings

TEAM	Total June Steps
Obsidian	1,873,315
Ruby	1,665,962
Tanzanite	1,482,236
Emerald	1,425,237
Topaz	1,358,120
Onyx	1,312,745

[Subscribe](#)[Past Issues](#)[Translate ▼](#)[RSS](#)

Sapphire 1,249,442

Garnet 1,190,271

Jade 1,180,101

Citrine 1,083,474

Top 10 Individual

Name	Total June Steps
Jonathan Breitbarth	750,135
Kathy Fagen	621,002
Lana Huberty	599,062
Sarah Jahn	555,677
Tommy Van Wylen	555,368
Brenda Davies	553,781
Kendra Saal	541,761
Haley Olson	534,262
Debbie Tewes	478,357
Drew Boatman	472,465

Stay tuned for more information on our next Walk-A-Thon!

Beat the Heat and Keep Cool this Summer

[Subscribe](#)[Past Issues](#)[Translate ▼](#)[RSS](#)

If you can't stand the heat, find out what to do. Boost your understanding of the role heat plays in your health. Gauge your heat awareness through our quiz and keep cool this summer.

Take the Quiz: <https://quiz.tryinteract.com/#/5d079d909f8a910014ac1135>

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

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 Bethany Chan:

[Subscribe](#)

[Past Issues](#)

[Translate ▼](#)

[RSS](#)



Concordia
UNIVERSITY • SAINT PAUL

Copyright © 2019 Concordia University, St. Paul, All rights reserved.

[unsubscribe from this list](#) [update subscription preferences](#)