

LANSING COMMUNITY COLLEGE

# What's Happening in HR?

## UNITED WAY CAMPAIGN 2011 Results



### 75 employees pledged \$17,272.50 during LCC's United Way Campaign!

United Way actively impacts the greater Lansing community by investing in over 100 programs that have measurable results in health, income, education, and basic needs.

Your contributions are sincerely appreciated and will be invested in strategies that work to solve the underlying causes of problems in our community. Every day in our own community, and in our own workplace, we hear stories about people in need.

**Thank you for helping to answer that need!**



## LCC CLOSED FOR THE HOLIDAYS



### QUOTE OF THE MONTH

“The best and most beautiful thing in the world cannot be seen or even touched. They must be felt with the heart.

Wishing you Happiness ”

- Helen Keller -

December is a busy month with Hanukkah, Christmas, Kwanza and New Year's Eve, but did you know December also is the home for Look on the Bright Side Day (Dec. 21), and National Egg Nog Day ( Dec. 24)?

Whatever you're doing this

month, you'll have extra free time to enjoy yourself.

**The College will be closed from December 24, 2011 through January 2, 2012.**

Details about pay and time cards were sent to you via Campus Communications

and can be found in the Help Section of your Timecard.

LCC's Human Resources Department wishes you a safe and happy December!



## Introducing Sue Muma, HR Manager - Labor Relations & OD

Sue Muma is new to the Lansing community, as she is a lifelong resident of Genesee County. Sue is proud of her 24 years of service to the City of Flint where she enjoyed a diverse career as a Probation Officer, a full-time union representative, and later as a Human Resources and Labor Relations Coordinator. As a Central Michigan University Alumni and avid Michigan State University fan she admits that the annual football between the two teams is the only fall Saturday where her team is guaranteed a victory!

Sue enjoys scrapbooking, the Detroit Tigers, Red Wings and Lions, and admits to being addicted to reality television.

Sue is very proud of her blended family that includes five children and a beautiful grand-daughter. She enjoys spending time with her family and friends at Holiday Shores RV and Golf Course in Durand, where she and her husband have a park model RV. She believes that the only thing better than a cup of coffee in the morning, while sitting on the deck and watching her husband fish, is a beautiful bonfire at night and catching fireflies with her grand-daughter.

Sue resides in Swartz Creek with her husband, Charlie, and their Golden Retriever and two cats.



## Angie Butterwick - Employment Support

Angie grew up in Lansing, MI (Delta Township) and was previously employed by the Lansing School District as the Administrative Assistant to the Human Resources Director.

She currently lives in “Wacousta” (located near Grand Ledge) with her husband of 26 years and two kids (Sam, 18 and Haley, 16) and two Golden Retrievers (Nash and Zoey).

Angie loves to watch movies, watch MSU Football and Basketball, read and “hang out with her family”.



**WELCOME SUE AND ANGIE**

## Tuition Waiver Benefit - Reminder

If you have an IRS dependent who will be using the Tuition Waiver for the Spring 2012 semester, please verify the accuracy of their information on the Dependent Display in Self Service.

It is important that both the Human Resources and Student systems have the following information for dependents: Full Legal Name, Date of Birth, and SSN. This information must be accurate in both systems in order to automatically apply Tuition Waiver benefits to eligible employees and their dependents. Eligible employees using this benefit for their dependents should go to the Dependent Display in Banner Self Service to verify their dependent's date of birth and SSN are populated and accurate. The Dependent Display page provides a view of your dependent information as it has been captured in HR Systems. Instructions to view your dependents are located at the end of this message. To view your dependents:

Log into Banner Self Service from StarPort.

Click the **Employee** tab.

Click on **Benefit and Deductions**.

Click on **Dependent Display**.

If you have questions, please contact HR at (517)483-1870.

## The Science of Weight Loss

On November 8, 2011, Mona Tropf, a Health Promotion Consultant at MESSA presented a seminar that debunked the myths of dieting and taught us how to utilize negative energy balance to achieve and maintain a healthy weight. Three important points were:

- ◆ Eat Smart, Spend More Energy, Never Quit!
- ◆ Utilize informed, conscious and continuous moderation in your diet stressing healthy fats, carbs and protein *combined with*
- ◆ A regimented exercise program or a re-engineered life using unique ways to spend energy to be in continuous *Negative Energy Balance* for life

For a handout of this seminar, please click on the link below:

[www.lcc.edu/hr/employee\\_wellness/](http://www.lcc.edu/hr/employee_wellness/)

## Verify and Update Contact Information

Residential, campus, and emergency contact information are used by Lansing Community College to:

- Mail critical payroll information, such as W-2 statements
- Mail important event information
- Contact your designated emergency contact in an emergency situation
- Deliver internal mail to your work mailbox
- Display campus contact information in the LCC directory

For the above reasons, it is very important that your contact information is accurate in HR records. Residential and emergency contact information can be viewed and updated in Banner Self Service. Below are instructions to review and update your contact information. We ask that you take the time to verify your residential, emergency, and campus contact information and update if they are incorrect. **Please add an emergency contact if you do not have one.** HR appreciates your attention to your contact information and can be reached at (517)483-1870 to answer your questions.

### Review Contact Information

- Log into Banner Self Service from Starport
- Click on the **Personal Information** tab
- Click on **View Addresses and Phone** to view residential and campus contact information
- Click on **View Emergency Contacts** to view your emergency contact information

### Update Contact Information

- Update your Residential or Emergency contact information by taking one of the below steps:
  - \* Click on **Update Address and Phones** from the **View Addresses and Phone** page. Follow the update directions on the update page. Remember to enter an end date on your current address before you enter a new address.
  - \* Click on **Update Address and Phones** from the **Personal Information** page. Please follow the update directions on the update page. Remember to enter an end date on your current address before you enter a new address.
  - \* Print and submit a Personnel Information Update form to Human Resources. This form is located on the HR website at: [http://www.lcc.edu/hr/employee\\_forms/](http://www.lcc.edu/hr/employee_forms/).

**Note:** Personal contact information is considered confidential and is not shared. Faculty, please check the unlisted checkbox to identify the personal phone numbers you do not share with students on your syllabus.

- Update your campus contact information by taking the following step:  
Contact the LCC Helpdesk and submit a ticket requesting the campus information update. Please include the current campus contact information in the ticket.

## Employee Wellness Corner



## Holiday Survival Guide - Louise Whitney, MS RD

Here are some suggestions to get through the holidays in a healthy way!

### Plan Ahead

Prepare weekly menus for quick and easy meals and snacks. Take out your crockpot for winter pleasers such as stews and soups made with low-fat meats and lots of colorful, nutritious vegetables. Make extra food and freeze it for later use when you are busy with shopping or would otherwise go to fast food. Take small portable snacks with you for your long days of shopping or errands. Ideas include, small portions of nuts, low fat cheese sticks, apple slices, or yogurt. Take your water bottle too!

### Keep Moving!

Brainstorm and come up with a list of 3-4 activities that you can do, even in the colder winter months. Try fun family activities such as sledding, skating, or cross country skiing. While it may be ideal to participate in vigorous exercise every day, any amount of exercise will help you stay on top of stress, control your appetite, and burn off the extra calories from all the holiday goodies you've been sampling.

### Stay Hydrated

Too often with the rush of the season we don't take time to drink water, and plenty of it! We may think we need to eat, but what we really are, is thirsty. Plain or sparkling water, decaf and herbal teas and coffee are all great ways to hydrate. Staying well hydrated is especially important if you are consuming alcohol at social events.

### Stay Rested

With increased commitments of every kind, we can short change ourselves on sleep. When fatigued, we are more likely to overeat and be negatively impacted by stress. And remember if you are tired, eating won't make you feel less so. Put your feet up and rest!

### Cut the Fat, Sugar and Salt

Most holiday/party foods are high in calories, sugar, fat and salt! Look for new recipes that have been modified and be deliberate in your choices. One pound of body weight is worth 3500 calories so even a nibble here and there can add up.

### Stress Management

Learn how to identify your stressors and engage in daily strategies such as deep breathing, progressive muscle relaxation and visual imagery to help you manage stress.

## 13 Ways to Reduce Stress During the Holidays

The holidays are officially here - a season of giving, living and loving. A time for sharing and spending time with family and friends. And somehow it can be stressful. For many of us it's a time when our perfection gene kicks in. After all, who doesn't want it to be perfect! We want to make the perfect recipes, give the perfect gifts, plan the perfect party and find the perfect clothes to wear (well some of us do). The holiday season often needs weeks of preparation and with all the planning we can lose the spirit of the season because we become overwhelmed with the hectic pace and the planning we must do to make it PERFECT for those we love.

We all want to enjoy the holidays and create memories for one another that are positive and loving. You plan the holidays and all the tasks at hand. During all of your planning, why not create your personal plan to alleviate the stress? Here are 13 tips to help you reduce stress during the holidays and really enjoy yourself.

1. **Eat Healthy** - Look for chances to eat more fruits and vegetables, grains and beans and other non-fat foods that will keep your energy levels up and your fat intake down.
2. **Breath and Exercise** - Slow deep breaths help reduce stress and bring on a sense of peace and calm. Take walks before and after meals. Get plenty of rest.
3. **Laugh and Play** - Focus on the positive. Watch a funny holiday movie together.
4. **Shop Early** - Start your holiday shopping early.
5. **Make your Lists and Check them Twice** - Lists can really help you get organized. Remember to be flexible when you make those lists.
6. **Simplify Your Life** - Aim for simplification instead of perfection. This includes spending less money on people and more time with them.
7. **Learn to Delegate** - If you are one of those people who feel that it won't get done correctly unless you do it yourself, then you probably have high stress levels in your life. Instead of wrapping all of the gifts yourself this holiday season why not recruit family members to help you?
8. **Take Control of your Time** - When you have lists you can better plan your time. Nothing causes more stress than doing things at the last minute.

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## 13 Ways to Reduce Stress During the Holidays (Continued)

9. **Just Say No** - To extra commitments, a second helping of food or more to drink. Say no to more meetings, and events, reschedule them for when you can give 100% to the effort.
10. **Learn to Let Go** - It's okay not to do everything on your list. Prioritize and put the most important things at the top. Put those things you would like to get one, but aren't mandatory at the bottom. If you get to them, great. If not, that's okay.
11. **A Change of Scenery Works Wonders** - Do something different this year. Take a drive to the country, or the city. Visit friends and family. Go to a nursing home and bring cheer to those who may not have a family to spend time with.
12. **Take Time to Smell the Roses** - Spend time with the ones you love.
13. **Be Grateful** - Thank your higher power for all you do have instead of focusing on all those things you want or would like to have.

(article taken from the following website):

<http://www.articlegarden.com/Article/13-Ways-to-Reduce-Stress-During-the-Holidays/1366>

