



January 2014 (Early Holiday Edition)

The Admin Monthly Minute is your news source for what's going on across the Department of Administration each month. Feedback and content suggestions are always welcome. If you have news or information that you'd like to see included next month, email Admin.Info@state.mn.us.

STAFFING NEWS

New Hires. Be sure to wish a warm welcome to the new Admin colleagues who joined our team over the last month:

- *Jared Huizenga* – Information Officer 1 (temp), Materials Management Division (MMD), Minnesota Multistate Contracting Alliance for Pharmacy (MMCAP). Started on December 4.
- *Chou Thao* – Account Clerk, Real Estate and Construction Services (RECS). Started December 4.
- *Gena Rohl* – State Program Administrator Intermediate, Information Policy Analysis Division (IPAD). Started on December 18.
- *Matthew Schneider* – Groundskeeper, Plant Management Division (PMD). Started on December 18.
- *Brad Steinbrink* – Carpenter, PMD. Started on December 18.

Upcoming Retirements

- *Jeanne Hosch* – Jeanne works in Admin's Risk Management Division, as part of the Workers Compensation team. She is retiring on December 25 after more than 23 years of State service.
- *Joan Breisler* – Joan is retiring from Admin's Materials Management Division after more than 41 years of State service. Her last day will be January 21.

UPCOMING EVENTS

- **Lunch and Learn Session – Light Rail Safety**
Wednesday, Jan. 8, noon to 12:45 pm, Admin Building, Room 116C
As testing begins on the Central Corridor Light Rail prior to its opening, you might have noticed some train cars making their way down the tracks on University Avenue in recent days. As we prepare to welcome light rail to the Capitol Complex, don't miss this Lunch and Learn session! Dana Happel, Community Outreach Coordinator at the Metropolitan Council, will be joining us to provide a primer on everything you need to know about light rail safety.



- **Lunch and Learn Session – Understanding Budgets**

Wednesday, Feb. 5, noon to 12:45 pm, Admin Building, Room 116B

It will be a busy time in state government as the new year gets underway. A new legislative session will be on the horizon, Minnesota Management and Budget (MMB) will be assembling the February budget forecast, the Governor’s 2014 Capital Budget will have just been released, and a supplemental budget could also emerge. For this lunch and learn session, Micah Intermill, Executive Budget Officer at MMB, will join us at Admin to discuss these budget topics and happenings, the impact they have on your day-to-day work, and to answer any burning budget questions you have. Need a budget refresher? Join us!

PHOTO FILE



Recognizing Excellence in State Government The 2013 Governor’s Continuous Improvement Awards were presented to six state agency teams on December 10. Of the 28 projects nominated for making improvements to state government, Admin’s Risk Management Division (RMD) was named a winner for its work leading the statewide [MnSAFE \(Safety Accountability From Everyone\) initiative](#), which has helped reduce workplace injuries to state employees by over 10 percent. Admin employees pictured at left above include, from left to right, James Kubisiak, Todd Christenson, Adam Giorgi, Commissioner Cronk, Boyd Abbe, and Sandea O’Bryant. Congratulations to the MnSAFE team! Read about all the winners in the Governor’s [full announcement](#).



Oh Tannenbaum Visitors to the State Capitol each holiday season are greeted by an impressive Christmas tree in the center of the rotunda. In an effort that would make Clark Griswold proud, a team of PMD's grounds and building staff rolled up their sleeves to get this year's tree into the Capitol building and in position. You can learn more about the tree and the Capitol's various holiday decorations in [this festive article from the Star Tribune](#).

SPOTLIGHT

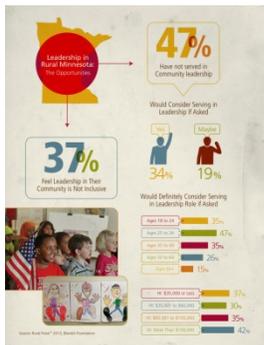
Holiday Giving Campaign Wraps Up A hearty 'thank you' is in order to all of the Admin employees who made the 2013 Holiday Giving Campaign a success! Through donations from Admin employees, the agency was able to supply over 80 gifts for our two sponsor families, addressing everything on the lists supplied by the Adopt-A-Family Program. Last week, staff from Admin's Financial Management and Reporting (FMR) team gathered and wrapped all the gifts, and made the final delivery. Thank you to everyone who participated, donating gifts, gift cards, money, non-perishable food items, and time to this effort; your generosity has helped brighten the holiday season for families in need.



Update on Special Expenses for Admin

Admin's Special Expenses Policy and Procedure have been updated to incorporate statewide changes. Specifically, a Special Expense form is no longer needed for registration and tuition fees under \$500.00. The reimbursement of reasonable costs associated with employee retirement celebrations is also allowed. Please see [FMR Administrative Procedure 4.4 - Special Expenses Policy](#) or contact FMR for more details.

ADMIN IN THE NEWS



Data Opener winners tackle rural Minnesota *MPR News, Wednesday, December 4*

Earlier this month, Admin's team at the Minnesota Demographic Center unveiled the winners of the second annual Minnesota Data Opener, a competition that invites the public to explore public policy issues and bring data to life by creating all manner of visual graphics – charts, tables, infographics and beyond. This year's competition focused on data about rural Minnesota, while last year's inaugural Data Opener focused on issues in education. Read more and check out the winning entries in [Minnesota Public Radio's full report](#) and at mndataopener.com.

EMPLOYEE RECOGNITION

Student Negotiations Team from Minnesota Advances to National Competition

A team of law students coached by Admin's own [Doug Heeschen](#) (Attorney/Negotiation Specialist, Materials Management Division) [recently advanced](#) to the final round of the American Bar Association's National Negotiation Competition. The team, from the William Mitchell College of Law, will now compete for the national championship in Chicago this February. Congratulations Coach Doug, and best of luck to your team!

SEASONS GREETINGS

Happy Holidays! As the year comes to a close, we wish you a happy holiday season on behalf of Commissioner Cronk and the rest of the leadership team at Admin. However you celebrate this time of year, may your holidays be joyous, and your new year an occasion to both reflect and look forward to many good things ahead.



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