



November 2013

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:

- *Jonathan Thao* – General Maintenance Worker (GMW), Minnesota History Center, Plant Management Division (PMD). Started Sept. 25.
- *Cristine Leavitt* – State Program Admin Principal, Enterprise Lean. Started Sept. 19.
- *Paul Faris* – Management Analyst 2, Fleet and Surplus Services. Started Sept. 30.
- *Debra Lopez-Burandt* – State Program Admin Coordinator, Materials Management Division (MMD) – Minnesota Multistate Contracting Alliance for Pharmacy (MMCAP). Started Oct. 9.
- *Stan Alexander* – State Program Admin, MMD – MMCAP. Started Oct. 14.
- *Genny Johnston* – Office & Administrative Specialist Int., Human Resources. Started Oct. 23.
- *Vang Lor* – GMW, Minnesota History Center, PMD. Started Oct. 14.
- *Carrie Stiles* – Accounting Officer Int., Financial Management and Reporting. Started Oct. 14.
- *Tyler Schiefelbein* – Student Worker Para. Sr., Office of Grants Management. Started Oct. 21.

Upcoming Retirements

- *Sue Wickham* – Sue has served as Admin's Director of Human Resources and is retiring on Nov. 8 after more than 28 years of State service.

UPCOMING EVENTS

- **Open Enrollment**

Friday, Nov. 1 through Thursday, Nov. 14

Open Enrollment begins tomorrow, and by now you should have received materials from the State Employees Group Insurance Plan (SEGIP) by mail with more details about this year's open enrollment period, including what elections are open and how to make them. More information for employees is available in [a summary poster from MMB](#) and below, in the Spotlight section of this issue of the Monthly Minute.

- **Lunch and Learn Session – Lean 101 *RESCHEDULED!***

Wednesday, Nov. 6, noon to 12:45 pm, Admin Building, Room 116B

Admin's [Lean Program](#) offers [free continuous improvement training to state employees](#) each month, but at this Lunch and Learn session you can get a condensed version of the training, made special for Admin employees! If you strive to be an innovator and problem solver in your work each day, this session will equip you with some new tools and ideas to do just that.

- **Admin Fall Festival**

Tuesday, Nov. 12, 2 to 4 pm, Stassen Building, Skjegstad Room

It's time again for Admin's annual employee appreciation event, the Fall Festival! Come enjoy the seasonal decorations, grab a slice of pumpkin pie and a root beer float (along with numerous other snack options), and share in fellowship with your Admin colleagues. In addition, the second-annual Star of the North Awards will be given again at the festival, in a brief award ceremony taking place at 3:15 pm – and if you missed last year's event, learn more about the Star of the North in the Photo File section below!



- **Lunch and Learn Session – A Social Media Crash Course *RESCHEDULED!***

Wednesday, Dec. 4, noon to 12:45 pm, Admin Building, Room 116B

Is Twitter a foreign language to you? Do you know the ins and outs of Facebook pages and YouTube channels? Do you Yammer? If these questions make you sweat, worry no longer! At this lunch and learn session, you can receive a primer on the world of social media, learn more about some of the agency's social media efforts, and get all your burning questions answered.

PHOTO FILE



Chili for Charity Admin is about to wrap up another successful Combined Charities Campaign, and at the heart of Admin's campaign again this year was the *Chili Cook-off for Charity*, now in its fifth year. Among eleven chili entries, the top-voted chili prize went to Laurie Beyer-Kropuenske – with second and third place honors going to Carolyn O'Donnell and Jill Horsch respectively. Over \$585 in donations was raised through the cook-off and other events, adding to the agency's pledge totals. Into the final hours of October, 46 Admin employees have made charitable pledges through payroll deduction, and the State as a whole has raised \$509,561 from 1,493 employee pledges. You can still make your pledges today, so help us end the campaign on a strong note and reach our goal of over 70 pledges!



Have you seen L'Etoile Du Nord? At last year's Fall Festival, the agency's first "Star of the North" awards were unveiled and presented to three recipients within Admin who displayed outstanding achievement in their work. Those employees who missed last year's festival or are newer to the agency will have a chance to see it at this year's festival. Learn more about the award, including how it was designed and built by Admin employees out of recycled Capitol materials, in the [Fall 2012 issue of the Admin Quarterly Update](#).

SPOTLIGHT

Open Enrollment is Nov. 1 through 14 It's time for employees to make their benefits elections for 2014. Open Enrollment is conducted through Employee Self Service and all elections must be made online from Nov. 1 to 14. This year employees can make changes to health and dental coverage, enroll in Child Life, and set up or increase Long Term Disability coverage. Employees may also re-enroll in pretax flexible spending accounts for things like health and dental care, child daycare and transit. During open enrollment, you are also encouraged to [check and validate your Primary Care Clinic](#) for the upcoming year (as cost levels can change each year) and to take the [StayWell Personal Health Assessment \(PHA\)](#) for the opportunity to receive a \$5 copay reduction. Open Enrollment resources are available on the [Minnesota Management and Budget website](#) to help you get started, and employees can contact [SEGIP](#) at 651-335-0100 for direct assistance.

HEALTH AND WELLNESS

Give Thanks, Give Blood this Thanksgiving Season The Admin Wellness Committee is proud to sponsor a Red Cross Blood Drive for Admin employees this November. The blood drive will take place on **Monday, Nov. 18, from 10 am to 4 pm in Room 116B of the Admin Building**. Employees may pre-arrange time away from their work stations to give blood on work time. Simply register to donate online and choose your half-hour donation appointment: Go to www.redcrossblood.org and enter Sponsor Code 0177846 or call 1-800-RED CROSS (733-2767). Last November, 25 individuals donated blood during a blood drive held at Admin, with that blood having the potential to save up to 75 lives!



HOLIDAY WISHES

Happy Halloween From Commissioner Cronk and the rest of the Commissioner's Office in Admin, we wish you a safe and happy Halloween. We hope you enjoy the evening, whether you're trick or treating with family, sporting a homemade costume (penguin or otherwise), or watching your favorite seasonal, scary movies.



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