



## HR NEWSLETTER

April 2011

Athens State University Human Resources  
300 North Beaty Street, Founders Hall  
Athens, AL 35611  
256-216-3314



- [ETHICS COMMISSION](#)
- [BIRTHDAYS](#)
- [RETIREMENT ADVISING SCHEDULE](#)
- [STAFF PROFESSIONAL DEVELOPMENT](#)
- [SEVEN HABITS WORKSHOP](#)
- [FLASHBACK](#)
- [STATE BOARD POLICY](#)
- [BABIES](#)
- [NEW EMPLOYEES](#)
- [RETIREMENT NOTES](#)
- [ABOUT THE NEWSLETTER](#)



## ETHICS FORMS FOR 2010

Employees who received an email to complete the Statement of Economic Interests and the mandatory Ethics Training are reminded that those are due April 30, 2011. Please access the form and the video at [Ethics Commission](#). The Statement of Economics Interests form should be sent directly to Montgomery and the signed Ethics Training Certificate should be forwarded in campus mail to Phyllis Claxton or Suzanne Sims.



---

## APRIL BIRTHDAYS

Nate Mitchell	9
Malcolm Cort	14
Jo Huffman	14
Mike Essary	15
Howard Swanner	19
Andryna Kuzmicic	20
Lynn Frank	22
Sarah McAbee	27
Jim Kerner	30



---

## RETIREMENT ADVISING AVAILABLE

### **Control Your Money Game - Mid-career Seminars**

Half-day seminars for TRS members who have between 1 and 19 years of service.

### **Retirement Preparation Seminars**

Full-day seminars for TRS members who are within 5 years of retirement eligibility.

### **Individual Counseling Appointments**

20-minute appointments for TRS members who are within 3 years of retirement eligibility. All appointments are outside the Montgomery area.

Visit [www.rsa-al.gov](http://www.rsa-al.gov) for the seminar schedule or contact the ASU Office of Human Resources.



---

## STAFF PROFESSIONAL DEVELOPMENT TRAINING

Members of the ASU Staff recently participated in Excel and Outlook Training. Several sessions of Excel I, Excel II, and Outlook were provided by the ASU Staff Senate Professional Development and instructor Lynn Frank. The next course offering will be PowerPoint. More information will follow soon. Recently participating in one of the Excel afternoon sessions are pictured: Celeste Bedingfield, Andrea Martin, Jo Huffman, Barbara Ferguson, Instructor Lynn Frank, and Sara Love.



---

## SEVEN HABITS WORKSHOP

The Staff Senate is sponsoring the *Seven Habits of Highly Effective People* Workshop in the months of March and April for all ASU Staff. The March three-day workshop was held in the ballroom March 2, 9, and 16. The April workshop will be held in the Inservice/AMSTI building on Highway 31 on April 7, 14, and 21. Beth Counce was the presenter. Pictured with Ms. Counce are the participants in the March workshop.



---

## FLASHBACK

Who is this sailor on shore leave? 😊 The answer will be in the next newsletter.



Answer to last month's Flashback: Cathy Brett



---

**STATE BOARD POLICY FEATURE  
NUMBER 517.01**

POLICY NAME:	<b>517.01: Animals and Pets on Campus</b>
EFFECTIVE:	08-24-06
SUPERSEDES:	517.01 issued 03-24-05; 12-08-94
SOURCE:	
CROSS REFERENCE:	

No animal or pet may be brought on campus. Exceptions to this policy include guide dogs for the disabled, laboratory animals, animals to be used for previously-approved instructional or special programs, and pets placed in designated pet shelters only when the Governor declares the use of the campus as a hurricane evacuation shelter.



---

**BABIES! BABIES!**

If you would like to share news of your new baby or grandbaby, please submit the name, birth date, measurements, and a photo. We will be happy to add them to our newsletter. Send the information to [suzanne.sims@athens.edu](mailto:suzanne.sims@athens.edu)



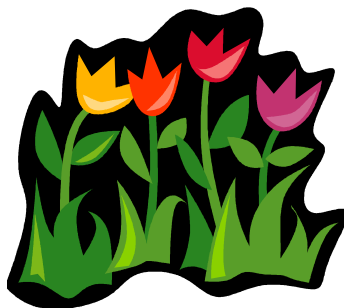
---

## WELCOME NEW EMPLOYEES!!

Ms. Brandy McMahan  
Secretary – QEP  
March 1, 2011



Ms. Molly Myhan  
Secretary – College of Education  
March 7, 2011



---

## RETIREMENT NOTES

### Important!!....Please read....Did you know?....

- You may use your RSA-1 funds to purchase permissive service credit with a governmental defined benefit plan such as ERS and TRS. If you wish to purchase permissive service credit with TRS, please contact the TRS at 877-517-0020 for information on how to make this purchase. You must complete the In-Service Transfer form to purchase permissive service credit. The form is located on the TRS website at [www.rsa-al.gov](http://www.rsa-al.gov)
- Use the Retirement Benefit Estimate Calculator to allow you to generate an estimate of your future RSA retirement benefits; however, it does not replace the actual calculation of benefits when you retire. The DROP Calculator is designed to give you an estimate of your DROP benefit based on the information provided by you on the Retirement Benefit Estimate Calculator. It is located at [www.rsa-al.gov](http://www.rsa-al.gov) by clicking on Calculator.
- During an active member's *first* year of participation in the TRS, he or she may purchase up to four years of eligible military service provided the member has had no previous period of eligibility. Contact 877-517-0020 for details.
- Every member who has a dependent enrolled on his or her PEEHIP coverage(s) will be required to certify to PEEHIP their dependent's eligibility. Certification may require appropriate documents to support your dependent's eligibility. See page 2 of the PEEHIP Member Handbook on details of this upcoming requirement.
- Members who are age 55 with 25+ years of TRS service are encouraged to take a look at the Deferred Retirement Option Plan (DROP) benefit that is in the news. For more information, contact Suzanne at ext. 314 or Jerrie at ext. 302 today.
- New: Add your new baby during their first 45 days after birth. Go ahead and remember to add them to your dental plan as well. They will eventually have teeth! Don't wait for the Social Security card, etc. to arrive.
- Blue Cross Blue Shield cards were mailed to all current members last month. The difference in this card and the one that you received in September is an added new phone number on the back of the card. There is no change in your coverage.



---

## THE NEWSLETTER

Your ideas and suggestions are welcome! Contact Suzanne at [suzanne.sims@athens.edu](mailto:suzanne.sims@athens.edu) or at ext. 314 for your suggestions and your ideas. The newsletter can be found at [ASU Newsletters](#) and you will be sent an email when a new edition is put on the web.

**The Office of Human Resources is open Monday through Friday, 8:00 a.m. – 4:30 p.m. Central Time (except holidays)**

Human Resources | 300 North Beaty Street | Athens, AL 35611 | 256-216-3314

[www.athens.edu](http://www.athens.edu)

