

# What's Happening in HR?

## We Have a New, and a Not-So-New Addition to HR!

### Inside this Issue:

- New Additions
- Project in the Works
- News for AFSCME
- Did You Know
- Tuition for Retirees
- Introducing
- Aging Parents
- HIPAA
- CIGNA

**Lori Willett**, HR Consulting Manager for FOP, PTCTU, ESP, HERE, MEA, non-bargained-for Support, and Student Employment joined LCC the end of June. Our final HR Consulting Manager, Lori brings over 20 years HR experience in finance, manufacturing, transportation, and eight years locally at Sparrow Hospital. She holds her SPHR. Lori is married and has lived in Lansing for 24 years. What appealed to us when bringing Lori on board was her keen interest in partnering with constituents across campus. Please reach out to her as she familiar-

izes herself with LCC. She can be found at extension 1979.

**Danielle Nick**, HR Support, returned from medical leave July 6, 2009 after being gone almost a year. Can you imagine the culture shock she's had with all the changes in HR? She has a baby boy named James who will be one year old July 29th. Before her medical leave she worked exclusively with Labor Relations but is now learning the new Banner system and working closely with Benefits, focusing on the unemployment process as well as offering support to Managers and Directors. She is also



the liaison between HR and CES for Banner data entry. Danielle is excited about the changes in HR and glad to be involved in them. Feel free to stop by Admin 106 and welcome her back! Extension 1879.

## Project in the Works

HR has met with a cross-section of HR Entry Specialists across campus to get their opinion how HR impacts them. The ePAF process, need for additional training, and response time were areas that were immediately identified.

In response to these issues and those yet to surface, HR has set up a forum for sharing information. DICE – Data Information Committee for Employees will provide us the feedback we need to identify issues early and run interventions with the

input of those closest to the divisions. In addition, the HR entry specialist file which is located in HR public has been renamed DICE. This will be our central depository for all things related to this function.

## Big News for AFSCME Members

On July 10th LCC received notice from the Michigan Employment Relations Commission that the Consent Election between AFSCME Council #25 and MEA

yielded sufficient votes for MEA to represent LCC regular full-time custodial/general utility employees, quality assurance inspectors, maintenance mechanics—general

and head custodian, maintenance mechanic II and III special projects, plumbers, carpenters, pool operators, HVAC I and electricians.

## Did You Know?

HR Training is going “green”! Rather than loading up trainees with sheaths of handouts, HR training is going green, working from training manuals in training

sessions and then providing links to the documents for printing back at your workstation if desired. Louise Whitney is working on summary sheets for you kines-

thetic learners who want to jot down notes as you go along.



HR Training is going “green”!

## Tuition Benefits for Retirees

If you are close to retirement and wondering about the impact of retirement on your tuition benefit, consider these criteria for maintaining your eight credit/semester benefit to you, your spouse and IRS dependents:

-Are you 60 years of age and earned a 20-year service award at the College?

-Are you 60 years of age and have 10 or more years of full-time active service at LCC?

-Are you under 60 years of age and have 25 years FTE (full-time equivalent) service with the college and are leaving the college to accept MP SER’s benefits?

You can review the entire Retiree Benefits Policy by

entering the following address into an internet browser:

[http://www.lcc.edu/policy/policies\\_7.aspx#RETIREE\\_BENEFITS\\_POLICY](http://www.lcc.edu/policy/policies_7.aspx#RETIREE_BENEFITS_POLICY) .

---

*“If you are close to retirement, consider the criteria for maintaining your tuition benefit.”*

---

## Introducing...

**George Berghorn** – Department Chairperson, Environmental Design and Building Technology, ext. 5901

**Marvin Ortiz** – Department Chairperson, Transportation and Engineering Technology, ext. 9819

**Kathy Burgis** – Department Chairperson, Math and Computer Science, ext. 1048

**Michael Charles Cuffman** – Department Chairperson, Media, Art and Information Technology, ext. 1542

**Jeffrey McCarty** – Department Chairperson, Physical Fitness and Wellness, ext. 5286

## Aging Parents: 10 Things to Know in an Emergency

If your aging parents were to have a medical emergency, could you provide the vital information doctors would need to care for them? Do you know the names of your aging parents' doctors? Are they taking any medications? What surgeries have they had?

If you're like most people, you probably don't know the answers to some of these questions about your aging parents. It only takes a few minutes to collect and write down this vital information. And it can save precious time in an emergency.

"Sometimes a parent isn't able to give medical information when an emergency arises, so emergency medical personnel must rely on the adult children or a spouse for that information," says Paul Takahashi, M.D., a specialist in geriatrics at Mayo Clinic, Rochester, Minn. "These are things you should know. Just as you fill out those emergency cards for your kids in school, you should have similar information available about your parents."

### Something to Think About...

Many of our LCC colleagues are the "sandwich genera-

tion" – those people who, while caring for their children are also caring for their aging parents. While you think you may be too busy to gather the following information, please consider how helpful it would be to have this information at your fingertips should more healthcare responsibility fall on your shoulders:

**Names of their doctors.** If you don't know anything else, this is probably the most important piece of information. Why? Chances are good that your parents' doctors can provide much of the rest of the information needed as well as more details about your parents' specific health histories.

**Birth dates.** Often medical records and insurance information are cataloged according to birth date. This can improve communication in an emergency or a crisis.

**List of allergies.** This is especially important if one of your parents is allergic to medication.

**Advance directives.** An advance directive is a legal document that outlines a person's decisions about his or her health care, such as whether or not resuscitation efforts should be made and

the use of life-support machines.

**Major medical problems.** This includes such diseases as diabetes or heart disease.

**List of medications.** Most specialists will require a current list of medications, including dosages before prescribing new medications. It's especially important that a doctor know if your parent uses blood thinners.

**Religious beliefs.** This is particularly important in case blood transfusions are needed.

**Insurance information.** Know the name of your parents' health insurance provider and their policy numbers.

**Prior surgery.** List past medical procedures. Any screws, pins, or other metals used in surgeries are important should a physician be considering diagnostic tools like MRI's.

**Lifestyle information.** Do your parents drink alcohol or use tobacco?

Knowing these 10 things should help you take care of your parents in an emergency.




---

*"Sometimes a parent isn't able to give medical information when an emergency arises."*

---

## HIPAA and Privacy

During conversations with medical staff, the issue of privacy may come up. Staff may want to make sure they're allowed to speak with you regarding your parent's care. In the United States, patient privacy is governed by rules often referred to as

HIPAA, or the Health Insurance Portability and Accountability Act. Anyone in your family who will be advocating for your parent's health care should have your parent's signed release form filed with your physician allowing them to

exchange information with that family member. While a physician may speak with family members if it's in the parent's best interest, there will be no question if you have the paperwork completed.

## CIGNA

CIGNA has been selected to continue as the carrier for LTD, AD&D and Life through June 30, 2010.

Lansing Community College  
Human Resources  
Administration Building  
Phone: 517-483-1870  
Fax: 517-483-1883