LEAD. . . Emerge 2012

Twenty-four employees from across the campus have been accepted to participate in the 12th class of the Lead Emerge.

Recognizing that the cultivation of new leadership is of the utmost importance to LSU’s future prosperity and progress, LEAD Emerge seeks to develop and motivate a cross-section of leaders who will use their talents and abilities to inspire others and to foster a new spirit of energy, enthusiasm and vitality.

The new class participants are:
Summer Dann-Johnson, Dana Gomez, Juanne Porter, Igor Matkovic, Ericka Lavender, Lauren Fourroux, Chandra Pidgeon, Erin Rolfs, Brian Parker, Celena Tilbury, Rebecca Trahan, Bret Blackmon, Lisa Graves, Gwanette Johnson, Celena Trahan, Mike Climek, Jacqulyn Craddock, Raychel Roy, Ashley Berthelot, Jason Williamson, America Colina, Timothy Messa, Jay Ransom, Andres Harris.

The new class will be highlighted at a welcome breakfast on Tuesday, January 17th at 8:30 am. Past LEAD Emerge participants are encouraged to attend. Please contact Patricia Mitchen at 578-8201 for details.

Customer Service for the Student Worker

Email your student worker’s name and email address to pmitchen@lsu.edu to register them for this exciting training class. Trainings will be held at the Castillian Room at the LSU Union at 2 pm on Jan 24-26th.

Health Insurance Cards

All LSU First members will receive new ID cards for the January 1, 2012 – December 31, 2012 plan year. The effective date of your original enrollment with LSU First will be printed on the card. OGB will only send new ID cards to those plan members who changed plans during annual enrollment.

Compensation Updates

Per instruction from the LSU System Office, resumes are now required when an employee is promoted/title changed via a waiver of advertisement.

The XDOC transaction code has been added. This action can be used to attach various documents for both Classified and Unclassified actions. Job Description updates only (no title or salary changes) may be submitted via this transaction.

Departments can now add forms for next fiscal year; the form will remain at RHRW until the COA is addressed.

CPTP Edge Training

To help prepare Group 1 Supervisors for the new on-line format of Civil Service’s New Edge Program, HRM will be holding training tutorials on January 10th, 11th, and 12th at Middleton Library Room 232. Each day, we will be offering a morning session at 9 am and an evening session at 4 pm. This training is mandatory for all current employees who have not completed their Supervisor Group 1 requirements by December 31, 2011.
**Employment Processing**

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
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<tbody>
<tr>
<td>January 6</td>
<td>Wage Payday</td>
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<td>January 20</td>
<td>Academic Payday</td>
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<tr>
<td>January 20</td>
<td>Wage Payday</td>
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<td>January 31</td>
<td>Salary Payday</td>
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**January Vendor Schedules**

For ORP, 403 (B), 457 (B) Plans: All vendor meetings take place at **304 Thomas Boyd Hall**.

<table>
<thead>
<tr>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
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<tbody>
<tr>
<td>3</td>
<td>4 MetLife</td>
<td>5 ING</td>
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<tr>
<td></td>
<td>Clyde Bohne</td>
<td>Linda Alumbaugh</td>
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<tr>
<td></td>
<td>225-765-7576</td>
<td>225-766-8711</td>
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<tr>
<td></td>
<td>Ext. 2261</td>
<td>11-4pm</td>
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| 10 ING | 11      | 12 ING |
|        |         |        |
| Mike Sotile | Linda Alumbaugh | Linda Alumbaugh |
| 225-766-8711 | 225-766-8711 | 225-766-8711 |
| 10-2pm | 11-4pm  | 11-4pm |

| 17 VALIC | 18 Deferred Compensation Plan of LA | 19 ING |
| September 20th | Chris Burton | Linda Alumbaugh |
| Mindy Lewis | 225-926-8082 x.35507 | 225-766-8711 |
| 225-201-1009 | 10-2pm | 11-4pm |

| 24 TIAA-CREF | 25 | 26 ING |
| Kevin Porter |         |        |
| 10-2pm |         | Linda Alumbaugh |

**HR Contact Spotlight**

Name: Craig Stevens  

Hometown: Sanford, Maine  

College: Holy Cross, Worcester, MA, BA History & Johnson and Wales, Providence, RI, AS Culinary Arts

What do you do in your department, including job title and area?  
I am the Assistant Director for Administration at CAMD. CAMD is comprised of a staff of 36 employees. I am responsible for all aspects of HR, procurement, grants and contracts, and assist in the area of outreach.

How long have you been with LSU?  
21 years, it will be 22 in March.

What has been your most satisfying or rewarding experience as an HR professional?  
Assisting several employees in obtaining their green card. CAMD has many international employees and over the course of my 11 years at CAMD, I have worked with many employees going through the process to obtain their green card.

What do you like most about working at LSU?  
I, like many people that work at LSU, enjoy the community that is LSU, the faculty, staff and students. I enjoy the variety of my job; each day is different with a new challenge to face.

Tell us something interesting about yourself.  
I am an assistant scoutmaster for Boy Scout Troop 5 in Baton Rouge and my son made Eagle Scout in June. Cooking is my way of relieving stress. I learned at the age of 52 that anyone can become a runner and have now completed several 5k races.
Pro Demo–Introduction to PRO
January 9th | 1:30-3:00 pm

Pro Demo–Creating Departmental Solicitations
January 9th | 3:15pm-4:30pm

CPTP Training: Introduction the Edge Program and LEO Registration System
January 10th | 9:00 am –10:30 am
January 10th | 4:00pm-5:30pm
January 11th | 9:00am-10:30am
January 11th | 4:00 pm-5:30pm
January 12th | 9:00am-10:30am
January 12th | 4:00pm-5:30pm

Property/Fleet Management Training
January 18th | 10:00am– 12PM

GLS Training
January 24th | 9:30 am –11:00am

Customer Service for a Student Worker
January 24th | 2:00pm-4:00pm
January 25th | 2:00pm-4:00pm
January 26th | 2:00pm-4:00pm

Compensation Basics
January 31st | 9:30am -11:30 am

HR Toolkit
February 9th | 9:00am– 11:00am

Add Comp
February 14th | 9:30am-11:30am

Personnel Activity Reports
February 14th | 9:30am –11:00am

Post Award Administration
February 16th | 9:00am-11:00am

FMLA
February 23 | 9:00-11:00am

To Register for a Training and Development class, log into PAWS. Click on ‘Employee Resources’ and then ‘HRM Training Programs” from the left hand menu. You will be asked to validate your personal information. Then, click on ‘Training Programs’ from the top menu. Choose your selected class and date. Click ‘register.’ You will receive an email confirmation.

If you do not receive a confirmation or are put on a waitlist, please email the Training & Development Coordinator, Patricia Mitchen at pmitchen@lsu.edu or call her at 225-578-8201.