



# News You Can Use!

Important Information for Employees of  
Oklahoma State University

## Human Resources

March 2010

### Save the Date!

Several retirement information meetings are being held on the Stillwater campus on Monday, March 29, and Tuesday, March 30, 2010, including two general sessions for faculty and staff.

The first session will be held Monday, March 29, at 2:00 p.m. A repeat session will be held Tuesday, March 30, at 10:30 a.m. You can choose a time/date most convenient for your schedule. Both sessions will be held in room 416 Student Union, Case Study III.

**Lori McGeehon, Managing Consultant, TIAA-CREF, will cover the following:**

1. Determining your retirement income needs.
2. Sources of other retirement income.
3. Will you have enough?
4. What is the right allocation for you?
5. Advice overview.
6. Importance of income replacement.

**Dr. James Wilbanks, Executive Secretary, OTRS, will cover the following:**

1. Oklahoma Teachers' Retirement System.
2. Benefit Structure.
3. Retirement Options.
4. Process of the Teachers' Retirement System.

Reservations are not necessary.

### Funeral Planning Help from ING Life Insurance

The death of a family member is one of life's most stressful times. It requires grieving survivors to quickly make many decisions about funeral services.

Benefits-eligible employees have the opportunity to utilize a funeral planning and concierge service as part of the OSU/A&M life insurance plan. This enhancement offers employees an opportunity to discuss and obtain information from independent experts regarding the planning of a funeral for a family member. The first-of-its-kind service is provided by Everest Funeral Package.

With this service you will have access to funeral planning services with the help of a funeral concierge. You will be able to make arrangements years in advance or at a moment's notice for end-of-life services. Everest's funeral planners, who work out of 24-7 call centers, act as advocates for families. They will ask about funeral and burial wishes, and then help find those services at the best prices. The advisors will also negotiate prices and handle all the details if requested.

To access this benefit, go to the OSU Human Resources webpage, <http://hr.okstate.edu>. Click on *Benefits Information* then select the *Life Insurance* button. If you do not have internet access, or would like further information or assistance, contact an Everest Service Advisor at 1-877-456-5050.

While this service may not be of interest to all employees, we want you to be aware of this unique opportunity to visit with experts and use their pre-planning tools to research and document decisions for end-of-life wishes in advance. There is no cost for this enhanced service.

### Nutrition FUNdamentals - Coming Soon!

Searching for a simple, healthy approach to nutrition? *Coming soon!* *Nutrition FUNdamentals*, offered by BlueCross BlueShield of Oklahoma. Registration will be from Monday, March 29, to Wednesday, April 7.

This six-week, no-cost program will be filled with fun and practical strategies that encourage you to eat healthier by enjoying a variety of nutritious foods. *Nutrition FUNdamentals* will provide you with easy-to-use tactics and knowledge you can use to make smart nutrition a way of life, now and in the future.

The program covers topics vital to healthy eating and weight management:

- **Week 1 – Exploring the pyramid**  
Learning the importance of food groups using MyPyramid
- **Week 2 – From portion distortion to smart size**  
Understanding serving sizes and how portions have changed
- **Week 3 – Learning the label lingo**  
Using food labels for smart nutrition planning
- **Week 4 – Mastering the label lingo**  
Enhancing your knowledge about the parts of food labels
- **Week 5 – Less for success –foods to limit**  
Including sugar and sodium in moderation
- **Week 6 – Program wrap-up**  
Rewarding your efforts for program completion

Watch for an e-mail from BlueCross BlueShield later this month, announcing *Nutrition FUNdamentals*, how to register in the program, and more! Registration will be from Monday, March 29, to Wednesday, April 7. During this time, enroll online at [www.bcbsok.com/osu](http://www.bcbsok.com/osu).

After you enroll, starting April 12, you will receive six, weekly e-mails from BlueCross BlueShield, providing informative handouts that also include links to tools and resources from Blue Access for Members at [www.bcbsok.com/osu](http://www.bcbsok.com/osu).

Remember! Healthy eating is not about dieting. It is a lifestyle—a way to improve health. Consistently eating a balanced diet that is low in saturated fats and trans fats and includes whole grains, fruits, vegetables, and good fats (such as olive oil) will lower risk for disease.

### Governor's Order: Texting While Driving

Beginning February 1, 2010, all state employees are prohibited from texting or text messaging while driving government issued vehicles, while driving a private vehicle on government business, and when using electronic equipment supplied by the state while driving.

The executive order issued by Governor Brad Henry applies to all individuals employed by the State of Oklahoma, including employees of Oklahoma State University. OSU employees should review the order and follow this policy that will improve the safety of state employees, as well as Oklahoma roads and highways.

The order applies to all SMS texting, e-mailing, instant messaging, obtaining navigational information or engaging in any other form of electronic data retrieval or electronic data communication.

The entire executive order can be found on the Human Resources website, <http://hr.okstate.edu>.

## **BlueCross BlueShield Condition Management Program**

Living every day with a chronic health condition can be difficult. BlueCross BlueShield of Oklahoma can help you manage your medical condition, change unhealthy behaviors and stay as healthy as possible with their comprehensive *Condition Management* program.

This program is designed for people diagnosed with chronic conditions, such as asthma, diabetes, heart problems and others. The program provides you with access to the best knowledge, tools and self-care techniques to help you make a difference in your health.

Blue Care Advisors, registered nurses or other health care professionals, may contact you either by telephone or by mail if you have certain health challenges or chronic conditions. Through regularly scheduled health counseling and coaching telephone calls, the advisor can help you identify unhealthy behaviors, set wellness goals, adopt healthier habits and learn to manage medical conditions more effectively.

For more information about this program, call BlueCross BlueShield at 1-877-258-6781.

## **Flexible Spending Account - 2009 and 2010 Expenses**

You have until March 31, 2010, to file a claim for funds you contributed in 2009; however, the expenses must be incurred no later than March 15, 2010. If you use your MBI debit card, the card will deplete 2009 contributions before using your 2010 contributions.

Check the status of your MBI accounts online at [www.mbicard.com](http://www.mbicard.com).

If you have charged expenses incurred in 2010 by use of your MBI card (and they were charged to your 2009 balance) and then have other expenses from 2009 for which you have not yet filed a claim, you may wish to file a paper claim and indicate the year in which you wish the claims to be filed. By using claims incurred in the calendar year 2009 to satisfy your 2009 balance, you can maximize the amount available for 2010.

Viewing your account online keeps you informed. If you have questions, please contact Planned Benefit Systems, 1-800-800-0133.

## **Wellness Wednesday The Self-Sustainable Kitchen**

Join Professional Chef, Lisa Becklund, on Wednesday, March 24, from noon – 12:45 p.m., as she discusses practical ways and tips to create an environment of sustainability in the kitchen. Discussed will be gardening and composting tips, as well as ways to make the kitchen more environmentally friendly. Lisa draws upon her experience of her own farm and the concept of “The Living Kitchen.”

Please plan to join her for a lively and interesting discussion on going green! The presentation is free and includes a heart healthy lunch but you must pre-register by Friday, March 19, at 5:00 p.m. To register, e-mail [wellness@okstate.edu](mailto:wellness@okstate.edu) or call (405) 744-WELL (9355).

The presentation is part of the Seretean Wellness Center Wellness Wednesday Series and will be held at the SWC Lecture Hall. The menu includes brown rice and veggie casserole. *Just another way OSU is striving to be America's HEALTHIEST campus!*

## **Training Opportunities**

If you plan to attend training seminars, please pre-register.

### **March**

- 12 Payroll Processing
- 16 OSU Staff Pay Plan
- 16 Maximizing Performance: Corrective Action
- 17 General University Budget Information
- 17 Monthly Accounting Reports - FBM
- 17 Disbursements
- 17 Space and Facility Inventory
- 18 Online EA Training
- 23 Ethics in Purchasing
- 24 Purchasing Card Training
- 24 Airfare and Lodging Training
- 24 Information Security Awareness
- 25 Managing Meetings Effectively
- 25 Respect for Diversity
- 26 HRS, Time Input and Confirmation

For a description of the classes, go to <http://hr.okstate.edu> or call Training Services, (405) 744-5374.

## **Save the Date!**

### **Staff Appreciation Picnic May 20**

The annual Staff Appreciation Day Picnic is scheduled for Thursday, May 20, 2010, on Willard Lawn, north of Theta Pond. All staff members will receive an admission ticket for the lunch. Door prizes will be awarded to staff during the picnic.

Staff Advisory Council looks forward to seeing you there!

## **Updated List of 403(b) Tax-Deferred Annuity Providers for 2010**

403(b) plans, tax-deferred annuities, offer OSU employees an opportunity to set aside additional retirement savings on a voluntary basis. Contributions are deducted from your paycheck on a pre-tax basis (federal and state but not FICA). All employees paid through the OSU payroll system are eligible to participate.

The following are approved providers:

American Century	Modern Woodmen
ASpire	OTRS
AXA Equitable	Security Benefit Life
Life of the Southwest	TIAA-CREF
	VALIC

If you are interested in opening an account, there is provider contact information available on the Human Resources website, <http://hr.okstate.edu/benefits/infos-heets.htm>.

## **Nearing Retirement?**

Employee Services offers a monthly *How to Retire* presentation, designed to help employees considering retirement.

Call Employee Services, (405) 744-5449, to register for an upcoming session. The next session will be held Thursday, April 29, from 3:00 p.m. - 4:00 p.m. in 106B Whitehurst.