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.

Reservations are not necessary.

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
• Week 2 – From portion distortion to smart size
• Week 3 – Learning the label lingo
• Week 4 – Mastering the label lingo
• Week 5 – Less for success – foods to limit
• Week 6 – Program wrap-up

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.

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.

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.

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 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 Faculty 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/financial-handouts.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.

OSU Human Resources developed this information for the convenience of OSU employees. It is a brief interpretation of more detailed and complex materials. If further clarification is needed, the actual law, policy and contract should be consulted as the authoritative source. OSU continually monitors benefits, policy and procedures and reserves the right to change, modify, amend, or terminate benefit programs at any time.