Staff Appreciation Day Picnic
Thursday, May 20, 11:30 a.m. to 1:30 p.m.
Willard Lawn
(Student Union Ballroom in case of rain)
The picnic is a time for staff to gather and relax with friends and the University community. All staff members will receive an admission ticket for the lunch, consisting of a grilled chicken dinner. Door prizes will be awarded to staff during the picnic.
Staff will be able to purchase tickets for a chance to win a free Staff Parking Permit and parking space closest to their building.
Staff Advisory Council looks forward to seeing you there!

Celebrate Wellness at
Staff Appreciation Day, Thursday, May 20
Take advantage of wellness opportunities at the annual Staff Appreciation Day, Thursday, May 20.
Screening: Stop by the OSU Telemedicine bus, located outside Willard, on Thursday, May 20, from 9:00 a.m. to 3:00 p.m. OSU Seretean Wellness Center staff will be available to administer blood tests, blood pressure measurements, and height/weight measurements. Employees who choose to fast for the blood work (not eating or drinking anything after midnight except for water) can also have a lipid panel done free of charge. Screenings will be billed to insurance and provided at no charge to employees.
Counseling: Also available will be individualized and immediate counseling from a healthcare professional. There will be no out-of-pocket expense to employees, but you must bring your BlueCross BlueShield insurance card.

Health Risk Assessment: Take your results to the lobby in Willard and complete the online Health Risk Assessment, www.bcbsok.com/osu. All participants who complete the HRA (both blood work and online questionnaire) will be entered into a drawing for a chance to win one of several Flip Video Cameras, compliments of BlueCross BlueShield of Oklahoma.
Cowboys on the Move: Staff will also be available to assist in setting up an account with Cowboys on the Move, a web-based program designed to challenge all OSU employees to become more physically active.
Employees may use sick leave to participate in these wellness screenings. Join us as we strive to make OSU America’s HEALTHIEST Campus.

Children’s Health Insurance Program
If you are unable to afford the premiums for dependent health coverage, you may be eligible for a premium assistance program to help pay for coverage. The Children’s Health Insurance Program (CHIP) is a state and federal partnership that provides low-cost health insurance coverage for children in families who earn too much income to qualify for Medicaid but cannot afford to purchase private health insurance coverage. Children enrolling in the program must be otherwise uninsured.
CHIP covers routine check-ups, immunizations, dental, inpatient, and outpatient hospital care, and laboratory and x-ray services. Preventive care is provided at no cost to the family, but premiums and other cost-sharing may be required for other services, within certain limits.
If your dependents are not currently enrolled in Medicaid or CHIP, and you think your dependents might be eligible for either of these programs, you can contact Oklahoma State Medicaid or CHIP office, 1-888-365-3742, or go to www.insureoklahoma.org to find out how to apply.
If your dependents are already enrolled in Medicaid or CHIP, you may contact the State Medicaid or CHIP office to find out if premium assistance is available.

Retirement Planning Sessions Fall 2010
The recent Retirement Planning Meetings with TIAA-CREF and OTRS were so well attended that representatives from TIAA-CREF and OTRS have agreed to present additional sessions for OSU employees in the fall.
Dates and times of upcoming sessions will be announced in various formats, including announcements in future issues of News You Can Use.

OSU Human Resources - 106 Whitehurst, Stillwater, Oklahoma 74078 - 405.744.5373
Wellness Wednesday
Creating a Sustainable Stillwater
In honor of all things green, Ms. Jane Talkington, PhD candidate in sustainability and member of Sustainable Stillwater, will talk about a variety of initiatives to move Stillwater toward a sustainable community. Discussed will be an overview of sustainable housing, green buildings and what defines a sustainable community. Also presented will be information regarding walkable communities, alternative transportation, sample sustainable communities, OKC’s Sustainlane, and the Lean Green remodel of existing homes.

Join us on May 19 to hear what YOU can do to help move Stillwater toward a sustainable community. The presentation is free and open to the public and a free healthy lunch will be served. Seating is limited and you must pre-register for the event by Friday, May 14, at 5:00 pm.

To register, email wellness@okstate.edu or call 405.744.WELL (9355). Lunch will consist of a spring salad and turkey and cheese sandwich (vegetarian option available upon request).

Just another way OSU is striving to be America’s HEALTHIEST campus.

BlueCross BlueShield Condition Management Program
Have you been diagnosed with one or more of the following chronic health conditions?
1. Asthma;
2. Chronic obstructive pulmonary disease;
3. Congestive heart failure;
4. Coronary artery disease; or
5. Diabetes?

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.

The program provides you with access to the best knowledge, tools and self-care techniques to help you make a difference in your health.

Enrolling in a program can help you:
1. Have fewer, milder symptoms;
2. Communicate better with your doctor and your health plan;
3. Enhance your self-management skills for improving your health and quality of life;
4. Miss fewer days at work.

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.

Training Opportunities
If you plan to attend training seminars, please pre-register to ensure we have adequate space and materials.

May
4 GCFA: Who are They and What Do They Do?
4 Grant Management Policies
6 AIRS, FRS Accounts and Data Requests
6 New Employee Orientation
7 HRS, Time Input and Confirmation
10&11 Excel 2007 Level 2 (Day 1&2)
11 FERPA Training
11 Managing Meetings Effectively
12 Bursar Processes
12 Sales Tax Points of Interest and UB1
12&13 Access 2007 Level 2 (Day 1&2)
13 Payments to Students
13 True Colors
18 Building Interpersonal Skills
18 Safety is Everybody’s Business
19 Basic Personal Computer (PC) Introduction
18&19 PowerPoint 2007 Level 1 (Day 1&2)
19 Managing for Success
19 OSU Policies: Attendance and Leave
20 EA Forms and Payroll Sign-Up
20 Avoiding Payroll Overpayments
20 OSU’s NASA Education Projects (Exclusive to ALP)
20&21 Publisher 2007 (Day 1&2)
24&25 Excel 2007 Level 3 (Day 1&2)
25 Grammar and Proofreading for Business
26 Purchasing Card Training
26 Airfare and Lodging Training
26 Gender Discrimination Policy Training
26 Information Security Awareness
26&27 Outlook 2007 Level 2 (Day 1&2)
28 Creating an Injury Free Environment

For a description of the classes, go to http://hr.okstate.edu or call Training Services, 405.744.5374.

New Format for BCBSOK Drug Formulary
As part of BlueCross BlueShield’s continued effort to provide straightforward content to help make insurance more understandable, BCBSOK is revising the format of the drug formulary effective April 1, 2010. The new format will list preferred drugs considered to be safe and cost-effective. Generic medications will continue to be shown in lowercase boldface type. While preferred brand name medications will be noted in capital letters.

Members looking for a complete list of covered medications can login to Blue Access® for Members. Once in the secure member portal, click My Coverage and then click on Prime Therapeutics in the Prescription Drugs Benefits & Services column. Members also can call the pharmacy customer service number listed on the back of their member ID card.

In addition to simplifying content, the drug formulary also will be smaller in size. This will make it more convenient for members to take the drug listing with them to their doctor’s office.

The updated drug formulary is available at www.bcbsok.com/ostu.

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.