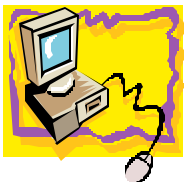


Food for Thought

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I've forgotten my HRConnect PIN, what should I do?



Step 1: Go to hrc.tamu.edu

Step 2: Scroll to the bottom of the page where it says: "If you have set and forgotten your PIN, please contact your Personnel or Human Resources office. You may e-mail your office using the link provided below."

Step 3: Choose TEXAS COOPERATIVE EXTENSION or TEXAS AGRICULTURAL EXPERIMENT STATION as the link and click on

the button that says E-MAIL HR OFFICE.

Step 4: You can probably figure it out from here, but just in case... Enter your e-mail address in the "Mail From" blank and put your message "I forgot my PIN, Never knew I had a PIN, etc." in the "Message" area and click on Send Mail. It is not necessary to supply a confirmation word.

Step 5: You will receive an e-mail response with your default PIN.

One Spirit One Vision Campaign

One Spirit One Vision is Texas A&M's new multi-year, fundraising campaign. This volunteer-led campaign encompasses all private gifts benefiting Texas A&M, including gifts from individuals, foundations and corporations through the Texas A&M Foundation, The Association of Former Students and 12th Man Foundation.

The campaign's goal is to help Texas A&M attain national top 10

status while sustaining the distinctive spirit that sets the university apart. The name reflects our unified commitment to Texas A&M's rich heritage and bright future.

For more information on the campaign, see <http://www.tamu.edu/campaign/>



PHONE NUMBERS

- **Benefits**
Phone: 979-845-2178
Fax: 979-862-4885
- **Co. Programs HR**
Phone: 979-845-3708
Fax: 979-458-1046
- **Employment/Comp.:**
Phone: 979-845-7986
Fax: 979-862-4885
- **Payroll**
Phone: 979-845-3636
Fax: 979-845-9329
- **Training**
Phone: 979-845-4766
Fax: 979-862-4885

WEBSITES

- **AG Program HR:**
aghr.tamu.edu/default
- **Co. Programs HR:** taex-hr.tamu.edu
- **Employment:**
aghr.tamu.edu/employment.htm
- **Benefits:** aghr.tamu.edu/benefits.htm
- **Ag Program Directory:**
agdirectory.tamu.edu/
- **Payroll:** aghr.tamu.edu/pay.htm
- **Forms (Alphabetical List):**
agservices.tamu.edu/forms/forms-alfa.htm

The Kudos Korner



Silent Auction—A Great Success!

The 2002 Silent Auction for the State Employees Charitable Campaign was a success, surpassing our expectations. This year's auction earned a total of \$2,501 which was contributed equally among three charities—the Make-A-Wish Foundation, Ronald McDonald House Charities, and the American Cancer Society, Texas. Thanks to all of our donors—businesses and Agriculture Program employees—for the great donations. And thanks to employees of the Agriculture Program Human Resources and County Programs Human Resources offices (Jennifer Humphries, Kerri Cawley, Dana Daugherty, Lisa King, Linda Edge, Jan Kyles, Barbara Bracken, Gina Konderla, Gloria Schwind, Pat Onstott, and Bob Hensz) for their time and efforts making this a fun and rewarding experience for everyone.



The Third Annual TAES/TCE Chili Cook-off and Bake Sale

was held on October 28. In addition, a bake sale was held that day in the Jack K. Williams Building. Proceeds for the events were donated to the Breast Cancer Research Foundation for the State Employee Charitable Campaign. Braggin' rights, ribbons and cowboy hats were awarded to the cook-off winners—Rebecca Luckey for 3rd place, Wayne Williams for 2nd place, and the 1st place winner was Jan Gerston. A big thank you to the judge, Danny Klinefelter, and to the Chili Cook-off and Bake Sale organizers for a great job—Suzanne Deatherage, Loretta Morse, Gina Konderla and Gloria Schwind.



If there are co-workers, supervisors or others within The Agriculture Program you would like to recognize in future editions, please forward your comments to Pat Onstott at p-onstott@tamu.edu or 979-845-7802.



IMPORTANT NOTICE FROM INS CONCERNING SPECIAL REGISTRATION OF NONIMMIGRANT ALIENS ALREADY PRESENT IN THE UNITED STATES

The Immigration and Naturalization Service (INS) released notices requiring certain nonimmigrant aliens to appear before the INS for special registration.

If you are a nonimmigrant alien who:

- (1) Is a male born on or before November 15, 1986,
- (2) Is a national or citizen of IRAN, IRAQ, LIBYA, SUDAN or SYRIA,
- (3) Was inspected and last admitted to the United States before September 10, 2002, and
- (4) Will remain in the United States at least until DECEMBER 16, 2002,

you must register with the INS on or before December 16, 2002.

If you are a nonimmigrant alien who:

- (1) Is a male born on or before December 2, 1986, and

- (2) Is a national or citizen of AFGHANISTAN, ALGERIA, BAHRAIN, ERITREA, LEBANON, MOROCCO, NORTH KOREA, OMAN, QATAR, SOMALIA, TUNISIA, UNITED ARAB EMIRATES, or YEMEN, and
- (3) Was inspected and last admitted to the U.S. as a nonimmigrant on or before SEPTEMBER 30, 2002, and
- (4) Will remain in the U.S. at least until JANUARY 10, 2003,

You must register with the INS on or before January 10, 2003.

Please note that this requirement applies also to a national or citizen of one of the designated countries, notwithstanding any dual nationality or citizenship.

Sick Leave for Adoption

Recently the Human Resources Office has been asked whether a state agency may grant sick leave to an employee adopting a child. Citing an Attorney General Opinion letter, the State Auditors Office has advised that employees who adopt a child may use sick leave for up to six weeks for the purpose of bonding

with the child. The six-week period is based on the normal amount of sick leave a new mother is granted to recover from the birth. This ruling also extends that benefit to adoptive fathers. For questions regarding leave, contact Gloria Schwind at 845-4704.

“In order to succeed, you must know what you are doing, like what you are doing, and believe in what you are doing.”

— *Will Rogers*

What Makes a Dynamic Leader?

Inspiration is an essential trait for dynamic managers. When managers are inspired they are driven to push the envelope, to think out of the box, to take the initiative to get things done—and above all else, to motivate others.

Do you inspire your employees? You can only inspire them if you inspire yourself. If you come to work every day with a sinking feeling in your stomach and are either bored with what you do or irritated by it, the people who work with you will sense the truth about your feelings, regardless of your words. Motivation and inspiration cannot just be the talk; they also have to be the walk.

If you are going to deal with people, you have to develop the interpersonal skills that make relationships worth having. Even laughing at yourself is appropriate behavior if you are known to be quiet and reserved. And, fun is inspiring itself—it creates team bonding, re-

spect for others, maturity if presented with the latter, and a chance for people to refresh themselves and their environment.

The approach to inspiring yourself and your employees can be broken down into a three-part process:

- The first part consists of a brief exercise: identify what you love to do; find a way to include that in your work habits and approach; ask those on your team or who report to you to do the same.
- Reward those who do this with recognition.
- Spread the word about what you and they did.

— Adapted from *Benefits & Compensation Solutions, Leadership Skills*

Probable Mid-Year Changes for A&M Care Plans

The cost of healthcare is skyrocketing across the nation and The Texas A&M University System (TAMUS) health plans are not immune to the trend. Some contributing factors include rising medical provider expenses, increased drug and hospital costs, medical/drug advances, government mandates and general inflation.

At the September 24, 2002 meeting of the System Employee Benefits Advisory Committee (SEBAC), Steve Hassel, director of benefit programs for System Human Resources, reported that the A&M Care plans had a \$3.5 million deficit at the end of the 2001-02 plan year. In addition, costs for the current year are already increasing more rapidly than predicted. As a result of this deficit, the health plan reserve fund has been seriously depleted.

What can be done to stem the tide of future loss to the plans? SEBAC will hold a special meeting December 11, 2002 to discuss options. The most likely scenario to be brought before the committee will be mid-year plan changes, primarily to the plans' prescription drug program. Mid-year changes under discussion are:

- Charging a \$100 annual deductible for prescription drug purchases before copayments would apply.
- Increasing prescription drug copayments from \$5 to \$10 for generic drugs, \$15 to \$25

for brand-name formulary drugs, and \$30 to \$50 for brand-name nonformulary drugs.

- Introduction of participants paying percentage-based fees, rather than copayments, for prescription drugs. For example, participants might pay 10% of the total cost for generic drugs, 20% for brand-name formulary drugs, and 30% for brand-name nonformulary drugs. In this case, the plan would set minimum and maximum amounts for which participants would be liable.

The mid-year changes would most likely take effect in February or March of 2003. A&M Care participants would more than likely have the opportunity to switch health plans if they are unhappy with the changes. Unfortunately, more changes should be expected September 1, 2003.

The December 11, 2002 SEBAC meeting will be held in Room 122 of the John B. Connally Bldg. in College Station, from 8:30 a.m.-12 noon. Jan Kyles is the TAES SEBAC representative. Jan can be reached at 979/845-5645 or e-mail j-kyles@tamu.edu. Nancy Granovsky is the TCE SEBAC representative. Nancy can be reached at 979/845-3850 or e-mail n-granovsky@tamu.edu. You are encouraged to contact your representative to voice any concern you have regarding TAMUS benefits.

Did you know....?



A dragonfly has a life span of 24 hours.



A goldfish has a memory span of 3 seconds.



The giant squid has the largest eyes in the world.

New Human Resources Employee

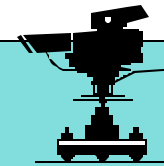
The Agriculture Program Human Resources Office is pleased to announce the employment of **Lisa King** as a senior human resources representative. Lisa will be working in the Compensation and Employment section of Human Resources replacing Donovan Albright. Lisa has over six years human resources experience and has spent the past four years serving as director of Human Resources for Y. Hata & Co. Limited, a food service distribution and manufacturing company in Honolulu, Ha-



waii. She holds a Bachelor's degree in Humanities/English from the University of Hawaii - West Oahu and a Masters degree in Human Resources Administration from the University of Scranton. She is also a certified PHR (Professional in Human Resources).

We are very fortunate to have someone with Lisa's credentials and experience join our office. Please join me in welcoming Lisa to our Agriculture community.

AGHR Learning Central



Sometimes we get so caught up in the “doing” our jobs that we forget that we need to occasionally stop and build our skill level. We encourage all employees to take advantage of the various training opportunities that are available to expand job skills. Remember, if we are to be continually able to meet the demands of tomorrow's world, we need to be sure that our portfolio includes the skills that are needed tomorrow.

Monthly TTVN training continues to provide a wide variety of information to employees, and the large number of attendees for the October training, which featured “Purchasing Guidelines for \$pender\$” and “Fleet Management” is encouraging.

Training for the future includes the following:

December 17—On-Line Leave Accounting Program, Leave Policies and Procedures

January—(date to be announced) - half-day Support Staff TTVN “mini symposium” - This will replace the normal Ag. Program Conference Support Staff Symposium, and will include updates from all areas of The Agriculture Program Administrative Services.

Future dates and training program titles will be announced as soon as they are available. Keep checking for the new information at <http://agtraining.tamu.edu> , and please provide feedback to the HR Office regarding training needs.