

HUMAN RESOURCES'
NOVEMBER 2010
NEWSLETTER

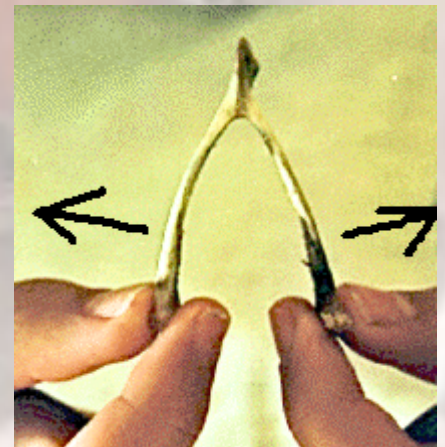
Happy Thanksgiving



U₁ P₄ C₂ O₂ M₃ I₁ N₁ G₂
E₁ V₄ E₁ N₁ T₂ S₁

- November 9th Passport to Wellness Fair
10am– 2pm 9000 rooms
- November 18th College Staff Pot Luck
11am-1:30pm 9000 rooms.
Staff bring side dish or desert.
- November 24th - 26th **College Closed**

THANKSGIVING
Happy



New Employees

Darla LaQuey ~ Administrative Assistant IV for Physical Plant
Dena LeBoeuf ~ Administrative Assistant III for SJC West
Maria Camacho ~ Custodial Worker I
Lora Martinez ~ Custodial Worker I
Farnell Charley ~ Custodial Worker I
Victor Boyd ~ Custodial Worker I

Support Staff

Professional Staff

James Dinsch ~ Director of EMS
Brooke Karath ~ Coordinator of Disability Services
Carly Sherwood ~ Academic Advisor for EDGE

Legislative Update & Electronic Records Retention

Brought to you by: Four Corners Human Resources Association

WHEN: November 19, 2010
8:30am - 12:00pm

WHERE: Center for Workforce Training

COST: \$75 - FCHRA Member
\$95 - Non Members

For more information please go to: www.sanjuancollege.edu/pages/5378.asp

OFFICE LOCATION

MUSICAL CHAIRS

HUMAN RESOURCES

Name	Room Number
Stacey Allen	4239
Sherrie Biringier	4240
Jeannie Malandro	4246
Savana Bradley	4246
Brian Steen	4237
*Kim Allen	4246

SCHEDULING SERVICES

Name	Room Number
*Jackie Rightmire	4245
*Alana Vanden Broeck	Box Office

BUSINESS SERVICES

Name	Room Number
*Mari (Garcia) McClanahan	4201
Pernell Jones	4221
Dianne Garcia	4222
Shelley Pickett	4217

* indicate Administrative Assistants

INSTITUTIONAL RESOURCES AND PLANNING

Name	Room Number
Alvin Brown	4238
*Valerie Wheeler	4246

INSTITUTIONAL RESEARCH

Name	Room Number
Karen Allen	4246
Candace Gilfillan	4235
Michelle Henry	4236

PAYROLL

Name	Room Number
Juanita Pacheco	4246
Carol Carreon	4246

STRATEGIC DEVELOPMENT

Name	Room Number
*Karen Huntsman	4246
Laurie Gruel	4242
Aurelia Begay	4241

If you have any questions of where the person you are looking for is located please call their *Administrative Assistants for directions or go to www.sanjuancollege.edu/VirtualTour/campuses.asp for a map.

PERSONNEL TRANSACTION & SUPPLEMENTAL COMPENSATION FORMS IN DATATEL

Beginning November 1, 2010 Personnel Transaction Forms and Supplemental Compensation Forms will be submitted using Datatel. This new process will be phased in starting November 1, beginning with Humanities, HHPC, Fire Science, EMS, Center for Student Engagement, and Physical Plant. All other departments and schools will begin submitting forms through Datatel on January 3, 2011 after the winter break.

Manuals are available at www.sanjuancollege.edu/pages/5370.asp which provide details on submitting, approving, and denying these requests.

Payroll Calendars

2011 Payroll calendars will be sent to all department administrative assistants the last week of November 2010. Please remember that all payroll paperwork should be submitted to Human Resources no later than the indicated due date.

DID YOU KNOW?

NEW MEXICO STATUTES REQUIRE THAT EMPLOYEES BE GRANTED TWO HOURS TO VOTE WITH NO PENALTY TO THE EMPLOYEE AS LONG AS THEIR REGULAR SHIFT DOES NOT BEGIN 2 HOURS AFTER THE POLLS OPEN OR END 3 HOURS PRIOR TO THE POLLS CLOSING. THE ACTUAL TIME TO GO AND VOTE IS BASED ON DEPARTMENT NEEDS. YOU ARE REQUIRED TO GET YOUR SUPERVISOR'S APPROVAL, FOR THE BEST TIME FOR YOU TO GO AND VOTE! ADDITIONALLY THIS INCLUDES INDIAN NATIONAL, TRIBAL, AND PUEBLO ELECTIONS. MAKE YOUR VOICE HEARD ON ELECTION DAY AND VOTE!

NOVEMBER 9TH BENEFIT MEETINGS

Educational Retirement Board (ERB)

Retirement Seminar

November 9th 5pm - 7pm in room 9008

If you have questions about your ERB
please join us for this informational seminar.

Flex Spending Enrollment

November 1st - December 3rd

**To learn more please attend Flex Spending Enrollment
meetings November 9th in room 9008**

Meeting times: 9:30am - 11:30am

1:30pm - 3:30pm

Voluntary Benefit Enrollment

November 1st - December 3rd

The awarded carriers for these benefits are Travelers, Allstate,
Workplace Division (AWD), ARAG, and Globe Life.

To learn more please attend the Voluntary Benefit Enrollment meetings
November 9th in room 9008

Meeting times: 9:30am - 11:30am

1:30pm - 3:30pm

Hope to see you all November 9th

Getting to know your HR Staff

What is your favorite part

of Thanksgiving?

*Eating and getting ready for
Christmas~ Savana Bradley*

*My Daughter was born the day
after Thanksgiving. So time to
celebrate thanksgiving as well
as a birthday
~ Valerie Wheeler*

*Baking pies (apple pies are her specialty)
~ Beannie Malandro*

*Wife's Cookin', Family, and
Football ~ Brian Steen*

EATING ~ ALVIN BROWN

*SEEING FAMILY THAT I HAVEN'T
SEEN ALL YEAR ~ KIM ALLEN*

*The great time with family and friends, eating great
delicious food until my heart and stomach are content.*

I'm so thankful for my life and sharing it with others.

~ Stacey Assen

FAMILY AND THE PIE PARADE ~ SHERRIE BRINGER