The Staff Digest is the official means of campus communication. The HR Buzz is published once per month in the Staff Digest. Please be sure to watch the Staff Digest and HR Buzz for important information regarding Human Resources, Payroll and Benefits.

In the February issue:

- Staff Hires/Changes
- Recruitments
- ETF Retirement Presentations and Group Appointments
- Name Tags
- EXTENDED Academic Staff Promotion Requests
- Performance Evaluations Due

**Classified Staff Hires/Changes:**

**New Hires:**
- Gage Moden (LTE)- Facilities Repair Worker, Facilities Management, effective 2/26/15
- Lori Larson (LTE)- Office Associate, Facilities Management, effective 2/9/15
- Scott Seaquist (LTE)- Facilities Maintenance Specialist, Facilities Management, effective 2/9/15

**Separations:**
- none

**Transfers:**
- none

**Unclassified Staff Hires/Changes:**

**New Hires:**
- Kathryn Ferguson- Lecturer, Center for Continuing Education, CTL Program, effective 2/6/15, OM 102D, x8456
- Matthew Kelley- Assistant Coach, Men’s Soccer/Strength and Conditioning, effective 1/30/15, MWC 2444, Ext. 395-4615
- Alayna Moe- Assistant Coach, JV Softball, effective 2/1/15, MWC 2432 x4622
- Sally Schultz- Associate Administrative Program Specialist, Chancellor’s Office, effective 2/20/15, OM 212, x8223
- Miranda Sve- Associate Administrative Program Specialist, Chancellor’s Office, effective
Separations:

Luke Barber- Associate Institutional Planner, Office of Institutional Effectiveness, effective 2/17/15

Tom Fennessey (Retirement)- Director, Physical Plant, Facilities Management, effective 4/17/15

Joy Johnson (Retirement)- Administrative Program Specialist, Office of the Chancellor, effective 4/9/15

Transfer: none

Recruitments in Progress:
View details, position descriptions, and contact information on the HR website

Administrative Staff: Dean of Students
Vice Chancellor for Enrollment Management

Classified Staff: Financial Specialist 3 (project), Business Office
Librarian, Jim Dan Hill Library

Academic Staff: Associate Academic Librarian (Jim Dan Hill Library)
Associate Administrative Specialist (Chancellor’s Office)
Director of Academic Advising and Career Services
Executive Director of Alternative Delivery and Outreach
Outreach Program Manager I (Center for Continuing Education)
Outreach Program Manager II (Small Business Development Center)

Faculty: Assistant Professor, Art Therapy (Department of Visual Arts)
Assistant Professor, Criminal Justice (Department of Human Behavior, Justice & Diversity)
Assistant Professor, Psychology (Department of Human Behavior, Justice and Diversity)
Assistant Professor, Science Education (Department of Educational Leadership)

Instructional Staff: English Adjunct Instructor
Senior Lecturer, Physical Education and Health

Transfer: none

Limited Term Employment (LTE): none

ETF Retirement Presentations and Group Appointments

The Department of Employee Trust Funds has scheduled retirement benefits presentations and group retirement appointments in the Superior area this spring.
**Benefit Presentations**

The Department of Employee Trust Funds offers two-hour, evening presentations designed for all WRS members - especially those who are within five years of retirement. The presentation titled "WRS Nearing Retirement" covers topics such as WRS annuity options, return-to-work rules, post-retirement annuity adjustments, the Core and Variable Trust Funds, the importance of keeping a beneficiary form up to date, purchasing service before retirement, the difference between a joint survivor and a beneficiary, and how "life event" changes affect WRS retirement benefits. Reservations are not needed.

**Group Retirement Appointments**

If you are thinking about attending a WRS public presentation, you may also want to keep in mind that ETF also offers group appointments throughout the state. Group appointments are designed for members within a year of retirement and have obtained a retirement application/estimate from ETF. An ETF benefits specialist provides an explanation of the estimate, annuity options, application process and answers questions. Reservations are required.

Click the following link for dates and phone numbers for reservations:

http://etf.wi.gov/members/northwest.htm;

**University Name Tags**

An order for name tags will be placed soon. Please fill out this form by 3/5/15 if you would like one: http://www.uwsuper.edu/univrelations/forms/nametag.cfm

**EXTENDED: Academic Staff Promotion Requests**

The Academic Staff Senate and Personnel Committee have extended the submittal date for Promotion Requests to 4:30 pm March 13, 2015. Please submit your completed application to the Human Resource Office by 4:30 pm March 13, 2015.

If you have any questions, please feel free to contact Erika Bjerketvedt (x8133) or a member of the Academic Staff Personnel Committee.

**Academic Staff Performance Evaluations Due**

Any outstanding Classified and Academic Staff Performance evaluations are now past due. Please submit them to Human Resources as soon as possible.