

February 7, 2003

Volume 7, Issue 3

Governor Granholm issues executive orders

Governor Jennifer Granholm signed two executive orders and four executive directives on January 2 as her first official act as Michigan's 47th governor.



Governor Granholm signing one of her first executive orders.

Under the Michigan Constitution, the governor may issue an executive order to reorganize agencies, reassign functions or regulate conduct within the executive branch, establish an advisory body, commission or task

force, or proclaim or end a state of emergency.

The first executive order deals directly with DMB. The Management and Budget Act of 1984 gives DMB the authority to make all

discretionary decisions concerning the solicitation, award, amendment, cancellation and appeal of state contracts. It also grants DMB the

See Executive orders on page 4

ORS Mission:
We deliver pensions, related benefits and services to promote the future financial security of our customers.

ORS Vision:
Fast, easy access to complete and accurate information and exceptional service.

ORS Calendar February

Valentine's Day ----- 14th
President's Day ----- 17th
State Employees Board
Meeting ----- 20th
Pension Pay Date ----- 25th

March

Public School Employees
Board Meeting ----- 13th
St. Patrick's Day ----- 17th
Pension Paydate ----- 25th

Employer web site updated

Web-based reporting is on the way and to help in the transition, the employer web site received an overhaul.

All Michigan public schools, or reporting units, will soon be reporting payroll information to ORS via the web reporting application that will be a link on the public schools employer web site. This will replace sending diskettes and magnetic tapes or cartridges through the U.S. mail.

Each reporting unit selected three choices of implementation dates to start web-based reporting. About 75 percent of the reporting units received their first choice in implementation dates and 25 percent received their

second choice. None of the reporting units were assigned their third choice.

The first group, composed of approximately 40 reporting units, will begin web reporting in April and all reporting units will be on board by mid-November. The tentative scheduled for the remaining reporting units that have been assigned is: four will begin the implementation in May, 100 in June, 120 in both July and August, 110 in September, 150 in October, and 65 in November.

Web-based reporting will occur per payroll cycle instead of quarterly as it does now. Many resources will be available to assist school payroll

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Tips for the Romantically Challenged

Did you know that Valentine's Day originated during the time of the Roman Empire? The exact origin of the day is unknown, but the most widely accepted idea is that the Roman Emperor Claudius II was having a hard time finding young men to enlist in his army. Claudius thought this might be due to men not wanting to leave their families and go to battle. So, he outlawed all engagements and marriages.

Saint Valentine, a priest in Rome, went against the emperor's orders and would secretly marry couples in love. Saint Valentine was discovered and Claudius ordered him beheaded. In jail, while awaiting his execution, Saint Valentine supposedly fell in love with the jailer's daughter. The day Saint Valentine was executed, February 14, 269 A.D., he penned a note to his new love and signed it, "Love from your Valentine."

Now that you know the popular history of this tragically romantic holiday, here are some inexpensive tips to make the day special and recognize your loved ones.

- Cook a special dinner together and eat by candlelight.
- Make a custom tape or CD of

your favorite music for your special someone.

- Frame the lyrics of your special song, you can use the song you danced to at your wedding, the first slow song you danced to, your first favorite song together, or a song

that reminds you of your love.

- Write a list of ten things you love about your special someone; place it in a picture

frame with a favorite

photo of the two of you.

- Pack a romantic picnic basket and dine to candlelight on the living room floor.
- Dedicate a song on the radio.
- Make a coupon book with coupons redeemable for a kiss, a hug, a foot rub, or a night away from the kids.
- Recreate your first date.
- Serenade your special someone by singing a love song.
- Overwhelm your love with a shower of love notes. Write love messages on pretty paper and leave them in various places such as the refrigerator, the bathroom mirror, in the car, and of course on their pillow.
- Pack a special lunch for your loved one filled with chocolate kisses and a hand made



valentine card, this one is great for your kids too.

- Bundle up and take a moonlit stroll under the stars and profess your undying love.

What if you don't currently have a special someone? Try one of these ideas to warm your heart.

- Send a valentine to someone in the armed forces. Go to www.operationdearabby.net and you can e-mail a message to a Sailor, Marine, Soldier, Airman or Coast Guardsman.
- Donate food or time to a soup kitchen.
- Volunteer your time at a local animal shelter. You can volunteer to walk dogs, or play with and give affection to the homeless animals.
- Spend time in a nursing home or visiting an elderly neighbor.



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February is Black History Month



Dr. Carter G. Woodson You may know that February is Black History Month, but do you know the history of this celebration?

The tradition started as Black History Week back in 1926. The recognition came about through the efforts of Dr. Carter G. Woodson. Dr. Woodson was born to parents who were former slaves and he spent his young life working in a Kentucky coal mine. As an adult, he enrolled in high school and went on to Harvard to earn a Ph.D.

Dr. Woodson learned in his studies that African-Americans were not mentioned in American history books of the time. He set out to remedy this. In 1915, he founded the Association for the

Study of Afro-American Life and History. In 1926, he started Black History Week to bring national recognition to important contributions of African-Americans throughout history.

In recognition of Black History Month, the Henry Ford Museum will have the Rosa Parks bus on display for the month of February. The bus has been newly restored to look as it did in 1955 when Ms. Parks sparked the Montgomery Bus Boycott. For more information visit the Henry Ford Museum web site at www.hfmgv.org.

Closer to home, the Library of Michigan will host a Black Roots Workshop on Saturday, February 8 from 9:30 a.m. to 3:30 p.m. The workshop focuses on African-American genealogy research. It will be hosted by Tony Burroughs who teaches genealogy at Chicago State University. The fee is \$20.

For more information check out Michigan Events online at www.michigan.gov.

Employer web site

Continued from page 1

personnel in learning web-based reporting. The updated web site will provide a test site a few months prior to a reporting units implementation date. Other tools include an updated Reporting Instruction Manual (RIM), a toll free support line and a user guide.

Beginning in March, Customer Education staff will offer seminars to introduce web-based reporting for those reporting units that are scheduled to implement the new reporting system in April. The seminars will continue until all reporting units have been implemented.

Web-based reporting moves us another step closer to web-based self-service where members will find up-to-date information of their work history. This will help to complete our vision of "fast, easy access to complete and accurate information."

You can view the updates to the employer web site at www.state.mi.us/dmb/ors/emp/psru.

Michigan Retirement Services
Department of Management and Budget

Michigan.gov Home | ORS Employer Home | ORS Member Home | Contact Us

Welcome to the Employer Web Site for Public School Reporting Units

This web site will help you comply with ORS reporting requirements.

This web site has been updated with a new look to help communicate upcoming information on enhancements wage and contribution reporting process.

Be sure to **bookmark this site** and come back often for important information.

What's New

Web Reporting coming soon

Enhancements are being made to the current quarterly wage and contribution reporting process. The first enhancement is to incorporate web based reporting on a pay period basis.

This new web reporting process will be implemented beginning April 2003. The actual implementation date for each reporting unit is being assigned based on feedback received from the reporting unit, but will be no later than November 2003. For more information regarding the web reporting process, [click here](#).

Other enhancements being designed include the electronic payment of employer/employees contributions; on-line employer statements; and self-entry of employer demographic information. Watch for more details as these enhancements are developed.

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Executive orders

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authority to bar a vendor from participation in the bid process if the vendor has demonstrated a lack of integrity in the past. This Executive Order 2003-1 outlines specific instructions for the conditions under in which DMB may bar a vendor.

Executive Order 2003-2 prohibits "the solicitation and receipt of political contributions in all state government facilities, including but not limited to buildings and grounds." This order was put in place out of a tradition set by past governors to address the conduct required for public funds or property by each administration.

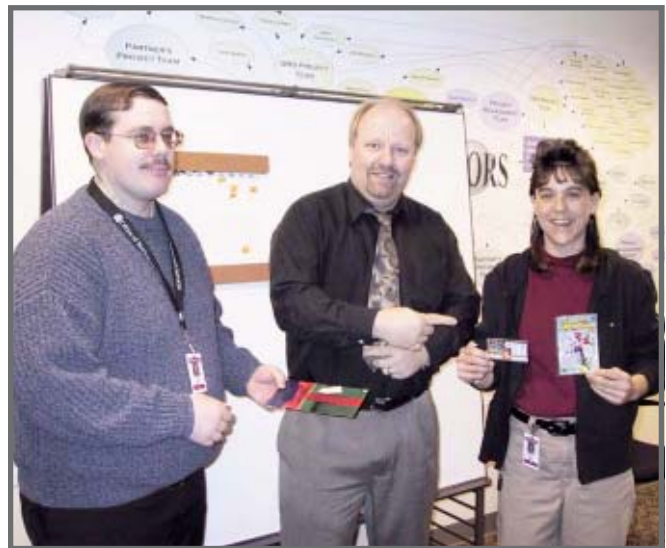
The executive directives signed by Governor Granholm are basically policies and procedures from the executive branch. The first of the four directives outlines the ethical conduct expected of state leaders and employees. Some basics of the directive are on using state equipment or supplies for personal use, not accepting gifts that may influence an employee's work, and that any waste, fraud and abuse be reported.

The second directive states that employees shall immediately report any misuse or discrepancy involving public funds or property. Executive

Directive 2003-3 requires department directors to report any proposed internal organizational changes to the State Budget Director for review and approval. Executive Directive 2003-4 requires legislative proposals initiating within a department to be reviewed and approved by the State Budget Director and the Governor's Director of Legislative Affairs.

To view a complete copy of the orders and directives, go to the governor's website at www.michigan.gov/gov and navigate to "Executive Orders." If you have any questions regarding the orders or directives, you should speak to an Executive Process Owner (EPO).

Super Bowl winners



Sean Evans and Amy Betts receive their winning lottery tickets from Eric Ferdn.

EMPAC hosted a non-betting football grid for Super Bowl XXXVII.

Raini Majeske actually won twice on her square of 3 and 3. Other winners of the grid were Lisa Kalchik, Cheryl Moore, Amy Betts, Tony Contu, Sean Evans, and EMPAC.

Winners received two lottery tickets. Congratulations to Amy Betts who won \$22 and Sean Evans who won \$20 on their lottery tickets.

Quote of the Day

We find comfort among
those who agreee with us
- growth among those
who don't.

- Frank A. Clark

New Customer Service Center Implemented

DMB Tenant and Land Services has put in place a Customer Service Center to ensure facility managers have efficient methods and processes to respond to their customer needs.

The Customer Service Center was put in place in three phases. Locations were implemented beginning with the downtown buildings on December 1, 2002, and ending with the Secondary Complex buildings on February 1, 2003.

ORS will be working with the Facility Manager's office as the center is "tweaked" to meet their customer needs. We look forward to the enhanced service the Customer Service Center will provide.

To ensure ORS building needs are addressed efficiently and not duplicated, all requests to the Facility Manager's office are to be forwarded to **Ann Schneider** (21334) or **Deb Grescower** (21148) in Ann's absence.

EPC to visit processes

The Executive Process Council (EPC), **Chris DeRose**, **Laurie Hill**, and **Phil Stoddard**, will be visiting each process during the next six months.

The idea behind the visits is to have the EPC spend time with each process to encourage better and consistent communication. The meetings will allow staff direct interaction with the EPC. Each Business Process Leader (BPL) will determine the format for the visit. For example, the EPC may sit in on a process team meeting or a process demonstration.

Phil recently visited the Process Support area and said he thoroughly enjoyed himself. The different groups of Process Support discussed their job duties with him and told him a little about their world. Phil said on this visit he asked most of the questions.

The program is designed to replace last year's "ORS at the Crossroads."

If you have any questions or a suggestion regarding the EPC visits, be sure to contact your BPL.

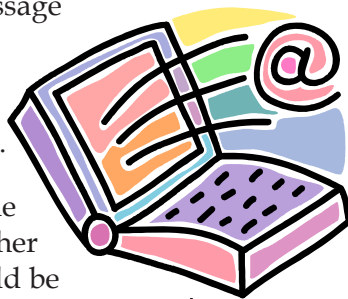
Make the most of your e-mail messages

E-mail has become a valuable resource for office communication. Here are some tips to ensure you make the most of your messages.

- Always use a subject line. The subject line should identify the topic of your message with a few words.
- Keep your message brief and precise. Try not to go off on tangents.
- Be professional. Remember that the message may be read by someone other than the person you intended. It could be forwarded on to anyone or even posted on the Internet.
- In a business environment, do not use abbreviations that are popular in Instant

Messaging such as LOL. Also, do not use emoticons, such as smiley faces, in a professional level document.

- Always spell check your message before sending. Poorly written e-mail messages with spelling errors do not make a good impression.
- Answer your e-mail messages in a timely fashion. People expect messages to be answered within a few hours, not a few days.
- Before you send your message, make sure you are sending it to the right person. Don't send a message intended for one person to an entire e-mail list.



Recycle or pitch it?

We all know how valuable it is to our environment to recycle. However, remembering what can be recycled can be confusing.

Follow our guidelines below for white and colored paper recycling.

White Paper Recycle Bin:

- ✚ Letterhead
- ✚ Copy paper
- ✚ Index Paper
- ✚ Envelopes without cellophane windows

Colored Paper Recycle Bin:

- ✚ Cards
- ✚ Calculator tape
- ✚ Advertisements/pamphlets
- ✚ Window envelopes and gummed labels
- ✚ Manuals with glue binding
- ✚ Posters
- ✚ Booklets
- ✚ Carbonless Forms
- ✚ Colored Brochures
- ✚ Lined Tablet
- ✚ Manila Folders
- ✚ Bond paper
- ✚ Sticky notes
- ✚ Yellow legal paper



The following paper cannot be recycled at our office:

- ✚ Wrappers from copy paper
- ✚ Brown papers
- ✚ Gray boxes
- ✚ Magazines
- ✚ Banding material
- ✚ Carbon paper

If you have any questions about recycling, you can call Materials Management at 322-1901.

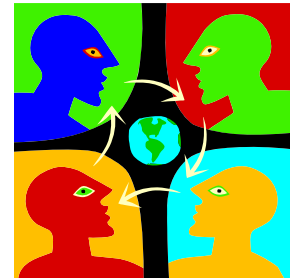
Comings & Goings

ORS said goodbye to **Angelo Rodriguez** on January 30 and **Amanda Hogg, Ronda Silvernail** and **Kathy Holcomb** on January 31. We wish them all good luck in their future endeavors.

CBT/IDP sessions

ORS staff will have the opportunity to share ideas and discuss improvements to the CBT/IDP program as well as elaborate on employee survey results.

The hour-long sessions will be facilitated by **Ann Schneider**. The sessions will provide an overview of the CBT/IDP program, and discuss training options. Staff will be encouraged to identify options in the program they find helpful as well as those they find not as helpful. Supervisors previously held a meeting and discussed ideas for improving the CBT/IDP process. Staff input is now needed to complete the evaluation of the program and to assist in program improvements.



Sign-up for the sessions should have been e-mailed to your supervisor by February 3. If you missed the sign-up date and would like to attend a session, contact Ann Schneider.

Express your faith in another

Tell a child, a husband, or an employee that he is stupid or dumb at a certain thing, that he has no gift for it, and that he is doing it all wrong and you have destroyed almost every incentive to try to improve. But use the opposite technique; be liberal with encouragement; make the thing seem easy to do; let the other person know that you have faith in his ability to do it, that he has an undeveloped flair for it—and he will practice until the dawn come in at the window in order to excel.

— Dale Carnegie