



Due Date for Classified Employee Evaluations



Classified evaluations must be completed, reviewed, and received in HR by 5:00 p.m. Friday, November 1, 2013. Employees may provide self-assessments, if they wish, but those should be received in time for supervisors to plan and conduct performance evaluations. Given necessary HR processing deadlines required by the Commonwealth, extensions to the due date cannot be permitted.

Employee Work Profiles (EWP) are required if you are making any changes. If the changes are minor, please put the word "updated" on the top of the EWP and highlight them. If they are significant, please discuss these with the appropriate Vice President/Provost/Chief of Staff as there may be salary and budget implications.

For more detailed information please follow the link to [Human Resources Policies/Procedures](#) and select Classified Employee Performance Evaluations Directions 2013.

Cascade Server Training

The Office of Communications and Public Relations is pleased to announce the fall training schedule for Cascade Server. Cascade Server is the official University website development and maintenance tool.

All training sessions are open to designated department website content managers. Content managers are those responsible for entering website content, and for managing and guaranteeing the accuracy of web content for their department.

Schedule:

All sessions will be in Ratcliffe 200, 2 p.m. - 4 p.m.

September 24
November 19

October 22
December 17

Please register for the training [online](#) and review the [Cascade Server Access and Acceptable Use Policy](#) prior to the training. If you have any questions about this training, contact Maggie Vaughan either by phone at 4-8873 or by email at maggie.vaughan@cnu.edu.

Fall 2013 Lunch N' Learns

Fit in Fitness

Presenter: Lisa Wingfield

Date and Time: September 27, 12:10p.m.

Location: David Student Union Madison Rm

The Changing Face of Identity Theft

Presenter: Kim Pierce & Heather Lockwood

Date and Time: October 2, 12:05p.m.

Location: David Student Union Harrison Rm

13 Strategies for a Successful Retirement

Presenter: Donald Hannahs, CFP

Dates and Times: October 8, 12:00p.m.

October 9, 5:30p.m.

Location: David Student Union Harrison Rm

***Complimentary Food and Drinks at both trainings (lunch, Oct. 8th; dinner, Oct. 9th) courtesy of Planning Solutions Group*

Five Steps to Debt-Free Living

Presenter: Frances Pileggi

Date and Time: October 15, 12:05p.m.

Location: David Student Union Harrison Rm

Lighten Up

Presenter: Mary Louise Gerdes

Date and Time: October 22, 12:05p.m.

Location: David Student Union Harrison Rm

Getting the Most Out of the CNU Tribble Library

Presenter: Amy W. Boykin

Dates and Times: November 5, 12:00p.m.

Location: Tribble Library Room 170

Managing Your Money: Budgeting and Savings Strategies

Presenter: Van Noland

Date and Time: November 14, 2013

Location: BTC, HR Training Room

Raising Money-Smart Kids

Presenter: Frances Pileggi

Date and Time: December 4, 12:05p.m.

Location: David Student Union Harrison Rm

Please, register [online](#) or call HR at 4-7145.



Coming Soon!

Cyber Security Awareness and IT Security Policies

Do you know what personally identifiable information (PII) is? Did you know you are responsible to follow more than 30 information security policies? Were you aware there were more than 290,000 internet crime complaints totaling more than \$525 million in losses reported last year to the Internet Crime Complain Center (IC3) in 2012? October is the 10th Anniversary of National Cyber Security Awareness Month; be on the lookout for CNU's new IT Security Policy guide and more security factoids throughout the month of October.

JEANNE CLERY ACT "CAMPUS SECURITY AUTHORITY" TRAINING

According to federal law, specifically The Student Right to Know and Campus Security Act of 1990 (recently renamed the Clery Act in 1998), the Public Safety Department is required to report "statistics concerning the occurrence of certain criminal offenses reported to the local police agency or any official of the institution who has significant responsibility for student and campus activities."

In support of the Clery Act, and in accordance with federal law, CNU has designated key personnel within the university to be Campus Security Authorities (CSAs). This means that any crime reported to a CSA will be immediately reported to CNU Police who will review, evaluate, investigate and include that crime in their Annual Crime Statistic Reports, if appropriate. Copies of the Crime Reports are available in the CNU Police Office for anyone wishing to review them.

Annual training is required by the Department of Education for faculty and staff designated as a CSA. If you have received an email regarding this designation, please plan to attend one of the following trainings. Call HR 4-7145 to register for one of the following trainings in our Employee Training Room.

Call Human Resources at 4-7145 to register for one of the following:

Sept. 30, 2013, 1:00pm - 2:00pm
Oct. 3, 2013, 9:00am - 10:00am
Oct. 7, 2013, 1:00pm - 2:00pm
Oct. 17, 2013, 9:00am - 10:00am
Oct. 24, 2013, 9:00am - 10:00am



SEXUAL ASSAULT VIOLENCE EDUCATION
For immediate assistance: (757) 594-7777 • save.cnu.edu

S.A.V.E. is CNU's Sexual Assault Violence Education program that provides guidance on reporting sexual assault violence. Whether you are the victim or a friend of a victim, CNU has resources to help. Please visit the [S.A.V.E. website](http://save.cnu.edu) for advice and resources, or you may call one of the following contacts:

Campus Police: (757) 594-7053

Title IX Coordinator:

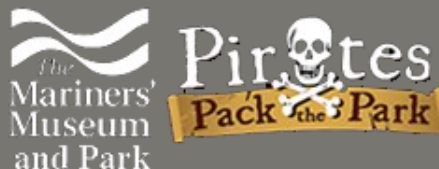
Michelle Moody (757) 594-8819

Deputy Title IX Coordinator:

Katie Litle (757) 594-7160

Dean of Students:

Kevin Hughes (757) 594-7160



The Mariners' Museum and Park has decided to break the Guinness World Record for the most number of pirates gathered in one place. Currently Hastings England owns the record which is 14,231. The event is tomorrow, September 21, 2013. For more details please visit the [Pirates Pack the Park website](http://PiratesPackthePark.com).