



## FALL 2012 TRAINING & DEVELOPMENT

It won't be long before we begin planning our Fall 2012 Training & Development Program.

We've received several requests for training opportunities to be offered; such as, a Photoshop class, computer classes and additional Leadership Seminars and we hope to incorporate them into our fall schedule.

If you have ideas or suggestions for new training classes, please share them with us. Call our office at 594-7145 or email us at [hr@cnu.edu](mailto:hr@cnu.edu).

What would you like to learn more about?

Tell us, we're all ears.



## **EARTH DAY**

**April 22**



**EARTH...it's the only  
HOME we've got.**



## **REMINDER...**

**TIME SHEETS ARE DUE by 5PM MONDAY, APRIL 23RD!**

## **OPEN ENROLLMENT IS ALMOST HERE!**

**May 1 - May 25, 2012**

Open Enrollment for Health Benefits and Flexible Reimbursement Accounts will begin May 1 and run through May 25, 2012. You may enroll, waive or make changes to your existing health care coverage during this time. All employees are invited to attend one of the following "Open Enrollment Updates" training sessions where you can learn how to navigate through Employee Direct to make changes to your personal health plan and to hear about changes to your health benefits.



Tuesday, May 1: 2:00PM - 3:00PM  
Wednesday, May 9: 11:00AM - 12:PM  
Thursday, May 17: 10:00AM - 11:00AM  
Monday, May 21: 3:30PM - 4:30PM



To reserve your seat, please contact HR at 594-7145 or email [hr@cnu.edu](mailto:hr@cnu.edu).



April 25th is National Administrative Professional Day! Show your appreciation to your department's Administrative Professional staff for their hard work, expertise and dedication. For creative and fun ways to celebrate this special day, contact Ali Gustafson at 594-8869!

*No one is more cherished in this world than someone who lightens the burden of another. Thank you. ~Author Unknown*

## Upcoming Employee Training Opportunities

Registration for trainings is easy! Call HR at 594-7145, or e-mail [hr@cnu.edu](mailto:hr@cnu.edu). For a complete list of Training and Development classes offered by Human Resources, along with detailed descriptions of each, please visit our [Training and Development](#) web page.

**Thursday, May 3: GOAL SETTING AND PROFESSIONAL DEVELOPMENT** 2:00pm - 3:30pm  
(Leadership Series) Presented by Ada Badgley (Location: Human Resources)  
*Learn how to prioritize and set important goals in a manner that makes them manageable and obtainable. Discover ways to maintain motivation and change your thinking so that you can make your long-term goals a reality.*

**VALIC** **GOOD NEWS!** VALIC representative, Cheri Coleman will be on campus in the Office of Human Resources next Tuesday, April 24th from 9:00a.m. until 1:00p.m. to meet with individual employees who either currently have a VALIC account or who would be interested in setting one up. To schedule a 30 minute appointment, please call the VALIC office at (757) 646-2314.



### **SUPPLEMENTAL RETIREMENT OVERVIEW...**

Did you know that to live comfortably in retirement, experts say we will need 70 to 100% of our pre-retirement income?

The Virginia Retirement System (Defined Benefits Plan) and Optional Retirement Plans (Defined Contribution Plan); along with Social Security, will provide some of the monies you will need. However, most people will need further savings to reach their retirement goals.

As employees of CNU, several options are available to us: The 403(B) plans with **TIAA-CREF**, **Lincoln Financial Advisors Corp.**, **MetLife** and **VALIC Financial Advisors**; and, the **457 Defined Contribution Plan**. These plans allow us to set aside pre-tax (exempt from federal and state taxes) monies to save for our retirement.

By contributing to a retirement savings plan, you not only enhance your retirement income, you also defer taxes until you retire and begin to receive the money.

Benefit eligible employees also receive the added bonus of the **Cash Match Plan** which matches the employee's salary deduction at 50% up to a \$20.00 per pay period maximum. NOTE: The match only applies to one plan.

Employees under age 50 can set aside up to \$17,000.00 annually into both a 403(b) and the 457 plan. Employees over age 50 can set aside up to \$22,500.00 annually into their retirement savings plans. Employees can increase, decrease or stop their deductions at any time and can change their investment options with the vendors.

To find out more about how you can save for your retirement, please call our Human Resources Benefits Team at 594-7145.

