



## Congratulations Benefits Fair Winners

and many thanks to our vendors!

Suzy Kilduff	Ivette Sabater	David Underwood
Biying Lei	Sarah Goodey	Brenda Giles
Amy Boykin	Mike Honeycutt	Alicia Rodriguez
Bob Olson	Joyce Pickett	Tracey Mitchell
Monica Lee	Joe Campbell	Steve York
Chelsea Spady	Amanda Pierce	Lourdes Roach
Juanita Staton	Tiffany Goodman	Darlene Mitrano
Nannie Hill	Nancy Wilson	Carl Taylor
Derek Hatcher	Mike Wagner	
Vickie Covington	Enjoli Hughes	

## Great Wolf Lodge

Holiday Buffet  
December 15 - 19, 2014  
11:30 a.m. - 1:30 p.m.

**\$33.00 per person**

All guests will receive a "Splash Pass" for two water park admissions to be used later! Reserve your seat early, space is limited. To make a reservation, call 757-345-7143 or email at [williamsburgsalesteam@greatwolf.com](mailto:williamsburgsalesteam@greatwolf.com).



**ATTENTION: Administrative Professional  
and Instructional Faculty**

### Optional Retirement Plan Open Enrollment

Participants in the Optional Retirement Plan (ORP) retirement option may change their provider during Open Enrollment, October 1 - 31, 2014. The two provider options are Fidelity Investments and TIAA-CREF. Details are provided on the [VRS members website](#). If you are interested in switching providers, please contact HR at 4-7145 or [hr@cnu.edu](mailto:hr@cnu.edu).

### **Legal Resources Open Enrollment October 1st - 31st**

The [Legal Resources](#) plan provides 100% coverage for employees, employee spouses, and dependents on the most often needed legal services, protecting from the high cost of legal fees. Whether it's for an every day legal need or an unexpected event, participants will have immediate and ongoing access to a network of top-rated law firms in your area. For more information, please contact HR at 4-7145 or [hr@cnu.edu](mailto:hr@cnu.edu).

## Introducing Our Newest and Newly Promoted CNU Colleagues

Pictured Below from left to right: **Marsha Knox**, Housing; **Tiffany Todd**, Athletics; **Khatima Passy**, Housing; **Jill Teel**, PLP and Honors Programs; **Joey Goodman**, Plant Operations; **MJ Taylor**, Dining Services; **Jaz Vega**, Police; **Gary Jacob**, DSU; **Corinne Beale**, Alumni Relations and University Events; **Bobbie Maddox** and **Stacy Gray**, Housing; **Lindsay Bolster**, Counseling Services; **Kendric Smith**, Police; **John Napolitano**, Athletics.

*\*Not Pictured: Tina Gates, Plant Operations; Laketta Watson, Dining Services.\**





## Upcoming Trainings this Fall Semester

### **UNDERSTANDING THE EMPLOYEE GRIEVANCE AND DISCIPLINE PROCESS**

This training explains the role of the supervisor in both the grievance and disciplinary process for employees. The training demonstrates the need for documentation of performance problems and disciplinary issues, as well as explaining how to prepare such documentation.

*BTC/SunTrust Building, HR Training Room (first floor)  
Wednesday, October 29, 2014, 1: 30 - 3: 30 p.m.*

### **INTRODUCTION TO THE ONLINE RECRUITMENT PROCESS**

This program is designed to provide all supervisors and hiring managers with the skills they need to effectively navigate the recruitment process. Participants will learn how to conduct an efficient hiring process by learning how to effectively screen candidates, prepare for interviews, conduct interviews, make a final selection based upon a thorough and complete assessment of all applicants. The session will also address hiring process documentation and all necessary paperwork needed to ensure a timely offer can be extended.

*BTC/SunTrust Building, HR Training Room (first floor)  
November 5, 2014, 1: 30 - 3: 30 p.m.*

### **DEALING WITH DIFFICULT PEOPLE**

We all have different ways to define a “difficult person.” Some people test the lives of many others. And then there are types who just get under our skin – “push our buttons.” Whoever it is, we have two choices: learn how to effectively deal with the difficult person or remove the chance of interacting with him/her. In this class, you’ll learn how to deal with the difficult person.

*BTC/SunTrust Building, HR Training Room (first floor)  
Thursday, November 6, 2014, 2 - 3 p.m.*

### **WELLGONOMICS, HOW YOU MOVE MATTERS**

How we move throughout the day and the activities we participate in can all have an impact on our health and well being. CommonHealth’s new campaign, WellGOnomics: How You Move Matters, will help you to evaluate your activities, as well as offer simple and inexpensive solutions you can implement immediately to avoid injury. In addition, the campaign will also take a look at our ever increasing use of technology and offer tips to make us more productive, with less aches and pains.

*BTC/SunTrust Building, HR Training Room (first floor)  
Wednesday, November 12, 2014, 12: 05 - 12: 55 p.m.*

**To register for one of these trainings, please complete the [online registration form](#) or contact HR by calling 4-7145 or emailing [hr@cnu.edu](mailto:hr@cnu.edu)**