



PLEASE WELCOME OUR NEWEST CNU COLLEAGUES TO CAMPUS!

Front row, left to right; Heather Smith, Office of Counseling Services; Erin McDonnell, Student Services; Kay Shaw, Human Resources; Back row, left to right: Shelia Taylor and Eric Thomas, Housing; Chris Banks, Ferguson Center for the Arts.



OPEN ENROLLMENT IS AROUND THE CORNER!



Open Enrollment for Health Benefits and Flexible Reimbursement Accounts will begin April 16 and run through May 14, 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” informative training sessions, located in the Office of Human Resources:

Thursday, April 19: 10:00AM - 11:00AM

Tuesday, April 24: 3:30PM - 4:30PM

Tuesday, May 1: 2:00PM - 3:00PM

Wednesday, May 9: 11:00AM - 12:PM

To reserve your seat, please contact HR at 594-7145 or email hr@cnu.edu.

PLEASE NOTE: As we continue to implement health reform, the maximum annual contribution for Medical Flexible Reimbursement Accounts (FRAs) will be reduced from \$5,000 to \$2,500 per plan year beginning on July 1, 2012. There will be no effect on the contribution limit for Dependent Care Flexible Reimbursement Accounts.



DMV2GO

The Division of Motor Vehicles has just launched a brand new service! A full service, mobile DMV “office on wheels” now travels across the state providing services for universities, businesses, and events. This mobile unit offers services for students and employees to conduct a variety of DMV transactions without having to travel to or wait at a Customer Service Center. You can renew driver’s licenses and registrations, issue identification and licenses for foreign students, do title work, and basically anything a DMV office can do. If you are interested in having a DMV2GO mobile unit come to CNU, please call 594-7145 or email hr@cnu.edu and let us know. If we have enough people who are interested, we will contact DMV and arrange for the unit to visit our campus.

TRAINING AND DEVELOPMENT OPPORTUNITIES



The Office of Human Resources would like to inform you of upcoming training opportunities. Unless specified otherwise, all trainings will be held in the Office of Human Resources, located in the BTC/SunTrust Building.

Registration for trainings is easy!

Call HR at 594-7145, or e-mail hr@cnu.edu

TRAINING SEMINAR SCHEDULE

from March 5th through March 9th

Wednesday, March 7: [Introduction to the On-Line Recruitment Process](#) 10:00AM - 12:00PM

Presented by Emily Slicer-Smith, HR Recruitment Manager

This training 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 screen candidates, prepare for interviews, conduct interviews and 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.

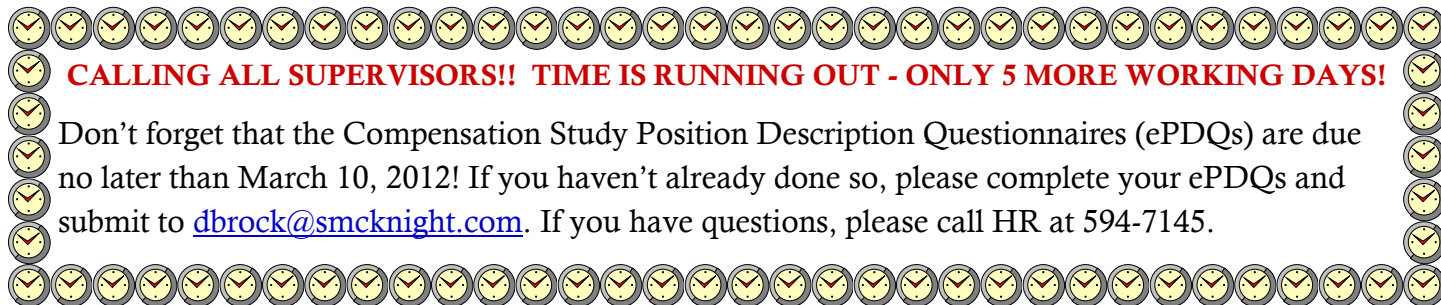
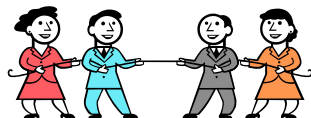


Friday, March 9:

[Conflict Resolution Strategies](#) 12:05PM - 12:55PM

Presented by Don Martin, Director of Optima EAP

Conflicts are inevitable - anger, grudges, hurt and blame are not. Left unchecked, workplace conflict can bring a department, team or even an entire organization to its knees. However, conflict can bring positive changes and growth as well. This training offers tips on learning how to turn conflict into a power tool for change, unity and collaboration for your department, team or organization. **LOCATION: McMurran, Room 101**



CALLING ALL SUPERVISORS!! TIME IS RUNNING OUT - ONLY 5 MORE WORKING DAYS!

Don't forget that the Compensation Study Position Description Questionnaires (ePDQs) are due no later than March 10, 2012! If you haven't already done so, please complete your ePDQs and submit to dbrock@smcknight.com. If you have questions, please call HR at 594-7145.



The first day of spring is one thing, and the first spring day is another.
The difference between them is sometimes as great as a month.
~Henry Van Dyke

