



## INTRODUCING OUR NEWEST CNU COLLEAGUES



**Front row, left to right:** Ebony Cooper, Plant Operation; Kim Moore, Marilyn Blizzard, and Stephanie Tynes, Housing.

**Middle row, left to right:** Ryan Reynolds and Leslie Callender, Athletics; Rakishia Camese, Advancement; Kelle Shiflett, Athletics; Simone Johnson and Orlando Harris, Housing; Wendi Berry, Dining Services.

**Back row, left to right:** Patricia Snapp, Athletics; Jordan Duling, Dining Services; Adbellatif Stitou, Dining Services; Ken Hiatt, University Architect.

### JEANNE CLERY ACT "CAMPUS SECURITY AUTHORITY" TRAINING

According to federal law, specifically The Student Right to Know and Campus Security Act of 1990 (recently re-named 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.

Sept. 9, 2013, 1:00 pm - 2:00pm	Sept. 20, 2013, 9:00am - 10:00am
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	



### PERSONAL FINANCIAL PLANNING



#### MetLife

**Tuesday, Sept. 10, 2013**

**10:00am - 2:00pm**

Representative: Brooke Larsen

To schedule an appointment, call

(757) 312-0620 or email

[blarsen@metlife.com](mailto:blarsen@metlife.com)

#### Fidelity

**Friday, Sept. 20, 2013**

**8:30am - 4:00pm**

Representative: Boyce Brice

To schedule an appointment, call

(800) 642-7131 or email

[boyce.brice@fmr.com](mailto:boyce.brice@fmr.com)

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## September Training Schedule

Please register for any of these trainings by contacting Human Resources at 4-7145

### **Fit Fusion: Free Evening Fitness Classes: Every Tuesday and Thursday from 5:15pm to 6:00pm, starting September 10, 2013 - December 12, 2013, Trieshmann Health and Fitness Pavilion**

Get fit, reduce stress and meet other colleagues! Through a circuit-style format, the class will target cardio, muscle endurance and flexibility in a short amount of time while listening to motivating, energizing music. All fitness levels are welcome, and participants are encouraged to work at their own pace.

### **Understanding Social Security: September 17, 2013 12:05pm - 12:55pm, BTC, HR, presented by Inez Loyd**

This program will discuss all aspects of your social security benefit to include, Retirement, Spousal, Disability and Medicare Benefits. In addition, there will be an opportunity to ask questions. Learn more about the social security benefit, how it can impact you or your family's life and what you should know about the future of social security.

### **Performance Management/Evaluating Classified Employees: September 18, 2013 10:00am - 11:00am, BTC, HR, presented by Sharon Lue and Rochelle Augustus**

This training is offered to supervisors, managers and employees. Supervisors and managers will receive an overview on how to complete the evaluation process on their employees. Employees receive information on the evaluation process, when it takes place and what they can expect in a performance management discussion.

### **Introduction to the Online Recruitment System: September 24, 2013 9:30am - 11:30am, BTC, HR, presented by Stacey Carroll**

This program is designed to provide all supervisors and hiring managers with the skills 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 final selections based on a thorough and complete assessment of all applicants. The session will also address hiring process documentation and necessary paperwork needed to ensure a timely offer can be extended.

### **Lunch 'N' Learn Trainings** **Bring your lunch and join us for:**

### **Get Your ZZZ's: September 13, 2013 12:05 - 12:55pm, DSU, Harrison Room, presented by Mary Louise Gerdes**

If you toss and turn at night, you're not alone. According to the National Sleep Foundation, approximately 20 million adults in the U.S. have difficulty falling asleep and/or staying asleep. Whether it is a sleep disorder, our nonstop 24/7 culture, work schedule or stressful situations, not getting enough sleep negatively affects all aspects of our lives. This program looks at what may be interfering with your "sweet dreams" and how it affects your overall health. Incentives include an eye mask and ear plugs.

### **What Women Need to Know About Money: September 19, 2013 12:05 - 12:55pm, David Student Union, Monroe Room, presented by Brooke Larsen**

The culture of women and money has changed. Lifestyles, roles and responsibilities are very different from the women of past generations. Many women face unique financial challenges. This program addresses solutions to some of those challenges. This training is open to all.

### **Banking in 2013: September 23, 2013 12:05 - 12:55pm, DSU, Harrison Room, presented by Van Noland**

Banking in today's world can be complicated. What's the difference between a credit union and a bank? What are some of the Federal Regulations that affect our banking transactions? This seminar looks at the complicated world of banking in the year 2013.

### **Fit in Fitness: September 27, 2013 12:05 - 12:55pm, DSU, Harrison Room, presented by Lisa Wingfield**

Lack of time is a leading barrier to exercise. However, there are ways to incorporate fitness into a busy schedule. Learn tips and strategies to fit "fitness" into your day!