



## PLEASE WELCOME OUR NEWEST CNU COLLEAGUES TO CAMPUS!

*Back row, left to right: Peggy Bivins, Advancement; Barry Hill, Freeman Center; Russ Sawyer, CNU Police; Susan Martin, Advancement; Arthur Edwards and Joe Campbell, Plant Operations; Jason Keller, CNU Police; Ed Bingham, Auxiliary Services. Front row, left to right: Sylvia Caldwell, Molecular Biology & Chemistry; Devin Bartnikowski, Grounds; Jenna Hultman, Dining; Dawn Mackenzie, Dining; Brooke Rush, Advancement; Malika Bouhali, Housing.*

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### Do you still need your flu shot?

Several colleagues called and were unable to attend our benefits fair. So, we are trying to determine if there is a need for another flu shot clinic. Please call HR at 4-7145 if you still need a flu shot and would like to participate.

### Attention Tax Sheltered Annuity (403B) and Deferred Compensation (457D) Participants

The elective deferral annual contribution limitation effective January 1, 2012, for tax sheltered annuities and deferred compensation accounts increased from \$16,500 to \$17,000. If you would like to increase your contribution, please contact HR at 4-7145.



Stay tuned for  
information on the  
Holiday Schedule!

### Get your can over to the Tribble Courtyard on November 2nd!

For the fourth year in a row, our CNU Community is coming together to help alleviate hunger on the VA Peninsula through the CNU Food for Thought Campaign. We have a week left to collect as much food and money as possible, all of which will be donated to the Foodbank of the VA Peninsula. There is still time to organize your office or department and make a significant contribution!

The Food for Thought Finale is next Wednesday November 2nd from 11am - 4pm. At that time, all CNU offices and departments are asked bring everything collected to the Tribble courtyard.

## Employee Training and Development Series

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](mailto:hr@cnu.edu)

### TRAINING SEMINAR SCHEDULE

from October 27th through November 4th



**Thursday, Oct 27 - LinkedIn** Presenter: Monica Nolan 12:20PM - 12:55PM

*LinkedIn is a professional networking site with more than 100 million users. In this training, find out how to set up an account, get connected to other professionals and groups that match your affiliation, and basic instructions and guidelines for using this network site.*

**Tuesday, Nov 1 - Performance Management/Evaluating Classified Employees** 11:00AM - 12:00PM

Presenter: Lindsey Bateman *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.*

**Wednesday, Nov 2 - Caring for the Caregiver** Presenter: Betty Napolitano, Optima EAP 12:05PM - 12:55PM

*Many baby boomers are now caught in the sandwich generation; they are responsible for caring for their children as well as their parents. Participants of this training will be encouraged to learn to nourish themselves so that they can embrace this reversal in roles. Tips for establishing a care plan for the care receiver and the care giver are also shared.*

**Thursday, Nov 3 - Getting the Most out of the CNU Tribble Library** Presenter: Amy Boykin

12:00PM - 12:45PM **Location: Tribble Library, Room 170**

*Discover the many resources available to you - find out about library books and movies, locate news information you can use, get the latest medical information and travel ideas, read your favorite journals and magazines online, plus improve your mental "spam alert" system. All of this - from your CNU library!*

**Thursday, Nov 3 - Money Matters** Presented by SunTrust 12:05PM - 12:55PM

*This training covers how to manage money by preparing a personal spending plan and identifying ways to decrease spending and increase income. Various budgeting tools and methods are identified that help with everyday money management and the creation of a plan to achieve personal financial goals.*