

# THE SPINNAKER

## HR UPDATE

**FALL 2019**

SEPTEMBER 10, 2019

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## LONG TERM CARE OPEN ENROLLMENT

Starting September 16<sup>th</sup>, eligible employees who work at least 20 hours a week are invited to enroll in the Commonwealth of Virginia Voluntary Group Long Term Care Insurance Program, administered by the Virginia Retirement System. VRS has contracted with Genworth Life Insurance Co. as the insurer for the program. Eligible employees age 65 and under who apply by October 11 will have fewer medical underwriting requirements.

Under this program, coverage to help pay for long-term care may be more affordable than you think. It also offers a variety of coverage levels available to meet your individual needs and budgets.

Learn more at [www.genworth.com/COV](http://www.genworth.com/COV) or call 866-859-6060.  
Join a live information session

Genworth is hosting live webinars to share the benefits of long-term care insurance. The 45-minute interactive sessions include time for Q and A. [Register here.](#)



**OFFICE OF HUMAN RESOURCES**

Phone: 594-7145 Fax: 594-7236 Email: [hr@cnu.edu](mailto:hr@cnu.edu) HR Website: <https://interweb.cnu.edu/hr/>

# IMPORTANT HR ANNOUNCEMENTS

## BENEFITS FAIR

*Friday, October 18, 2019*



Join us in the David Student Union Ballroom from **10am-1pm** to learn about your benefits, participate in workshops, and get a chance to win door prizes! More information will be announced soon!

Presenting at the Benefits Fair:



**Topic:** *Tomorrow In Focus:  
Saving for your Ideal  
Retirement.* [Register Here!](#)

## SENDING RESIGNATION LETTERS TO HR

*(FOR SUPERVISORS)*

To help ensure consistency and ensure resignations are communicated and processed in a timely manner, please send any resignation letters to Desiree Cole, Human Resource Office Manager, at [dcole@cnu.edu](mailto:dcole@cnu.edu) or [hr@cnu.edu](mailto:hr@cnu.edu).

For any questions, please contact the office of human resources at 4-7145 or [hr@cnu.edu](mailto:hr@cnu.edu).



## CLASSIFIED EMPLOYEES PAY DOCKING / LEAVE WITHOUT PAY REMINDER

Did you know that unpaid time off affects your pay, which may adversely affect benefits and makes you ineligible for an Annual Leave accrual during that pay period?

How can you avoid these situations? Some helpful tips include:

- Plan ahead to ensure you have / will have accrued the appropriate amount of leave before taking them.
- In the event of an unplanned event or emergency, communicate to your supervisor as soon as you can.

For additional information, please reference the following DHRM policies: [4.10 Annual Leave](#), [4.30 Leave Policies](#), and [4.45 Leave without Pay](#).



## 2019-2020 CAMPUS SECURITY AUTHORITY & CLERY ACT TRAINING

In accordance with federal law, annual training is required by the Department of Education for Faculty and Staff designated as a Campus Security Authority (CSA). Please check with your supervisor to confirm if you are a CSA.

If you are a designated CSA, you are required to complete the 2019-2020 annual training. Click [here](#) to complete the training in the COV Learning Center.

**CSA Training should be completed by September 30, 2019.**

For assistance with logging into the COV Learning Center, please contact Christopher Kinney at 4-7765 or [christopher.kinney@cnu.edu](mailto:christopher.kinney@cnu.edu).



# EMPLOYEE DEVELOPMENT & WELLNESS WITH YOU AT THE CORE...

What does this mean for you?

Employee Development and Wellness is most impactful when they focus on the most important element, you. With this in mind, the Office of Human Resources is breaking the traditional mold of employee training by building individualized programs and strategies to help you reach your career and wellness goals.

We are focusing on 4 areas: Wellness, Individual Development, Team Development, and Leadership Development. To learn more, see how we define each below.

## CHART **YOUR** COURSE To **WELLNESS**



*“Connecting Employees with resources and information within different dimensions for them to plan their path to Wellness”*



## GUIDE **YOUR** **TEAM** To NEW LEVELS

*“Collaborating with leaders and teams to assess, design, and implement customized approaches that enhance the team’s ability to achieve their goals”*



## DIRECT **YOUR** **DEVELOPMENT** For SUCCESS

*“Providing various experiences, tools, and resources for Faculty & Staff to customize their development path to best support their career and professional goals”*

## EXPAND **YOUR** **LEADERSHIP** TO SUPPORT YOUR VISION



*“Supporting the development of leaders to address the challenges of today and their vision for the future”*

For Fall 2019, we have focused our initial efforts primarily on the “**Your Wellness**” and “**Your Development**” areas (detailed on pages 4, 5, and 7). This is just the first step. We are extremely excited and diligently working on the continued growth and expansion of each area and will announce more details soon.

To kick off the area of “**Your Development**”, we have created a new program for Faculty and Staff. The Social & Emotional Intelligence Development Certificate allows faculty and staff to build their skills of social and emotional intelligence and work with a Certified S&E intelligence coach to customize their skill development during the program.

For questions or additional information, please contact Christopher Kinney, Training & Development Manager, at [christopher.kinney@cnu.edu](mailto:christopher.kinney@cnu.edu) or 4-7765.



## APPLICATION CHANGES FOR CLASSIFIED & HOURLY POSITIONS

In an effort to improve the applicant experience, CNU has partnered with the Commonwealth of Virginia to launch a new, streamlined job application for classified and hourly positions.

### Enhancements made include:

Allowing applicants to submit a resume and minimal personal information in lieu of full state application (e.g. work history, etc.)  
New Employee Reference form, located [here](#).

For questions or additional information, please contact the Office of Human Resources at 4-7145.

**New!**

## ***Social & Emotional Intelligence Development Certificate***

*For CNU Faculty & Staff*

Developing the skills for a greater awareness and understanding of our emotions, in order to better manage ourselves and our relationships both inside and outside the workplace.

**16 Max Participants per Semester**

**Register in the COV Learning Center [here](#).**

### **Fall 2019 Program Schedule – Core Courses**

Introduction & Self-Awareness	<b>Thursday, 10/3/19</b> 2:00pm-3:30pm HR 3 <sup>rd</sup> Floor Training Room
Self-Management	<b>Thursday, 10/17/19</b> 2:00pm-3:00pm HR 3 <sup>rd</sup> Floor Training Room
Awareness of Others	<b>Thursday, 10/31/19</b> 2:00pm-3:00pm HR 3 <sup>rd</sup> Floor Training Room
Relationship Management	<b>Thursday, 11/14/19</b> 2:00pm-3:00pm HR 3 <sup>rd</sup> Floor Training Room

### **Fall 2019 Program Schedule – Elective Courses**

*(Must be registered in the program and have completed the Introduction and Self-Awareness Course to register for electives)*

Emotional Self-Awareness	<b>Tuesday, 10/8/19</b> 10:00am-10:30am HR 3 <sup>rd</sup> Floor Training Room
Behavioral Self-Control	<b>Tuesday, 10/22/19</b> 10:00am-10:30am HR 3 <sup>rd</sup> Floor Training Room
Personal Agility	<b>Wednesday, 11/6/19</b> 10:30am-11:00am HR 3 <sup>rd</sup> Floor Training Room
Empathy	<b>Wednesday, 11/20/19</b> 10:00am-10:30am HR 3 <sup>rd</sup> Floor Training Room
Catalyzing Change	<b>Tuesday, 12/3/19</b> 10:00am-10:30am HR 3 <sup>rd</sup> Floor Training Room
Interpersonal Effectiveness	<b>Thursday, 12/12/19</b> 10:00am-10:30am HR 3 <sup>rd</sup> Floor Training Room



Topics are facilitated by Christopher Kinney, an Emotional and Social Intelligence Certified Coach through the Institute for Social + Emotional Intelligence.

### **Certificate Requirements**

Complete all four (4) Core Courses

Completion of six (6) total Elective Courses (details noted below). Electives vary each semester.

Self-Awareness <b>(Complete Any 1)</b>	Awareness of Others <b>(Complete Any 1)</b>
Emotional Self-Awareness Accurate Self-Assessment Personal Power	Empathy Organizational Awareness Service Orientation
Self Management <b>(Complete Any 2)</b>	Relationship Management <b>(Complete Any 2)</b>
Behavioral Self-Control Integrity Innovation & Creativity Initiative & Bias for Action Achievement Drive Realistic Optimism Resilience Stress Management Personal Agility Intentionality	Communication Interpersonal Effectiveness Powerful Influencing Skills Conflict Management Inspirational Leadership Catalyzing Change Building Bonds Teamwork & Collaboration Coaching & Mentoring Others Building Trust

Completion of Social + Emotional Intelligence Assessment (completed as part of the Core Courses).

Participation in an Assessment Debrief and two (2) Development Meetings with Certified Coach

Completion of elective application assignments & debriefs (for electives chosen).  
Elective assignment debriefs can be completed via phone, email, or in person (assignments vary based on elective topic).

### **MEET OUR FACILITATOR**



**CHRISTOPHER KINNEY**  
TRAINING AND DEVELOPMENT  
MANAGER

Prior to joining the CNU Human Resources Team, Chris served as the Senior Training Consultant at ODU, working alongside departments and teams to build customized talent and organizational development strategies. Chris brings over a decade of leadership experience from the private sector, with several years leading the training and development function for an operating department.

Chris holds a B.S. in Psychology and MBA from Old Dominion University. Chris also holds an M.A. in Industrial & Organizational Psychology and is currently pursuing a Ph.D. in Industrial & Organizational Psychology from Adler University.

Outside of work and school, Chris enjoys movies, music, and playing the guitar. Favorite Quote: "If you want to go fast, go alone. If you want to go far, go together." – African Proverb.



## DIRECT YOUR DEVELOPMENT FOR SUCCESS

### WINDOWS 10: BEYOND THE BASICS

Explore the Windows 10 operating system and understanding the unique features this system has to offer. This course not only reviews the basics of Windows 10, but goes beyond to allow the user to gain a better understanding and maximize their use of Windows 10. [Register here!](#)

Thursday, 9/19/19

10:00am-11:00am

Ratcliffe 200

### CNU MICROSOFT EXCEL CERTIFICATE

#### Fall 2019 Certificate Program Schedule

Excel Basics	Thursday, 9/26/19 10:00am-11:00am Ratcliffe 200
Excel Functions & Formulas	Thursday, 10/3/19 10:00am-11:00am Ratcliffe 200
Analyzing Data with Excel	Thursday, 10/10/19 10:00am-12:00pm Ratcliffe 200
Creating Compelling Visuals with Excel	Thursday, 10/17/19 10:00am-12:00pm Ratcliffe 200

#### EXCEL BASICS

This course will demonstrate the basic functions of excel, including entering information, formatting your spreadsheet, and sorting information. [Register Here!](#)

#### EXCEL FUNCTIONS & FORMULAS

While you can use excel to organize and display information, its real usefulness can be found in formulas and functions. These allow you to perform mathematical calculations, count how many times a particular item appears in a list, manipulate text and much more. [Register Here!](#)

#### ANALYZING DATA WITH EXCEL

Using excel tools, you can aggregate data from different sources, make forecast based on previous trends and determine ways of achieving desired outcomes. **NOTE: This is an advanced session. You should be familiar with basic functions of excel.** [Register Here!](#)

#### CREATING COMPELLING VISUALS WITH EXCEL

Excel is a powerful tool for gathering, analyzing, and presenting data. This course focuses on different ways to make your data visualizing appealing for sharing with others with a detailed look at multi-sheet formulas, text formulas, charts, and conditional formatting. **NOTE: This is an advanced session. You should be familiar with basic functions of excel.** [Register Here!](#)

#### MAIL & CALENDAR

While you may know the basics of how to use these tools, there are several things you can do to make your e-mail and calendar experience better. [Register Here!](#)

#### GOOGLE DRIVE

Google Drive is a convenient and secure way to store, share and access your files. This course provide all that you'll need to get started using Google Drive. [Register Here!](#)

#### GOOGLE FORMS

Collecting information from groups of people is important in many CNU roles. Whether it's taking sign-up for an event, or surveying people to determine their options on something, Google Forms does just that. [Register Here!](#)

#### GOOGLE HANGOUTS

The G-suite provides a comprehensive suite of applications designed to allow uses to communicate, collaborate, and work seamlessly. We examine the advanced features of online video collaboration with Google Hangouts. [Register Here!](#)

#### GOOGLE SLIDES

Google Slides is an easy-to-use and powerful presentation tool, using many of the same functions as Microsoft PowerPoint. Users can quickly create presentations online. [Register Here!](#)

### GOOGLE SUITE CERTIFICATE

#### Fall 2019 Certificate Program Schedule

##### Core Courses – (Complete Both)

Mail & Calendar: Beyond the Basics	Thursday, 10/24/19 10:00am-11:30am Ratcliffe 200
Google Drive	Thursday, 10/31/19 10:00am-11:00am Ratcliffe 200

##### Electives – (Complete Any Two)

Google Forms	Thursday, 11/7/19 10:00am-11:00am Ratcliffe 200
Google Hangouts	Thursday, 11/14/19 10:00am-11:00am Ratcliffe 200
Google Slides	Thursday, 11/21/19 10:00am-11:00am Ratcliffe 200

## OCTOBER IS NATIONAL DISABILITY EMPLOYMENT AWARENESS MONTH

Held each October, National Disability Employment Awareness Month (NDEAM) is a national campaign spearheaded by the Department of Labor's Office of Disability Employment Policy.

The campaign raises awareness about disability employment issues and celebrates the many and varied contributions of America's workers with disabilities.

This year's theme is "*The Right Talent, Right Now*". For more information, please visit the NDEAM website.



Show your support for this campaign by joining us for a workshop on reasonable accommodations and employment facilitated by the ADA National Network this October!

**Wednesday, 10/16/19**

2:00pm-3:00pm

Washington Room, DSU

[Register Here!](#)

## PERFORMANCE EVALUATIONS REMINDER

Also in October is the end of the performance evaluation period. As a quick reminder, the performance evaluation period ends October 24<sup>th</sup> each calendar year (for both Classified and Administrative Professional Faculty).

Though we still have some time before evaluations are due to the Office of Human Resources, it will pass by quickly. You don't want to be caught off guard! An email will be sent with information regarding the Performance Evaluation process soon.

For questions or additional information, please contact the Office of Human Resources at 4-7145 or [hr@cnu.edu](mailto:hr@cnu.edu).

## HOURLY & CLASSIFIED RECRUITMENT TRAINING

<b>Thursday, 9/12/19</b> 2:00pm-4:00pm <i>HR 1<sup>st</sup> Floor Training Room</i>	<b>Monday, 9/30/19</b> 9:30am-11:30am <i>HR 1<sup>st</sup> Floor Training Room</i>
<b>Tuesday, 10/15/19</b> 1:00pm-3:00pm <i>HR 1<sup>st</sup> Floor Training Room</i>	<b>Wednesday, 10/30/19</b> 2:30pm-4:30pm <i>HR 1<sup>st</sup> Floor Training Room</i>

All newly assigned Search Chairs must complete this required training in order to conduct a classified or hourly recruitment search.

This training is also recommended for any member of the search committee who wishes to broaden their knowledge of the recruitment process, and fully understand their role and responsibilities as a member of the search committee team.

Through shared techniques and presentation of information, participants will learn how to successfully conduct a fair and equitable recruitment. During the training, HR staff will provide examples of how to navigate the online recruitment system, appropriately screen applicants, conduct interviews, select an applicant for hire, and establish final appointment procedures for the new employee.

To register, please contact HR at 4-7145. We are looking forward to seeing you there!







**FALL 2019**

## PHYSICAL WELLNESS

### *Build a Better Meal*

**Friday, 11/15/19**  
12:05pm-12:55pm  
Freeman Center, Rm. 101

[Register Here!](#)

presented by:



### *November Walking Challenge!*

**\*\*More Details  
Announced Soon\*\***

Individuals who complete the challenge will be entered into a drawing for a free Social and Emotional Intelligence Assessment and debrief with a Certified Coach.  
**(3 winners will be chosen)**

## FINANCIAL WELLNESS

### *Budgeting Tools and Savings*

presented by:



**Tuesday, 9/24/19**  
12:05pm-12:55pm  
Freeman Center, Rm. 101

[Register Here!](#)

### *Virginia529: Saving for Higher Education Expenses*

presented by:



**Wednesday, 10/2/19**  
12:05pm-12:55pm  
Freeman Center, Rm. 101  
[Register Here!](#)

**\*Webinar\***  
**Tuesday, 10/29/19**  
2:00pm

### *Student Loans: Planning, Borrowing, and Repayment*

presented by:



**Tuesday, 10/8/19**  
12:05pm-12:55pm  
Freeman Center, Rm. 101  
[Register Here!](#)

### *Tomorrow in Focus: Saving for Your Ideal Retirement*

presented by:



**Friday, 10/18/19**  
10:00am-11:00am  
Jefferson Room, DSU  
[Register Here!](#)

### *Understanding Social Security*

presented by:



**Social Security**

**Thursday, 11/7/19**  
12:05pm-12:55pm  
Freeman Center, Rm. 101  
[Register Here!](#)

## CAREER & CULTURAL WELLNESS



**DIRECT YOUR  
DEVELOPMENT  
FOR SUCCESS**

### **Fall 2019 Development Experiences**

Social & Emotional Intelligence Development Certificate  
Microsoft Excel Certificate  
Google Suite Certificate

...More Coming Soon!

### *Providing Reasonable Accommodations for Employees with Disabilities*



presented by:

**National Network**  
Information, Guidance and Training on the  
Americans with Disabilities Act

**Wednesday, 10/16/19**  
2:00pm-3:00pm  
Washington Room, DSU  
[Register Here!](#)

## EMOTIONAL WELLNESS



**ISEI**

*Institute for Social + Emotional Intelligence®*

**Checkout new Development Experiences for Fall  
2019 for a schedule of topics relating to Social and  
Emotional Intelligence.**

*Topics are presented by Christopher Kinney, a certified  
Social and Emotional Intelligence Coach.*

### *Get Peace of Mind: Protect Yourself against Identity Theft*

presented by:



**Wednesday, 9/25/19**  
12:05pm-12:55pm  
Freeman Center, Rm. 101  
[Register Here!](#)

**September 2019**

<b>19<sup>th</sup></b>	Windows 10: Beyond the Basics <i>10:00am-11:00am, Ratcliffe 200</i>
<b>24<sup>th</sup></b>	Budgeting Tools and Savings <i>presented by BB&amp;T</i> <i>12:05pm-12:55pm, Freeman Center Rm. 101</i>
<b>25<sup>th</sup></b>	Get Peace of Mind: Protect Yourself Against Identity Theft <i>presented by Legal Resources</i> <i>12:05pm-12:55pm, Freeman Center Rm. 101</i>
<b>26<sup>th</sup></b>	Excel Basics <i>10:00am-11:00am, Ratcliffe 200</i>

**October 2019**

<b>2<sup>nd</sup></b>	Saving for Higher Education Expenses <i>presented by Virginia529</i> <i>12:05pm-12:55pm, Freeman Center Rm. 101</i>
<b>3<sup>rd</sup></b>	Excel Functions & Formulas <i>10:00am-11:00am, Ratcliffe 200</i>
<b>8<sup>th</sup></b>	Student Loans: Planning, Borrowing, & Repayment <i>presented by Wells Fargo</i> <i>12:05pm-12:55pm, Freeman Center Rm. 101</i>
<b>10<sup>th</sup></b>	Analyzing Data with Excel <i>10:00am-12:00pm, Ratcliffe 200</i>
<b>16<sup>th</sup></b>	Providing Reasonable Accommodations, <i>presented by ADA Network</i> <i>2:00pm-3:00pm, Washington Room, DSU</i>
<b>17<sup>th</sup></b>	Creating Compelling Visuals with Excel <i>10:00am-12:00pm, Ratcliffe 200</i>
<b>18<sup>th</sup></b>	Benefits Fair! <i>10:00am-1:00pm, David Student Union Ballroom</i>
<b>18<sup>th</sup></b>	Tomorrow in Focus: Saving for your Ideal Retirement <i>presented by TIAA</i> <i>10:00am-11:00am, Jefferson Room, DSU</i>
<b>24<sup>th</sup></b>	Google Mail & Calendar <i>10:00am-11:30am, Ratcliffe 200</i>
<b>29<sup>th</sup></b>	Saving for Higher Education Expenses Webinar <i>hosted by Virigna529</i> <i>2:00pm-3:00pm</i>
<b>31<sup>st</sup></b>	Google Drive <i>10:00am-11:00am, Ratcliffe 200</i>

**November 2019**

<b>7<sup>th</sup></b>	Google Forms <i>10:00am-11:00am, Ratcliffe 200</i>
<b>7<sup>th</sup></b>	Understanding Social Security <i>presented by the Social Security Administration</i> <i>12:05pm-12:55pm, Freeman Center Rm. 101</i>
<b>14<sup>th</sup></b>	Google Hangouts <i>10:00am-11:00am, Ratcliffe 200</i>
<b>21<sup>st</sup></b>	Google Slides <i>10:00am-11:00am, Ratcliffe 200</i>