

Have you completed your PDP?

This is the point of the year to complete your annual performance development plan (PDP)! All necessary forms are available [online](#). You will find the required employee self-reflection and supervisor review form as well as optional resources to help you provide a more robust evaluation of those you supervise.

PDP forms must be completed and submitted to human resources no later than **Friday, July 29**.

If this is your first time completing a PDP or if you have specific questions about the process, please contact our [office](#).



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From the desk of our director

Today, June 21, is officially the first day of summer! Summer months are a great time to enjoy warmer weather and bask in the change of pace offered both on and off campus. As a reminder, the college will be closed on Monday, July 4 for Independence Day. I hope you get a chance to enjoy the long holiday weekend with family and friends.

I would like to thank all of those who attended this year's staff recognition event on June 9. It is a tribute to the caliber of this event that we have outgrown the Gezon Auditorium and had to relocate to the Covenant Fine Arts Center. We also broke some records this year in the sheer *number* of honorees that were recognized. Between the 10 and 25 year employees, retirees and the employee of the year, we had over 40 staff members to honor! A full list of these honorees is available on page three. Be sure to congratulate your colleagues on reaching these milestones. I would like to thank the staff recognition committee of Andy Allen, Jessica Folkema, Razel Jones, Darlene Meyering, Steve Niedzielski (check out his profile on page two), Heather Rodgers, Mike Van Denend and Rick Zomer for all of hard work and creativity that went into the planning and execution of this event. Check out page two for a smattering of pictures from this year's event! We hope to post many more of them on the human resources website in the coming months.

The time period for benefits open enrollment ended on May 30 and all benefits changes will take effect on July 1, 2011. If you have any remaining questions about your benefits elections for the upcoming year, please contact our office before June 30. Money set aside in a flexible spending account through [BASIC](#) for the next year will be available on July 1. For those with any flex spending dollars remaining from the current plan year, there is still a 2.5 month grace period to use this money. Expenses can be incurred up to September 15 and all reimbursement requests must be submitted by September 30.

As you may have noticed in the sidebar, this is the time of year when employees and supervisors should be completing performance development plans (PDP). I hope you all take full advantage of this opportunity to reflect on the past year and make plans for the future. If you have any questions about the PDP process, please feel free to contact [our office](#). As a reminder, PDP forms are due to the human resources office no later than July 29.

Though the weather has only touched on true summer temperatures a few times, I hope you are enjoying this season!

Todd Hubers
director of human resources

It's My Job:

A chat with
Steven Niedzielski

Have you ever wondered who is behind those great videos we see every year at staff recognition? Meet the man behind the masterpieces: video producer, Steven Niedzielski.



R: How long have you been working at Calvin?

S: It will be six years this summer.

R: What do you do?

S: I do three main things: I fix things that AV brings in, like videos or audio that needs to be changed or edited; I do filming, recording and editing for campus events such as conferences, lectures and Commencement; and I am in charge of video production; that includes everything from promo videos for admissions to the videos we see at staff recognition.

R: What is your favorite part of your job?

S: The variety of what I do. You can learn a lot of stuff just by working on different projects. For example, after recording and/or filming dozens of orchestra concerts and recitals, I can now identify almost any instrument in an orchestra!

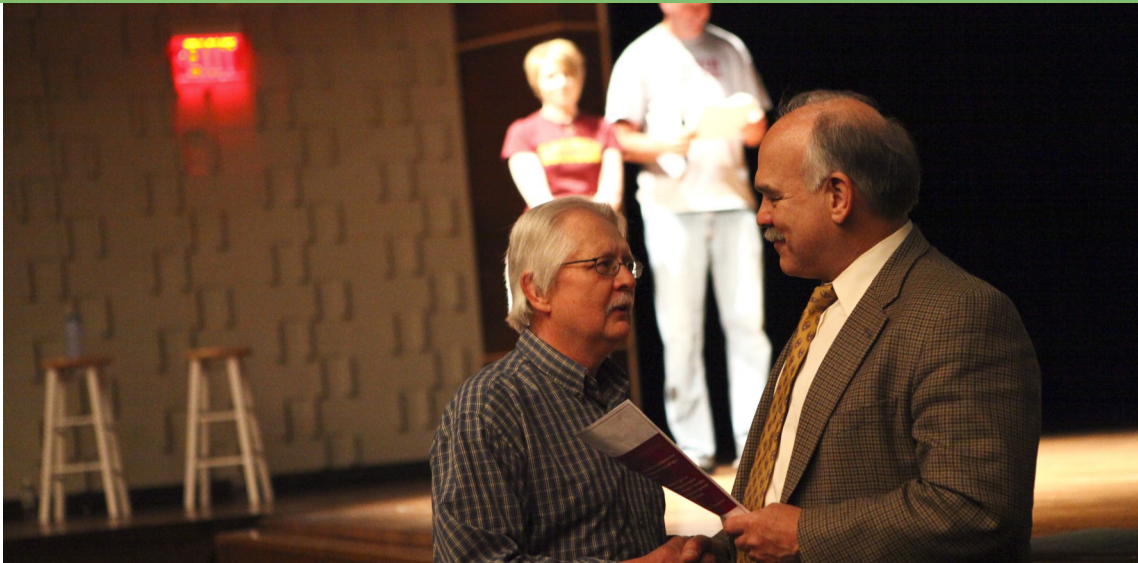
R: What is one unique thing about yourself?

S: I boast a lot of boy scout skills, including the ability to tie a lot of different knots and start a campfire with one match.

A picture review: staff recognition event

This year boasted another afternoon of laughs, snacks and tributes to longtime Calvin employees.





Recognizing our 2011 staff honorees

Just in case some of you weren't able to attend the staff recognition event last week, we wanted to make sure that everyone knows the special few who were honored!

10 years

Irene Bolthouse
Patricia Buist
Susan Camp
June De Boer
Marie Deyman
Christopher Ellens
Laura Geelhoed
Sarah Greenfield

Michael Haan
Charles Hekman
Deirdre Honner
Douglas Huizinga
Marc Huizinga
Gay Kaashoek
Clayton Meyer
Lucas Moore

Sandy Palmatter
Janice Phaneuf
Luke Robinson
Krista Spahr
Cheryl VanTongeren
Adam Vedra
Kristen Verhulst
Luu Vo

25 years

Ada Castle
Phil de Haan
Douglas Herrema
Carol Karris

Lori Keen
Betty Lynema
Roxanne Nobel
Debra Van Beek

Retirees

Sam Anema
Dawn Bush
Vicki Nolan-Keenan
Bill Parmenter

Carol Rienstra
Nancy VerMerris
Nancy Zylstra

Employee of the Year

Jane Hendriksma (pictured on opposite page; read more about Jane in [News & Stories.](#))

Getting to know NEW STAFF

We want to take this opportunity to welcome the staff members (new or transitioned) who are starting at Calvin this month. Let's all strive to make them feel welcome!

Laura Champion, director of health services

Sandy Oeverman, event coordinator for advancement

Michael Seal, building services supervisor

Cheryl Roels, department assistant for campus safety

Calvin policies DID YOU KNOW

Did you know that one of the benefits of working at Calvin is the opportunity for intellectual, social, spiritual and physical growth through participation in campus activities?

To eligible staff members, the college offers two 30-minute periods (up to an hour per week for full-time staff) for employees to participate in approved Calvin wellness activities. This time can include on-campus Healthy Habits classes and seminars as well as initiatives such as the campus-wide Bible study in the fall.

This time must be approved by your supervisor and is designed to be used at the beginning or end of the day or in conjunction with your unpaid lunch break. **These two half hours are designed to be used for college activities only and not in conjunction with personal exercise time.*

What are you reading?

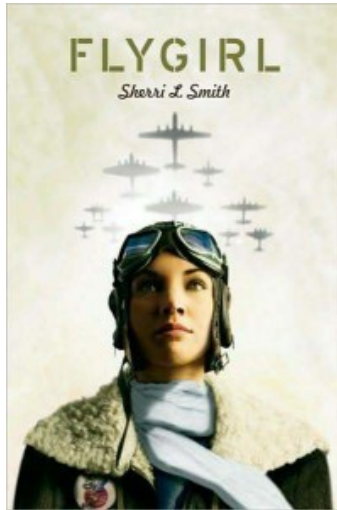
We at Calvin are a culture of education and self-improvement. What better way to encourage our colleagues in their lifelong learning than to ask that one revealing question—“what are you reading?”

Want to submit a book review?
Email humanresources@calvin.edu.

Looking for a great summer read? Check out this month's book review from the library's **Francene Lewis**. So, Francene, what are you reading?

Flygirl

by Sherri L. Smith



Flygirl by Sherri L. Smith is a great book about the costs you pay to make your dreams come true. Set in the South, during World War II, Ida Mae Jones wants to fly and she isn't going to let anything stop her if she can help it.

Ida's daddy taught her to fly in his crop duster plane when she was a teenager and she loved the time she spent in the wide open skies. But he died in a farming accident and Ida isn't allowed to get her pilot's license. She can't even fly her daddy's plane like she used to because gas is strictly rationed due to the war. She wants to do something to make a difference, something other than saving grease and silk stockings for the war effort. However, she has at least two strikes against

her, she's a woman and she's black.

Now the United States Army is forming the WASP – Women Airforce Service Pilots – to help free up male pilots for the war and Ida sees a slim chance to get back into the air. But to get into the program she must be willing to use her light skin to pass as a white girl. Ida yearns to fly but she finds out that hiding and denying her real self and her family is going to be harder than she ever imagined.

Don't let the fact that this book is considered to be young adult fiction stop you from reading it. That just means it concentrates on telling a compelling story without a lot of overworked language. The author writes vividly about the WASP training camps and the home front during World War II. Ida Mae is a wonderfully strong character who comes alive in this book. To make her dreams come true, Ida Mae learns to live a double life but she never finds it easy and no decision is without consequences. She must question everything she does, the friends she makes, the things she says, even her gestures to cover up her background as a black girl from Louisiana. Through Ida Mae's eyes, you begin to see what life was like in the South for a woman of color, and how narrow were her choices. Yet through it all, she remembers why she continues to struggle; she wants to fly.

Check out the [website](#) for more information about this author and her books.

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Human Resources
Calvin College

Physical address
Youngsma Center 240
1580 East Beltline

Mailing address
3201 Burton St SE
Grand Rapids, MI 49546

616.526.6495 ph
616.526.6832 fax
humanresources@calvin.edu

www.calvin.edu/hr
<http://jobs.calvin.edu>
t [@CalvinCollegeHR](https://www.instagram.com/CalvinCollegeHR)

Upcoming Events

Professional development days for office assistants

We will be offering two professional development days this summer. More information will be coming soon to eligible assistants. Both sessions will take place from 12-3:30/4 p.m.

Tuesday, August 9

Wednesday, August 24

2011-2012 benefits plan year

The next plan year starts on **July 1**. All changes will be effective on this day and you will have access to flexible spending dollars set aside for the upcoming plan year.

Sexual harassment awareness and prevention training (SHAPT)

The final session of SHAPT offered this year will take place in DeVos 140.

Wednesday, June 22; 9-10 a.m.