

Staff recognition event: June 9

Mark your calendar! This year's staff recognition event will take place on Tuesday, June 9 in the Covenant Fine Arts Center (CFAC) auditorium. The fun begins at 2 p.m. Join the staff recognition committee on the hunt to "find the funny" on Calvin's campus. Prepare for irony, parodies, improv, farce, jokes and an overly serious academic analysis of humor. Don't miss this chance to honor long-time staff members, share in uproarious laughter and eat free food!

Have you enrolled in your benefits?

As a reminder, we are currently in the middle of benefits open enrollment for the 2011-2012 plan year. If you have not already done so, please go [online](#) to complete your enrollment. More information about this system and your benefits can be found on page two.



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From the desk of our director

As I'm sure you are all well aware, May is one of the busiest months at Calvin! In spite of all the activity, I encourage each of you to find time to relax and perhaps even enjoy the beautiful weather and spring colors this month has afforded. As we move into the summer, I want to take a moment to mention some of the important things happening on Calvin's campus this month and over the summer.

Last month we kicked off the benefits open enrollment period with our annual benefits fair on April 27. The fair took place in the Spoelhof Fieldhouse Complex and gave employees the chance to chat with our benefits providers face-to-face and attend informative seminars. I want especially thank the over 200 faculty and staff members who braved the torrential downpour to attend! I hope the day proved to be worthwhile.

Now that the fair is over, we are in the middle of our benefits open enrollment. If you haven't already, make sure to go [online](#) to confirm existing benefit elections or make changes. As a reminder, if you want to utilize a flexible spending account for the upcoming plan year, you will have to re-enroll. Flexible spending plans do not roll over. More information about the benefits fair and open enrollment can be found on page three or on our [website](#).

The end of the semester also means it's the beginning of summer office hours. On Monday, May 23, the working hours for Calvin offices

will change to 8:00 a.m. to 4:30 p.m. with a half hour lunch break. This schedule will be in place until August 29 when work hours resume to 8:00 a.m. to 5:00 p.m. in preparation for the fall semester, which begins on September 6.

This is also the time of year to reflect on performance from the past year and set goals for the coming year through the annual performance review process. This review process is vitally important to what we do at Calvin because it allows employees and supervisors to identify accomplishments, set goals for growth and plan for the upcoming year. All employees/supervisors are required to turn in two professional development plan (PDP) forms and supplemental evaluation resources will also be made available. All PDP forms will be posted to the human resources website within the next few weeks. I encourage you to start early this year as completed PDPs are due to the human resources office no later than July 29. Stay tuned to Calvin News to find out when all PDP materials are available on our website.

As always, I look forward to the slight change of pace that the summer affords. Be sure to complete your benefits enrollment this month and please feel free to contact our office with any questions. Enjoy the rest of May!

Todd Hubers
director of human resources

It's My Job: A chat with Vanessa Abreu

As the semester draws to a close, the staff member behind Fridays at Calvin is about to have more free time! Meet Vanessa Abreu, assistant director of visits and events in admissions.



R: How long have you been at Calvin?

V: I first came to campus as a high school student in 2000 for [Entrada](#). After that I attended Calvin and graduated in 2006. I started as an admissions counselor in 2007 and have been here ever since.

R: What do you do?

V: The biggest part of my job is coordinating [Fridays at Calvin](#). I work with student overnight hosts, set up classes and luncheons, handle all of the logistics leading up to and on the day of a Fridays at Calvin.

R: What is your favorite part about this job?

V: I love the feeling I get on a Friday afternoon when all of the students are gone and I feel like it went well. I also love working with current and potential students.

R: What is one thing people might not know about you?

V: My family is from Cuba and I am the first generation to be born here in the States. I was born in Miami and grew up speaking Spanish.

Benefit Enrollment

INSTRUCTIONS

Your current benefits are listed below. You are now enrolling for the plan year that covers July 2011 through June 2012.

If this is your first time logging in, please indicate your [financial head of household](#) status and continue through enrollment. Make changes as necessary.

If you do not work through the enrollment screens, you will keep your current election EXCEPT for flexible spending, which will be discontinued.

If you have already made elections during this enrollment, they are listed in the pending election section below. You can make changes by choosing the appropriate selection at the bottom of this page.

Check if financial head of household (see definition above)

Check if not financial head of household (see above) **Required. See link above for definition**

Current Benefits	Coverage or Participation Levels	Dependents	Health Care Provider Information
Dental Coverage	Family Coverage	Hobby Charming, Sleepy Charming, Snow White Charming	
Dependent Care Flexible Spending	\$200.00		
Health Care Flexible Spending Account	\$104.17		
Priority Health HMO Coverage	Family Coverage	Hobby Charming, Sleepy Charming, Snow White Charming	

Action Steps

- Enroll or Change Benefits
- Manage Dependents/Beneficiaries
- Proceed to Enrollment Completion

You must choose one

Click continue to proceed

Though there are no major changes to Calvin's benefit plans in the upcoming year, you may still have questions about how to navigate the online enrollment system, what you are actually required to do during open enrollment or what is changing. We have collected a few of your frequently asked questions in the past few weeks and would like to offer some clarity!

How do I enroll my dependent adult child (up to age 26) on my benefits?

When you are logged into the online system, select the benefit (health or dental) in which you wish to enroll your child. After selecting the plan type (double/family, HMO/POS), continue to "add or manage dependents" and add a new dependent.

Demographic information will be required. For more details about how to navigate the online system, check out the [tutorial](#) on our website.

My dependent child is living outside of the Priority Health network. How are his/her benefits different?

Dependent children who are living out of the area are eligible to be covered under Calvin's health plan but the

rate at which services are covered look a little different. Check out the [out-of-area dependent child benefit rider](#) form for more information. If you have questions, please feel free to contact our office.

I still have money remaining in my flexible spending account from the 2010-2011 plan year. Will I lose it on July 1?

No. You have an additional 2.5 months after June 30 to spend those flex dollars. Medical expenses can be incurred through September 15, 2011 for the July 2010-June 2011 plan year. All reimbursement requests must be submitted to BASIC by September 30, 2011.

I wish to contribute to my pension beyond what Calvin already contributes for me. Do I need to enroll in a supplemental retirement annuity (SRA) by May 31?

You may enroll in or make changes to an SRA at any time. Though we are advertising the existence of the SRA option during open enrollment, the SRA form is always available [online](#).

I signed up to enroll in a supplemental retirement

Navigating benefits open enrollment at Calvin

Not sure how to use the online system? Need to add a dependent? Have a question about your deductible? Read our [FAQ](#).

annuity (SRA) or supplemental life insurance, but wasn't able to enter any information online; what should I do?

If you checked a box online to enroll in either an SRA or additional life insurance, our office will be emailing you directly with the necessary forms.

May I use my flex dollars for over-the-counter prescriptions?

As a reminder, effective January 2011, OTC medications were no longer eligible to be covered by flex dollars. If you wish to use flex money for these drugs, a doctor's note will be required at the pharmacy. As a note, over-the-counter allergy medications are no longer covered under the Priority Health RX plan.

What is the deadline for open enrollment?

Online enrollment must be completed and signed no later than May 31 at 12 midnight. All employees will receive a confirmation email in mid-June and will have a brief window in which to fix any errors.

Still have questions? [Our office](#) is happy to help.



Reviewing the 2011 Benefits Fair

Over 200 people attended this year's benefits fair on April 27 in the Spoelhof Fieldhouse Complex.

Despite being one of the most blustery and rainy days this spring, we were so pleased with the number of you who braved the weather to attend! The vendors who attended were impressed with the turnout as well as the caliber of questions raised by Calvin's employees.

The human resources office collected 210 raffle cards and awarded 16 prizes. The prizes were donated by Calvin and by our providers. Congratulations to Chuck

Hekman who was awarded the grand prize—a Kindle package!

This upcoming plan year will be the first "normal" year in Calvin's new benefits cycle. In spring of 2010, we adjusted Calvin's benefits plan year to correspond with the fiscal year (July 1-June 30) and will be on a consistent cycle in the future. The benefits fair will always take place in late spring. Open enrollment will follow and will be open for 30 days. All changes made during open enrollment will be effective on July 1.

Though fairly few changes were made to Calvin's plan this year, we hope the benefits fair provided helpful information.

Our vendors enjoy the chance to come to campus and the informative sessions offered throughout the day gave benefits providers and Calvin employees a chance to interact face-to-face.

Even though the benefits fair is behind us, feel free to contact any of our providers in the upcoming week if you have questions about your benefits for the 2011-2012 plan year. A full list of contact information can be found in the side column on this page.

Feel free to [contact](#) our office if you have any feedback regarding the benefits fair or have questions about any aspect of open enrollment.

Highlighting the Sustainability Summit: May 26

This year's Sustainability Summit will take place on **Thursday, May 26** from 9 a.m. to 2 p.m. in the Commons Lecture Hall. Lunch will be provided.



The Summit provides opportunities for teams of employees from various departments and units to get together to discuss sustainability

issues facing our campus and to focus attention on what can be done within individual spheres of influence. This one-day event will include time to talk with other departments as well as an opportunity for each team or unit to think creatively in developing an action plan for the coming year.

Please RSVP to [Clarence Joldersma](#) if you are planning to attend and would like a lunch. Encourage others in your department or division to attend as well!

Questions can be directed to [Gail Gunst Heffner](#).

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!

Nathan Haan, program coordinator for Plaster Creek Stewards

Kyle Heys, disability coordinator for student academic services

Katrina Hughes, line custodian for the physical plant

Erin Kloostra, department assistant for music

Andy Schipper, gift planning tax accountant for development

Shannon Zoerhof, department assistant for advancement services

Contact YOUR BENEFITS PROVIDERS

Priority Health; Medical and prescription insurance provider
800-446-5674 or 616-942-1221

Delta Dental; Dental provider
800-482-8915

TIAA-CREF; Retirement plan provider
800-842-2776 (Calvin rep: John VanderSloot)

BASIC; Flexible spending administrator
800-444-1922, ext 1

UNUM Provident; Life, A&D and long-term disability provider
800-421-0344

Pine Rest; Employee assistance program (EAP)

What are you reading?

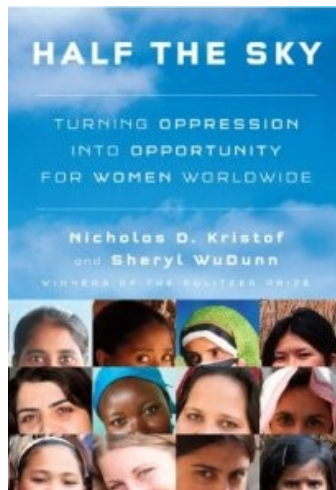
We at Calvin are a culture of education and self-improvement. What better way to encourage our colleagues in their lifelong learning than to ask that one revealing question—"what are you reading?"

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

This month, book reviews are back! We are going to kick things off with a review from **Megan Swierenga**, transfer coordinator for admissions and financial aid. So Megan, what are you reading?

Half The Sky

by Nicholas D. Kristof and Sheryl WuDunn



This sobering book lays an imperative agenda for the world's women. Kristof and WuDunn boldly argue that the best way to eradicate poverty and extremism is to educate and empower women and girls.

Through powerful anecdotes and images, *Half the*

Sky focuses on three particular abuses of women: sex trafficking or forced prostitution; gender-based violence, including honor killings and mass rape; and maternal mortality, which claims one

woman each minute.

Right up front, the authors explain their motivation for the book. "We focus on this topic because, to us, this kind of oppression feels transcendent – and so does the opportunity. We have seen that outsiders can truly make a significant difference."

Horrific stories about the brutalities of women are paired with glorious success stories of women who have been given a second life. The book will pull at your heartstrings, no doubt. But more importantly, it will cause you to move. To make change. To support microfinance and girls' education.

Half the Sky will impact how you think about the world and its women.

As Kristof and WuDunn articulate, "we hope to recruit you to join an incipient movement to emancipate women and fight global poverty by unlocking women's power as economic catalysts. That is the process under way—not a drama of victimization but of empowerment, the kind that transforms bubbly teenage girls from brothel slaves into successful businesswomen."

More information about the book and ways to get involved can be found online at www.halfttheskymovement.org

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Upcoming Events

Staff recognition event

This year's staff recognition event will take place on **Thursday, June 9**. The fun starts at 2 p.m. in the Covenant Fine Arts Center.

Benefits open enrollment

All enrollment information must be submitted online no later than **May 31** at 12 midnight EST. You will receive a confirmation email within a few days and have a brief window in which to make any changes or corrections.

Professional development days for office assistants

We will be offering two more professional development days this summer. Stay tuned to *The Resource* and Calvin News for more information!