

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, we snagged a book review from **Myrna Anderson**, senior writer from communications and marketing. So Myrna, what are you reading?

Scoop by Evelyn Waugh



Novelist John Boot, who is nursing a broken heart, tries to get an assignment about the breaking civil war in the fictional country of Ishmaelia for the London newspaper the *The Daily Beast*. Unfortunately for the writer, it is William Boot, a nature writer for the same paper ("Feather-footed through the plashing fen passes the questing vole ...") who is mistakenly sent to cover the Ishmaelia conflict. William bumbles into success as a war correspondent, and his adventures with rival reporters, politicians, activists and one very mysterious traveler form the plot of *Scoop*, a comic novel by English novelist Evelyn Waugh. *Scoop* is a very cynical and very funny take on the world of newspaper journalism.

One of the joys of reading Evelyn Waugh is coming

upon one of his brilliantly acerbic jokes, such as the title of John Boot's latest book, *Waste of Time*: "a studiously modest description of some harrowing months spent among the Patagonian Indians." Another is meeting characters such as Mr. Salter, foreign editor of the *The Daily Beast*. Salter, wary of contradicting his powerful boss, *Beast* publisher Lord Copper, will only answer his queries with "Definitely, Lord Copper" or "Up to a point." ("Capital of Japan. Yokohama, isn't it?") "Up to a point, Lord Copper.") A third joy of reading Waugh is that, when the whole comic world he's constructed begins inevitably to collapse into chaos, there is usually at least one character left standing who seems like a decent human with a good, if chastened, heart. Such is William, at the apex of his journalistic career and at the expense of much else. It is then that the reader learns of his affection for the collection of batty relatives he left behind at Boot Hall—and, for that matter-- his affection for the questing vole.

If there is a satiric novelist of Evelyn Waugh's skill writing today, I would be unlikely to know it. In the limited time I have to read, I tend to read something that is already on my bookshelves—and I recently began to re-read *Scoop*. Though it is set in the journalistic world of the 1930s, its insights seem relevant even in the age of cable news and the Huff Post. I can't claim that the novel has a great deal of universal moral truth to communicate, but it's a lot of fun.

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MONTHLY
NEWSLETTER
FROM YOUR
HR DEPARTMENT

theResource

The Resource turns two!

Believe it or not, the human resources office has been producing this newsletter for two whole years! We sent out our first newsletter in October 2009, talking about things like the H1N1 flu epidemic and fall benefits fair (back when we were on a calendar plan year). Want to stroll down memory lane? Check out the [first issue](#) of *The Resource* online!

Homecoming and Family Weekend kicks off

This year's [Homecoming and Family Weekend](#) will take place *this weekend*—**October 21 and 22**. Every year Homecoming weekend gives Calvin students, alumni and their families a chance to experience some of the best Calvin has to offer.

If you're in the area, come and be a part of the festivities while representing Calvin! A [full schedule](#) is available online.



this issue

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Transitions: From the desk of our director

October often feels like a month of transitions. One transition I would like to mention here in the human resources office is the departure of our human resources assistant, Jessica Folkema. Jessica worked at Calvin since February of 2009 and has been the author of this newsletter since the very first edition in October of that year. In addition to thanking Jessica for her work, I wanted to let you know that *The Resource* will also be going through some transitions in the coming months as we transition our staff in the human resources office.

As you have likely noticed in Calvin News, October is [Cyber Security Awareness Month](#). This is a great time to evaluate our choices online and instigate safeguards to protect ourselves against things like hacking and identity theft. We spoke with Adam Vedra, information security officer in CIT, to learn more about information security – check out the article on page two.

As we move further into fall, I want to encourage you to stop by and enjoy the changing colors in the [ecosystem preserve](#). I often feel that those of us who work in the Youngsma Center are spoiled to have access to these lovely views each day. It might be a brief hike from the main campus, but I believe it's worth it. So, come to this side of campus, take a walk through the trails, enjoy the crisp air and marvel at the colors in this great Calvin resource!

Have you ever heard the term "FMLA" used

around campus but aren't sure what it means? The Family Medical Leave Act (FMLA) is a federal act which provides specific rights and responsibilities to employers and employees. It pertains to time away from work for personal or family medical reasons. Read the article on page three for more in-depth information on FMLA leave and what is required if you need to take it. You can also take a look at the forms [online](#) for more information.

If you remember reading the September newsletter, this fall is a busy time for training and development! I would like to thank those who have already participated in training opportunities such as [NSO](#), the [video series](#) and the No More Monkeys time management webinar. Looking forward, we plan to bring Pine Rest, facilitator of Calvin's employee assistance program (EAP), to campus twice this fall to offer seminars on grief management and how to manage stress and enjoy the holiday season. Stay tuned to Calvin News for more information! I also want to encourage staff and faculty to keep coming to our [Plug In: Leading, Learning & Connecting](#) video series sessions—they've provoked some great discussions thus far!

Enjoy the cooler weather and the changing colors outside. Happy October!

Todd Hubers
director of human resources

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Upcoming Events

Plug In: Leading, Learning & Connecting video series

All sessions will take place in the Commons Annex alumni board room from 12:00-1:15 p.m. Light refreshments will be provided. Remaining sessions:

October 20: Self-leadership from "Dead Leader Running;" Wayne Cordeiro
November 2: Decision-making from "A Leader's Greatest Fear;" John Ortberg
November 16: Vision-casting from "A Vision to Die For;" Bill Hybels

*For more information and to RSVP, go [online](#)

Professional development days for office assistants

We will be offering two professional development days this fall. Both sessions will take place in the Knollcrest Dining Hall conference room from 1:00-4:30 p.m. Lunch is available from 12:00-1:00 p.m. Eligible assistants can sign up [online](#).

Wednesday, October 26

Wednesday, November 2

EAP fall seminars

Pine Rest, the facilitator of Calvin's employee assistance program, will be offering two seminars this fall. We anticipate having one in November and one in December. Stay tuned to Calvin News for more information!

www.calvin.edu

It's My Job: A chat with Adam Vedra

As we take this month to think about cyber security, let's chat with the guy who guards Calvin's technological borders: Adam Vedra, information security officer.



R: How long have you been at Calvin?

A: I've been here for a little over 10 years. I started in a position at the HelpDesk immediately after Calvin graduation and moved into this position in January of 2011.

R: What do you do?

A: My job is to protect the confidentiality, integrity and availability of college assets. This involves raising awareness of threats, evaluating risks and finding solutions and monitoring different activities with security tools.

R: What is your favorite part of this job?

A: The people I work with. Having a good group around you makes this challenging work easier.

R: What makes you successful in your job?

A: Being level-headed. The quantity of information can be overwhelming, but I have to be able to push that aside and look clearly at a situation.

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

A: I am an avid [pickleball](#) player!



National Cyber Security Awareness Month

This month, CIT is talking about ways to protect personal and college information.

For Beth (*name changed*), clicking on a link in an email that appeared to be from FedEx was the beginning of a battle to get her identity back. Within a matter of hours, the hackers took over her Yahoo mail, Gmail, Facebook account, and started running financial transactions through her PayPal account. It seemed that the hackers were always one step ahead. Beth was too savvy to send money to one of the world's despondent "Nigerian princes," but she couldn't have imagined how sophisticated this hacking attack would be.

This subversive and comprehensive type of attack is becoming all too common.

"Cyber attacks are changing," said Adam Vedra, information security officer for Calvin. "Hackers are shifting their focus from hacking network attacks to hacking *people*. We're too smart to respond to common phishing emails, but we might click on a link if it appears to come from someone we trust."

October is National Cyber Security Awareness Month. During the next 31 days, Vedra and the CIT team will encourage Calvin students and employees to think carefully about choices made online. Because, as the cybersecurity website states, "The greatest risk to your security and privacy is YOU."

While firewalls, virus protections and security have greatly increased in the past few years, personal disclosure on the internet has

grown exponentially.

And the hacking attempts are getting bolder. According to the [Wall Street Journal](#), this shift comes for good reason. With the influx of social networking and broader use of the internet, we make ourselves easy targets by posting troves of information about ourselves online.

"Culturally, we're becoming much more comfortable with disclosure," said Vedra. "And it's only going to get worse as we pour more information into the internet. We're really losing the concept of privacy."

Social networks are key information-gathering resources for hackers. Information provided on sites like Facebook, Twitter and LinkedIn allow hackers to customize their approach. [Personally Identifiable Information](#) (PII) posted on a social network can also give the answers to many of those "security questions" utilized by organizations online. A quick scan of your Facebook page could provide a hacker with information about your high school, birthdate, hometown, pet's name and mother's maiden name. (Additionally, PII information should never be included in any electronic communication, even between two Calvin email addresses. No email service is 100% secure.)

According to Vedra, the field of information security is evolving in leaps and bounds. This evolution springs from necessity. As hacking practices become more sophisticated, so must the weapons

to stop them. And, despite the best-laid safeguards, no organization is completely safe.

"Calvin is under attack every day," said Vedra, "and there are thousands of attempts we don't even see. Despite the multiple layers of protection, people are constantly trying to find ways around them."

Unlike hackers of the past who simply sought to inflict harm on computer systems, modern-day computer criminals can make a career of it.

"Hacking is a billion dollar industry," said Vedra. "It's organized crime with big money behind it. The criminal acts are resourced and there's a market for the stolen information." If nothing else, Vedra wants this month of October to be a starting point for thought and conversation.

"This is really important stuff," he said. "The number one solution to this problem is raised awareness. I want everyone on campus to look at potentially dangerous practices that make you and your computer vulnerable."

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Vedra and the CIT team have put together a great [website](#) to offer tips and resources to the Calvin community. On this site, they talk about four main areas: social networking, mobile devices, email and sending personally identifiable information and phishing. Read this information and be sure to increase your cyber security!



Exploring the Family Medical Leave Act

FMLA is a word tossed around a lot in HR circles, but what does it really mean? FMLA, or the Family Medical Leave Act, provides eligible staff and faculty members with job-protected unpaid leave for certain personal and family medical reasons. The leave essentially breaks down into two types: medical leave for yourself, including maternity leave and medical leave to care for a family member. Let's briefly take a look at the two.

FMLA [medical leave](#) is for you, the employee. This type of leave can be used if you are unable to work due to a serious medical condition or to care for a child after birth

or placement for adoption or foster care. The college provides ELIGIBLE employees with paid leave for personal medical reasons if the time away is greater than five days. The [leave request form](#) must be completed by your physician.

FMLA [family medical leave](#) functions a little differently. The college provides eligible employees with job-protected unpaid leave for up to 12 weeks to care for a family member. Documented family medical leave may be taken intermittently or as a continuous leave. It may also be used in conjunction with [paid time off](#). The [leave request form](#) must be completed by your physician.

The final type of FMLA leave, maternity leave, gives Calvin employees up to six weeks of paid leave and up to six weeks of unpaid leave (for a total of up to 12 weeks). The duration of paid leave is determined by individual circumstances. For specific information on eligibility and return-to-work requirements, visit the [handbook](#).

HR has two different FMLA forms on our website: one for [personal FMLA leave](#) and one for [family medical leave](#). As a note, these forms should be submitted [two weeks before you go on leave](#), whenever possible. Please feel free to contact [our office](#) with any questions about these forms or about FMLA.

Tips to protect yourself online



As the campus thinks about cyber security this month, we have a few tips and suggestions:

1. Set up [Google alerts](#) on your name so that you know what's being said about you on the web
2. Use [Facetracks](#) to stay abreast of scams and

viruses being transmitted on Facebook

3. Don't choose security questions with easily identifiable answers (i.e. hometown)
4. Do NOT use the same password for everything. If a hacker cracks it once, they may have access to *everything* you use on the web
5. Use caution when clicking on links received in emails or message on your social website
6. Never send [Personally Identifiable Information](#) (PII) over email

More tips and tricks can be found [here](#).

Getting to know NEW STAFF

We want to take this opportunity to welcome the staff members (and this month, there are a flock of them!) who have started or transitioned at Calvin this month. Let's all strive to make them feel welcome!

Karrie Deater, payroll coordinator, financial services

Steve Haase, technical director for theater/CAS

Gabriel Mongefranco, web technician for the Calvin Institute for Christian Worship

Randy Vogelzang, general legal counsel, development and administrative affairs

At a glance HOLIDAY CALENDARS

As we ease further into fall, the holidays aren't far away. Perhaps you aren't ready to hear [Christmas music](#), but we do want to draw your attention to the holiday calendars posted online.

All holiday documents can be located under the "Forms and Documents" section of the [HR website](#). Wonder when the college is closed for Thanksgiving or Christmas break this year? Check out the [2011 calendar](#).

Are you a department assistant responsible for tracking vacation time in your office? The [2012 holiday calendar](#), [attendance calendar](#) and [record tracker](#) are also available online.

Contact [our office](#) with any questions!