

Healthy Habits plan year changes to fiscal year

The official Healthy Habits plan year has changed to coincide with Calvin's fiscal year—now effective from July to June. In order to earn your Healthy Habits incentive dollars for this quarter, you need to complete the Priority Health online questionnaire before October 1. This must be completed in the first quarter of the plan year (which is now July instead of January). You can check out your *HealthybyChoice* status on the Priority [website](#).

Christmas in July

Well, not really. But we did want to take this chance to draw your attention to the [2010 holiday calendar](#). Note that Friday, December 24 (Christmas Eve) will be a holiday this year. Feliz Navidad!



Ebonie Atkins, Camille Jones and Tracey Kelly at the professional development day

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From the desk of our director

Even though things are a little quieter on campus this time of year, our office still has some great things to communicate!

July 1 marked the start of Calvin's new benefit plan year. This also marked the change from Corporate Benefits Strategies (CBS) to BASIC for flexible spending. If you had money left over in a flexible spending account with CBS, it is now administered by BASIC. All flex dollars – whether from the previous plan year or for the next plan year—are loaded on to your debit card. Money set aside for the first six months of 2010 can be used until September 15. If you prefer not to use the debit card, BASIC reimbursement forms are also available [online](#). So far, the transition seems to be going quite smoothly, but please feel free to contact our office or BASIC (800-444-1922, ext 1) if you have any questions.

This summer, we're pleased to offer a professional development opportunity for office assistants. We had our first "professional development day" on June 23 to a very positive response. Check out page three to learn more. The next professional development day will be offered on Thursday, August 5. Visit our [website](#) for more information or to RSVP.

As a reminder, this summer is also the time to complete your performance reviews. If you have not already met with your supervisor, I would ask that you try to do so within the next few weeks. All performance review materials

are due to your divisional vice president by August 2. You can find the necessary materials on our [website](#). If this is your first year completing a PDP or if you have specific questions about the process, please feel free to contact [our office](#). We hope this process will help you identify achievements and set goals for the next year!

You may have already noticed, but I wanted to take this chance to let you know that the HR [website](#) got a facelift! The new website went live on June 15. Our office has spent many months changing the content and layout of our website in preparation for integration into the new Calvin web template and I'm proud of the result. We hope the new look will be easier to read and navigate. Check out page two to read about the process to create our "new" site.

Believe it or not, we're halfway through the summer! I hope each of you have a chance to spend time with family and friends this summer and enjoy some of the recreational opportunities that Michigan has to offer. Be sure to check out *The Resource* next month for important information as we head into another academic year. I'm especially excited to highlight the campus-wide Bible study on Philippians sponsored by campus ministries. But for now, enjoy July!

Todd Hubers
director of human resources

It's My Job: A chat with Ebonie Atkins

This month, we ventured into Spoelhof to chat with Ebonie Atkins, administrative assistant for multicultural affairs.



R: How long have you been at Calvin?

E: I've been here for about two years. This is my first full-time job in higher ed, but I did work in the multicultural affairs office at the University of Michigan as a student.

R: What do you do?

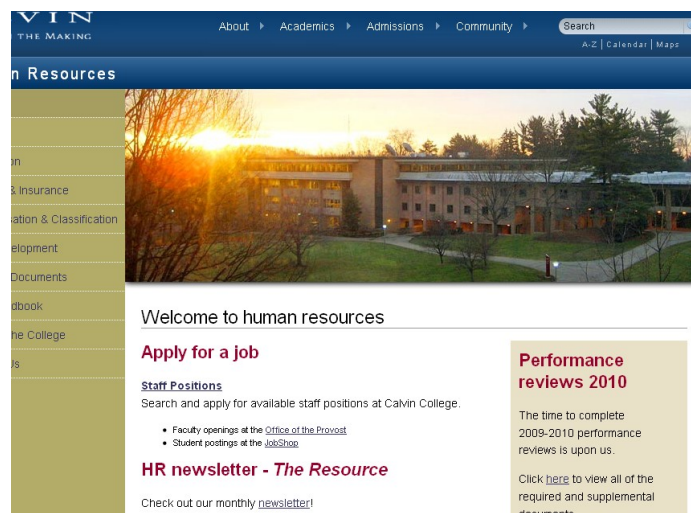
E: As a member of the multicultural affairs office, I help promote programs and events on campus or in the community dealing with anti-racism and multiculturalism. Among other things, I give training on the FEN document, create promotional materials for events and training on campus and write [Talking Points](#).

R: Why do you think you're good at your job?

E: I think I have an ability to build positive relationships. This is really necessary because sometimes people can be reserved in talking about issues of racism or multiculturalism; the first step is to build trust. Once you build this trust, people are more willing to talk about their personal experiences and to take something meaningful away.

R: Give us a fun fact about yourself.

E: I've been knitting the same scarf for three years and there's no end in sight!



On June 15, the new and improved human resources website went live. This rollout was the result of nearly a year of rewriting, reorganizing and redesigning.

"We decided to revamp the HR website for a number of reasons," said Razel Jones, training and orientation coordinator. "First, new employees at Calvin were having trouble finding information and navigating the website. Second, the college was starting to switch all departmental websites to a new template and it seemed like a great time to make some much-needed changes."

"We have a large internal and external audience," Jones continued, "and our site gets frequent hits. It was really important to improve the quality of information. If we were going to change the look, it made sense to make the content better."

The project started with something called a web card sort. In this card sort, major themes and topics (in this case from the human resources website) were put on index cards and participants were asked to organize the cards in a way that was intuitive to them.

"We selected a group of 20

faculty and staff members from various departments to participate in the card sort," said Jones. "We wanted to get different types of users who would be using the website for different things. This helped us figure out the major themes and the way people organize information."

Some of the card sort results were surprising, but there were many similarities across the board. Once major themes were identified, the website navigation bar began to take shape.

"Now that we knew how to organize the information, our next step was to look at the content itself," said Jones. "This required all members of our human resources staff to go through the current website text with a fine tooth comb and start making significant edits."

The primary goals for the new site were clarity and consistency.

Jones explained, "We needed to find a more effective way to communicate our policies and practices. Our tone on the old website was very technical and not friendly to new users. We wanted to find a way to make complicated HR information simple enough to understand, at least on a basic level. The best way to do this was to actually rewrite most of the content."

By the people, for the people: HR website gets a facelift

The human resources website is finally on the new Calvin template. Check it out!

The staff collaborated on all website sections, using Calvin style (both grammatical and design) as a guide.

"We put a lot of effort into making a well-designed site. It was important to not only make our information more clear," said Jones, "but also to promote the branding strategies of our department and of the college."

Though the new human resources website has lost some of its technical phraseology and overly detailed explanations, it is designed to be a springboard to more information.

"It's less technical, more clear and should make sense to an ordinary Calvin employee," said Jones. "We think the rewritten content can help people find answers to their questions or provide resources to find out more in-depth information – such as full explanations in the handbook or plan documents. All of the information is there, we just wanted to make sure that the first thing a user runs in to is something they can understand."

The bright and shiny new human resources website can be viewed [here](#). Let us know what you think!



L->R Karen Brewer, Tanya Bulthuis and Bea Bennink

Professional development day in review

It may be quieter on campus during the summer, but we in HR think it's a great time for professional development.

Each summer, our office puts together a professional development day for office assistants.

The training used to last for an entire day, but based on feedback from last year, the training was reorganized and restructured into a half day, offered twice during the summer.

"We really wanted to make it easy for people to attend," said Razel Jones, training and orientation coordinator, "so we decreased the number of sessions and set two different dates. Our hope was to catch

as many members of our target group as possible."

The first professional development day took place on June 23. Sessions ran from 9 a.m. to 12 p.m. and covered topics of design, technology, and strengths.

This year, participants talked about personal strengths. In the final session, attendees watched a video of a Marcus Buckingham presentation at the 2007 Willow Creek Leadership Summit. Buckingham is author of the popular book *Now, Discover your Strengths* and has spent most of his professional career promoting a strengths-based approach to management.

"I enjoyed the day very much,"

said Bea Bennink from conference and campus events. "Through discussion and hearing about other departments, [you become] aware how we all have an integral part in the mission of Calvin. And the video at the end of the day made me think seriously about strengths and weaknesses and the importance of building on our strengths."

If you are an office assistant and didn't get a chance to attend the summer's first professional development day, we encourage you to [sign up](#) for the next session on Thursday, August 5! Feel free to contact [our office](#) if you have any questions.

All-campus Bible study leaders wanted!

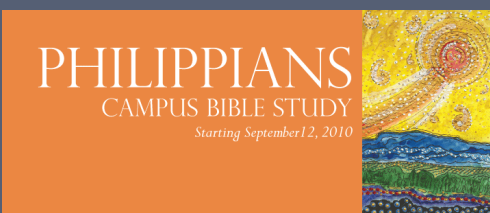
This fall the campus ministries office will be inviting the entire campus —staff, students, and faculty— to study the book of Philippians in small groups. Groups will be made up of 5-12 people and will meet for one hour a week for ten weeks (beginning

the week of September 12).

We in HR think this is a great initiative and would like to promote the need for Bible study leaders. If you are willing to lead a group, please register [online](#).

All leaders will receive the Bible study materials for free (\$50 value). If you have any questions email campus ministries at philippians@calvin.edu.

Stay tuned to *The Resource* next month for a more in-depth look at this all-campus Bible study!



Getting to know NEW STAFF

We want to take this opportunity to welcome the new staff members who have started at Calvin this month. Be sure to make them feel welcome!

Sara Bakker, gallery assistant for the (106) Gallery

Stephanie DeWeerd, admissions counselor

Leslie Marcus, admissions counselor

Kelly Powers, admissions counselor

Stafford Trapp, building services supervisor, 3rd shift

Rick Zomer, director of campus visits and hospitality

Calvin Perks DID YOU KNOW

DID YOU KNOW that [Priority Health](#) has an app for the iPhone? Use this resource to view your ID card, find contact information for your doctor's office, see copays and fax your ID card or copay information to your doctor, hospital or pharmacy. The app for the iPhone is available [online](#). Apps for Blackberry and Android are coming later this summer!



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 revealing question—"what are you reading?"

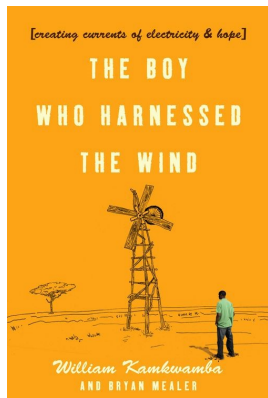
Want to submit a book review?
Email humanresources@calvin.edu

What are you reading?

Natalie Hubers

This month we are happy to feature a book review from Natalie Hubers from the HPERDS department. So Natalie, what are you reading?

The Boy Who Harnessed the Wind
by William Kamkwamba and Bryan Mealer



William Kamkwamba is a modern day hero, or maybe a genius, or maybe simply the possessor of a kind of curiosity and wonder to which we all should aspire.

In this true story, William, age 14, the son of a poor Malawian farmer, lacks the influence and the resources to address his family's issues of poverty. In a village with no electricity or running water the family gets by year to year on subsistence farming and a meager crop to sell. When a devastating drought hits the country

the people in his region are literally starving to death. William describes in heart-wrenching detail what it's like to survive on three mouthfuls of food per day for months at a time.

The drought eventually eases but William is still unable to return to school as his father cannot afford his school fees. Determined to continue his studies on his own, William borrows science text books from a small library in the village. His foremost interest is how gadgets work. A bicycle dynamo, a radio, a motor. Teaching himself basic principles of electricity, physics, and engineering from pictures in the books, an idea begins to take root - maybe he can build a windmill to generate electricity on his family's farm. Lacking financial resources William scours the junk yard for scraps and bits that most would consider trash. As he builds and tests his odd creation the neighbors and even his mother fear he has lost his mind.

The rest of the story is the stuff of fairy tales. William didn't set out to change his family's life or the life of his village. He simply took his own sense of wonder and curiosity, added determination and persistence and may end up, well... changing the world.

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Upcoming Events

Professional Development Day (for assistants)

Our office is offering two summer development days for office assistants. The next session will be on Thursday, August 5 from 9 a.m. to 12 p.m. in DeVos 20. Refreshments are served at 8:30 a.m. and lunch will be offered at noon.

*RSVP [online](#)

Philippians—Campus Bible Study

This fall, you can join a group of faculty, staff and students to study the book of Philippians. The bible studies begin the week of September 12 and go for 10 weeks. Check out the August issue of *The Resource* for more in-depth information about this campus-wide initiative!

Performance Development Plans (PDP)

The annual performance review process is under way! Please remember to submit completed PDPs to your divisional vice president by August 2.



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