

Honorees at this year's staff recognition event

In case you missed the event, here are the Calvin staff members who were honored on June 8!

10 years

Sharon Autsema
Bea Bennink
John Bielema
Karen Broekstra
Tanya Bulthuis
Lois dye
Linda Hoisington
Matt Jeltema
Leslie Miller
David Nysse
Rhoda Riley
Lugene Schemper
Ruthanne Snyder
David Street
Kevin VanScheper
Bill Vriesema
Philip Wielenga

25 years

Ellen Alderink
Gretchen Boerma
Dan Gordon
Bob Van Wyk

Retirees

Ade Ellens
Donna Kruithof
Eunie Stegink
Bob Doornbos

Employee of the year

Lori Keen



Retiree Bob Doornbos and 25-year honoree Bob Van Wyk chat with well-wishers

this issue

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From the desk of our director

It's hard for me to believe we are midway through the month of June. Summer certainly seems to go quickly! As a reminder, the college will be closed on July 5 for the Fourth of July holiday. I hope you all get a chance to enjoy this holiday weekend with family and friends.

I would like to take this opportunity to thank those who attended this year's staff recognition event. It was a fantastic time celebrating all of the great work that our staff do on behalf of the college, our students and their families. I would especially like to thank the team of Andy Allen, Jessica Bareman, Randy Buursma Matt Cooke, Razel Jones, Darlene Meyering, Steve Niedzielski, Vicky Seaburg and Mike Van Denend for all of their hard work and creativity in putting together this event. For a brief profile of this year's employee of the year, check out page three.

The time period for benefits open enrollment ended on June 15 and all benefits changes will take effect on July 1, 2010 and go until June 30, 2011. Money set aside in a flexible spending account for the next year will also be available on July 1. For those who have flex spending dollars available from the first six months of 2010 there is a still a 2.5 month grace period to spend these dollars. This money can be used until September 15 of this year.

As you may recall from our May newsletter,

BASIC offers a prepaid debit card to all Calvin employees. Though reimbursement is still available, we're hoping this option will make your life a little easier. BASIC is planning to mail out the debit cards by the beginning of July and they should arrive at your home by July 9. If you need an additional debit card for a family member, you can fill out a [request form](#). For more information about BASIC and the debit card, visit their [website](#).

An additional benefit change that I would like to highlight this month is with our Employee Assistance Program (EAP). Beginning in July Calvin is partnering with [Pine Rest Christian Mental Health Services](#). We think this is an exciting change that will offer great resources and new opportunities to Calvin staff and faculty members as well as their families. Among other benefits, Pine Rest offers a 24-hour phone hotline, 18 outpatient locations throughout West Michigan and a broad base of certified clinicians. We hope that this partnership will truly advance Calvin's commitment to the physical *and* mental well-being of our employees. Check out page two for an in-depth look at Pine Rest and the services offered through the EAP.

Make sure to take time this summer for rest, reflection and relaxation. Have a great month!

Todd Hubers
director of human resources

Meet the William Spoelhof employee of the year:

Lori Keen

Stop by the Biology department in DeVries Hall any time and you will find the white-lab-coated Lori Keen.



R: What do you do at Calvin?

L: I am the Biology lab manager. It's my job to make sure that labs are always set up for classes. As a purchasing agent, I'm also responsible for negotiating prices and contracts on lab supplies.

R: What do you like most about your job?

L: I never know what each day will bring; this job requires me to juggle a lot of different balls. I love the variety and thrive on new challenges. It also helps that I'm very organized. I'm not sure I ever imagined that this is what I'd be doing, but I really love it!

R: What do you like about Calvin?

L: I think we deeply care about our students. They're not just I out of 300 in a lecture hall, we get to *know* them and that leads to caring. I work closely with students everyday and you learn really quickly that there are a lot of stories here. I get to know our students; that's what is so special about this job.

R: Give us a fact that no one would guess about you.

L: Many people might not know this, but I'm colorblind. It's very rare for that to happen in a woman—the chance is about a 10th of a percent!



Calvin's Employee Assistance Program (EAP) is nothing new, but, effective July 1, it will be administered by [Pine Rest Christian Mental Health Services](#).

"We decided to make this change for a number of reasons," said Todd Hubers, director of human resources. "Pine Rest is a great fit—we share a common mission and heritage. It also offers a broad base of clinicians with a variety of specialties."

"We're excited to offer these services to our employees," he continued; "hopefully this will continue to advance our commitment to the health of our bodies *and* our minds."

Among other benefits, Pine Rest offers a 24-hour, 7-day-a-week phone hotline. This hotline gives Calvin employees as well as members of their household constant access to the EAP.

"This is a good starting point," said Karen Klemm, EAP/CAP administrator at Pine Rest. "You can call and a fully-licensed Pine Rest counselor will call back within an hour. During this call, you can request information, talk about a personal problem, get help assessing a problem or request a referral to one of our counselors for a face-to-face

meeting. The sky is really the limit."

Pine Rest clinicians and therapists are available at 18 outpatient locations throughout West Michigan. They provide professional counseling to any employee or member of their household who needs help. Clients are guaranteed an appointment within 48 hours of their request.

"Employees will be given three counseling visits per problem episode," said Klemm. "A 'problem episode' can be a number of things; whether it's family issues, depression, substance abuse or addiction, financial worries, or something else. You get three visits *per issue* at no cost."

These counseling sessions are completely confidential. Though Calvin will receive a quarterly report with total usage numbers, employee names will not be included.

"Some people may think they will never use the EAP," said Klemm, "but that's because most people think nothing can happen to them. We all hit speed bumps and we all have problems. Even if you don't think you need counseling, believe me, sometimes it can be such a blessing to share, vent, or get a different perspective. We want to make it really easy for Calvin

Calvin introduces new employee assistance program

Learn more about the opportunities, resources and counseling offered through Pine Rest!

employees to do that."

"You can try to go it alone," chuckled Klemm, "but you won't get any gold medals."

In addition to the free visits, Pine Rest can integrate seamlessly with Priority Health.

"All Calvin employees get three visits for free," said Klemm, "but sometimes they will need more than that. We are an in-network provider for mental health services. That means you can stay with the same counselor and transfer easily to Priority Health. We hope this option will encourage employees who need counseling to stick with it."

Even professional counselors at Calvin are pleased with the change. "I think this switch will be great for Calvin employees," said Dan VanderSteen, counselor at the Broene Counseling Center. "Pine Rest has an excellent reputation and has a strong presence in West Michigan. We are getting a top-notch product."

For more information about the EAP offered through Pine Rest, check [this Q&A](#) on their website. On-campus mental health training sessions are also coming soon—stay tuned!



Getting to know NEW STAFF

We want to take this opportunity to welcome the new staff members who have started at Calvin this month.

Tim Ellens, director of communications and marketing

Jay Lindeman, Glen Oaks East property manager

Remington Steed, electronic resources specialist for the library

Calvin Perks DID YOU KNOW

DID YOU KNOW that campus safety has an emergency notification system that can send text messages straight to your cell phone? In keeping our emergency system up-to-date with current technologies, students, staff and faculty can sign up to receive text notifications from campus safety in the event of an emergency (such as severe weather, an armed threat, a dangerous chemical spill, etc).

To opt into this system, fill out [the online form](#) on KnightVision. And don't worry: your information will not be used for routine announcements or solicitation. The program is for emergency notification only.

For some seriously in-depth information about campus emergency policies, you can access Calvin's [Emergency Response Plan](#) on the campus safety website.

Getting to know the employee of the year

In case you missed this year's staff recognition event, we wanted to introduce you to this year's recipient of the William Spoelhof Lifetime Achievement Award: Lori Keen!

Each year, the recipient of this "employee of the year" award is selected by the President's Cabinet. The Cabinet reviews the careers of staff members with longevity at Calvin who have developed reputations for diligent work in their department.

As a member of the biology department for almost 25 years, Keen certainly fits the bill.

Keen was a biology major in college. After working in plant

retail for a few years, she decided to apply for a position at her alma mater. The first time she applied to be the lab manager, the job went to someone else. Two years later, the position opened up again and Keen was offered the job.

"As disappointed as I was the first time around, I think it was a good thing I didn't get the job then," said Keen. "It was a brand new position then. I'd much rather take something established and find ways to make it better."

Keen's colleagues in the Biology department refer to her as the "glue that holds everything together." Her responsibilities include setting up the equipment and supplies

needed for Biology labs, working with students on projects and research, training faculty and students on safety and acting as a purchasing agent.

But she's not ordering pens or post-its each week. "I have to order some crazy things for our labs," chuckled Keen, "everything from dead cats and pigs to live earthworms to sheep blood. The purchasing piece of this position is far from normal!"

"I've been in the same job for 25 years," said Keen. "There's no corporate ladder here. I've spent that time looking for more, taking on more. This position has really morphed over the years and I think that's why I like it so much."

Summer project: performance reviews

Believe it or not, the time to complete your annual performance review is here!

This review process is designed to help employees and supervisors address good work, identify areas for improvement and set goals for the coming year.

All performance review materials can be found on our [website](#). The first two documents are required — one should be filled out by the supervisor and the other by the employee. The following documents are supplemental

materials that have been used successfully by other departments in the past. Feel free to submit those evaluations in addition to the required documents if you feel that they will help you provide a more robust evaluation of your employees.

If this is your first year completing a performance development plan (PDP) or if you have questions, feel free to contact our office.

All PDPs must be submitted to the human resources office by August 2.

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?”

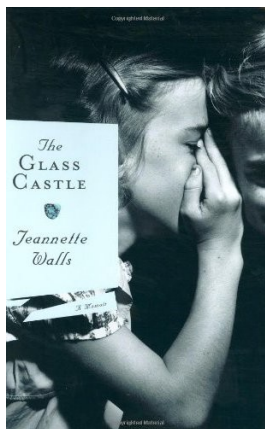
Want to submit a book review?
Email humanresources@calvin.edu

What are you reading?

HR intern: Kendra Kinzer

We wanted to make sure our intern didn't miss school too much this summer, so we gave her homework! Kendra, what are you reading?

The Glass Castle
by Jeannette Walls



Jeannette Walls, author of *The Glass Castle*, is a writer and former gossip journalist for MSNBC.com. Her book was published in 2005 and was on the NY Times Best Seller list for 100 weeks.

The Glass Castle, a memoir, recounts her upbringing in the home of parents who take a very “hands-off” approach to parenting. Walls’ father, Rex, is a brilliant electrician but can’t keep a job longer than a month because he is an alcoholic. Her artist mother, Rose Mary, is a quirky nomad

who is never happy in one place for long. The kids are uprooted on a whim time after time from Arizona, California, and Nevada, finally calling West Virginia home. Walls describes the pain, embarrassment and frustration she and her siblings share while growing up in extremely poor conditions. It seems as though there is a role reversal between the children and parents as Walls learns to be an adult at a very young age. Walls and her older sister work many jobs, only to see their earnings disappear at the hands of their alcoholic father. Their mother has a teaching degree but some days she just doesn’t want to get out of bed. Quickly, the children learn to never expect things to get better because their parents never follow through with their promises of a better life.

Despite the hardship and strain on the family, Walls never once complains about her upbringing. She simply details the adventurous, perilous and sometimes crazy life she lived that made her into the woman she is today. *The Glass Castle* manages to tell a beautiful story of her love for her family – through the good times and bad.

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Upcoming Events

Professional Development Day (for assistants)

This summer, our office will be offering two development days for office assistants. Both sessions are held from 9 a.m. to 12 p.m. in DeVos 20. Refreshments served from 8:30-9 a.m. and lunch offered from 12-1 p.m.

Wednesday, June 23

Thursday, August 5

*RSVP on our [website](#)

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!



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