



Celebrating the first birthday of *The Resource*

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

ReCommend Calvin

This fall, the enrollment management division wants to encourage current students, alumni, faculty and staff members to help recruit new students to Calvin. Check out the [ReCommend website](#) for suggestions on who to talk to and [what to say](#). Not convinced yet? If you submit a recruitment [form](#) to admissions by December 10, you will be entered to receive a 50-block meal plan!

this issue

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Our anniversary—from the desk of our director

It's hard to believe that our office has been producing this newsletter for a full year. As I constantly ask myself, where does the time go? This time last year we were talking about H1N1 and the benefits fair. This year we don't have any deadly diseases to talk about (and I'm not complaining about that), but we do have renovated buildings and new trainings opportunities! I'm glad that we have been able to provide the resource of *The Resource* for so long and I look forward to making it bigger and better in the future.

So, what's on the docket this October?

The campus is buzzing today as we anticipate the opening of the renovated Covenant Fine Arts Center. I encourage you and your coworkers to attend the dedication this afternoon. For more information, check on the article on page three. For a look at how this new and improved building is affecting staff and faculty around campus (namely those in art, English and music), check out the [article](#) in News and Stories.

As of October 5, environmental health and safety (EH&S) officially took ownership of all aspects of workers' compensation. The human resources office will still be involved in the process—particularly if an injury requires time away from work for surgery or recuperation—but EH&S will always be the first point of contact. We hope you are never injured at

work, but it's always a good thing to be prepared! Check out the article on page two for information. You can also visit the [EH&S website](#) for more information about what you should do if you are injured at work.

If you remember reading the September newsletter, this fall is a busy time for training and development! I would like to thank those that have participated in trainings already, such as sexual harassment awareness and prevention training ([SHAPT](#)) and new staff orientation ([NSO](#)), as well as those who are planning to attend the upcoming [professional development days](#) and video series sessions. As always, we value your feedback. If you attend a training or development opportunity and have suggestions, praise or critiques, please feel free to [contact](#) us. I'm excited for this week as we kick off the first of two professional development days for office assistants on Friday. Fall sessions are on social media, Calvin branding and strengths assessment. If you are an office assistant and have not yet RSVPed, we strongly encourage you to [sign up](#) for the training next Friday, October 29!

Thank you for your support of our office and *The Resource*. As always, we welcome your feedback (and your book reviews)! Happy October.

Todd Hubers
director of human resources

It's My Job: A chat with Pete Land

Calvin's campus is a clean, well-kept place to be and we have the members of our physical plant to thank for that. So today, let's chat with Pete Land, building services manager.



R: How long have you been at Calvin?

J: I've been here since 1969. I started as a student and got a job right after I graduated. I've worked for food service, the dorms and now, for the academic buildings.

R: What do you do?

P: I'm the building services manager for first shift. It's my job to supervise our first shift academic building staff, repair equipment, make schedules and facilitate trainings within our department, like on equipment upkeep.

R: What is your favorite part about your job?

P: The variety. Every single day is different and it keeps me on my toes. Some days I plan or do computer work, but other days I get to work with my hands to fix something. It's nice to be able to do both types of things. I also really enjoy the staff, faculty and students I get to work with.

R: What is a fact we might not know about you?

P: I was born and raised in the Netherlands. We moved to Canada when I was 11 and I didn't come to the US until college.



As the "Safety Dance" song says, you can dance if you want to. But sometimes dancing, or working, can lead to accidents. If you get hurt at work, we've got you covered.

In accordance with the State of Michigan [Workers' Disability Compensation Act](#), benefits are provided to all employees who sustain injuries or occupational diseases arising out of or in the course of college business. These benefits include all reasonable medical, surgical, hospital and vocational rehabilitation costs.

If you are involved in an accident or suffer personal injury while working, you should seek immediate medical treatment and fill out an [injury report form](#) within 24 hours of the injury.

"If you are injured at work, there are three steps you need to take," said Heather Chapman, environmental health and occupational safety officer for the physical plant. "First, notify your supervisor and my office; second, get an injury report form; and third, if necessary, get an authorization form from me to receive treatment at [MED-1 Occupational Services](#)."

According to Chapman, the first two steps are the ones applicable to most employees.

"Many injuries that occur on

campus don't require treatment at a medical facility," said Chapman, "you just report it to me and submit the form. But if you *do* need to see a doctor, we will send you to MED-1."

All work-related injuries must be treated at a MED-1 facility. Health services does not provide health care to faculty, staff or student employees. Treatment authorization forms can be obtained from environmental health and safety (EH&S) in the physical plant, building services managers, a campus safety officer or the human resources office.

Even if an injury seems minor, it should still be reported.

"Any injury, no matter how small, is *always worth reporting*," said Chapman. "Small injuries can easily turn into bigger problems. A cut could lead to an infection which could lead to surgery—you don't know if something small will become something serious. It's always worth the extra time to make sure you're covered. And the sooner I know about an injury, the better your case will go if you end up needing workers' compensation."

The process to seek workers' compen begins after an injury has been treated and reported.

"If we are seeking compensation, I have to file a claim with Accident Fund," said Chapman.

Breaking down workers' compensation

What do I do if I get injured at work? What paperwork is required? For answers, read on.

"The company will then contact the employee to get some background information: how long he or she has worked at Calvin, salary, how the injury occurred, and so on. They are collecting that information to determine if your claim is compensable. If the answer is yes, all of your treatment will be paid for."

In order to expedite the process, employees should follow the three steps to report and treat an injury.

"Some employees sustain minor injuries and choose to see their own doctor without filing a claim," said Chapman. "If you don't file a claim right away and the injury gets worse or you need to receive long-term treatment, we will have a hard time going back to Accident Fund to prove that the injury is compensable. You'll have to work much harder to get any sort of reimbursement."

"Reporting little things is just as important as reporting big things," continued Chapman. "Small injuries can be indicative of systemic problems. We can look at 'minor' injuries or near misses to determine what could cause more serious injuries down the road, either to you or to your coworker."

For more information, check out the EH&S [website](#).



Renovated Fine Arts Center opens today

The nails are nailed. The bricks are laid. The construction workers are packing up. The dust has settled. Believe it or not, the [Covenant Fine Arts Center](#) (CFAC) is almost open for business.

After over a year of displacement, English and music professors, the Calvin art gallery and musical events will finally have a home again.

As per Calvin News & Stories, the \$15 million renovation added 40,000 square feet of space to the original 84,000 square-foot FAC. Two of the most highly touted features are

the new 240-seat recital hall and 3,800 square-foot home of the [Center Art Gallery](#).

Other renovations include an expanded east lobby, a student lounge area facing the East Beltline, updated classrooms and musical suites, a musical library and new offices for the English and music departments. You also won't want to miss the renovated CFAC auditorium.

The renovation of the new and improved CFAC was overseen by Rob Den Besten (a 1996 Calvin graduate) of GMB Architects+Engineers out of

Holland.

Join the rest of the campus this Wednesday, October 20 at the official dedication of the renovated CFAC building. Festivities will take place in the main auditorium and snacks will follow in the west lobby on the first floor. This event will also kick off Calvin's [homecoming week](#).

For a full list of events and activities centered around the shiny new CFAC, including English lectures, the fall music festival and the dedication of the Center Art Gallery, visit the dedication [website](#).

HR video series

Plug In: Leading, Learning and Connecting

Join the human resources office this fall for our new lunchtime video series entitled *Plug In: Leading, Learning and Connecting*. In these sessions, we will view videos that help us to think about leadership, learning and connecting in our work, and developing our individual talents and abilities.

All sessions are from 12-1 p.m. in the Commons Annex alumni board room. Bring your lunch and we'll provide some beverages! Come prepared to learn, discuss and walk away with tools to help you in your job and your life.

The next video is on November 18 and is titled "The Mental Toughness of a Leader," by Jack Groppe. Synopsis: *In this talk we learn that, as leaders, it is more important to manage energy than time and learn how changing our approach in this area of management can provide greater encouragement for ourselves and those we lead.*

Calvin Perks DID YOU KNOW

DID YOU KNOW that in addition to the Calvin-contributed funds to your 403(b) retirement plan, you can invest additional tax-deferred funds through a number of different partners? If you wish to set aside part of your paycheck into your retirement fund, (either an amount or a percentage) complete the [voluntary retirement contribution form](#) and submit it to our office. Questions? Call ext. 6-6495.

Is your estate plan in order?

Do you have a will or living trust? When was the last time you reviewed your estate plan? Recent changes in the law regarding Durable Powers of Attorney for Health Care as well



as legislation relating to estate tax make this a good time to either prepare a new estate plan or blow off the dust and review your existing plan!

Please join attorney Amy Bakker Baty of the Barnabas Foundation to talk about these things in an informative presentation. The session will be held on **November 16, 2010** from 12-1 p.m. in the Commons Annex alumni board room. Bring your questions ... and your lunch!

Please [contact](#) the human resources office with any questions.

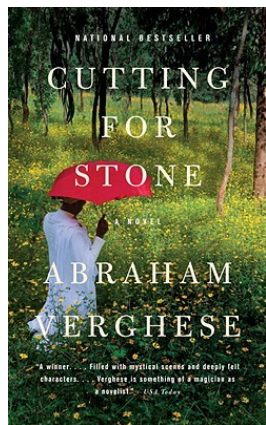
What are you reading?

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

This month we have a book review from an HR bookie, **Deirdre Honner**. Dee Dee is the associate director of human resources, writes two blogs and is an avid reader. So Dee, what are you reading?

Cutting for Stone
Abraham Verghese



I could describe this book as what I did on my summer vacation.

On the recommendation of a friend, I bought this book for my Kindle and read every single word it. The book starts by outlining the main characters—Sister Mary Praise Joseph, Thomas Stone, Hema and Ghosh—and how they individually arrive at

Missing Hospital (a mission) in Ethiopia. The narrator, Marion and his conjoined twin Shiva are orphaned at birth. Born to Sister Mary Praise

Joseph, who dies in childbirth, they are abandoned by their father Dr. Thomas Stone and raised by a surrogate family in Ethiopia.

Both brothers, Marion and Shiva, choose medicine as a career. The story presents the daily lives of the characters growing up and living in a hospital setting with their parents (both surgeons), the extended family of hospital staff and caretakers and the medical needs of the community. It carries us through the beauty and heartache of life. Never far from the daily life of the characters is the tension and mystery of so many unanswered questions. How Dr. Verghese weaves the answers into the story is compelling and creates more questions, more mystery. The resolution by the end of the book is stunning.

Cutting for Stone is beautifully written. It weaves family, life, death, love, politics, medicine, community and country into a complex tapestry without ever becoming predictable, manipulative or clichéd. It's an epic story, a long novel filled with flawed people and complex medical, social and political issues, a magnificent story that grabbed my attention and kept it. I would highly recommend this book.

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Upcoming Events

New staff orientation (NSO)

We are conducting another session of NSO this fall! Session times, locations and topics can be found on our [website](#).

Plug In: Leading, Learning and Connecting

Join us for the second session of this [video series](#) on strengths and leadership in the Commons Annex alumni board room. The session is on November 18 and runs from 12-1 p.m. Bring your lunch!

Professional Development Day (for assistants)

Sessions will be held from 1 p.m. to 5 p.m. in DeVos 20. Lunch is offered in DeVos 170 from 12:20-1 p.m.

Friday, October 22

Friday, October 29

*RSVP [online](#)

Sexual harassment awareness, prevention and training

If you have received an email from human resources stating that you are required to participate in sexual harassment training, these are the upcoming available sessions:

Thursday October 21

Friday, October 22

Wednesday, November 10

Thursday, November 11

*Visit our [website](#) for all session times, locations or to register



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