

September 30 deadlines

1. Flex spending

Did you have money left in your flex account from the first six months of 2010 (January-June)? You only have until September 30 to submit receipts to BASIC for reimbursement. All eligible medical expenses must have been incurred *before September 15*. To request reimbursement, use the form [online](#). To access your flex account balances, claim history and status, you can create an account on the BASIC [participant website](#).

**Note: this announcement only applies for Jan-June flex dollars. Flex elected from July 2010 to June 2011 is still available*

2. Healthy Habits 1st quarter

You still have time to get your \$75 quarterly incentive from Healthy Habits! The deadline to submit activities is September 30. Visit the Healthy Habits [website](#) for more information.



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Fall into fall: From the desk of our director

As the cooler temperatures and changing leaves remind me, fall is right around the corner and a new academic year is underway. I want to welcome everyone back to campus! We are looking forward to another academic year.

I want to take this chance to remind you to check out the [ecosystem preserve](#) this fall. I often feel that those of us who work at the Youngsma Center get spoiled because we get to see the changing seasons in the preserve up close and personal every day. It may seem like a hike from the main campus, but I promise you, it's worth it. So come to this side of campus, take a walk through the trails, enjoy the fresh air and marvel at the colors as we head into fall.

Fall is a busy time on campus, both for students and for staff. Here in HR, we are also keeping busy! We are excited to introduce a renewed focus on training and development opportunities for staff members. Along with our typical training sessions, such as sexual harassment awareness and prevention training (SHAPT) and new staff orientation (NSO), we plan to offer new types of staff development. Check out page three for more information about what's coming. Among other things, we'll be offering more professional development days for administrative assistants and a lunch time video series.

I also want to let you know that we will be bringing John VanderSloot, our TIAA-CREF representative, to campus more regularly this

year. In the coming months, John will be coming to campus once a month and camping out in different buildings. We want to make it as easy as possible for all of our employees to be able to meet with him. Next month John will be meeting with interested employees who work in either North Hall or the Science Building. November meetings will be offered in the physical plant. Stay tuned to Calvin News to find out when John will be coming to a building near you.

Calvin is very committed to being a family-friendly workplace. This month, we'd like to highlight some of our childcare resources. Did you know that we have a childcare room right here on campus? Are you aware of the partial reimbursement available for adoption costs? Check out page two for a more in-depth look at family-friendly benefits and childcare resources available right here on campus.

A big day is coming! *Calvin in 24* will take place on October 6. Haven't heard about this campus-wide initiative? Check out page three for more information and a website link.

We have another busy academic year ahead of us. This is the season of changing colors, football, [ArtPrize](#) and apple picking. I hope you all get a change to get out there and enjoy it!

Todd Hubers
director of human resources

It's My Job: A chat with Joy Verheul

She's been at Calvin for a while, but now you'll find her in a new position, new office and even new building! She is Joy Verheul, print and multimedia communications manager.



R: How did you come to Calvin?
J: I really never left! I got a job as a graphic designer for student life right after I graduated and I was recently moved into this new position. I've been at Calvin as an employee for about six years, in this position for three months.

R: What do you do in this new job?

J: I work for the enrollment and advancement divisions doing web and print design. Basically it's my job to tell the story of Calvin College in new and interesting ways to different audiences.

R: What is your favorite part about this job?

J: In short, I get to be creative every day! Design is my life, my calling. I can't think of a better way to use my creativity and passion than to tell the world what this community is all about.

R: Anything you want us to know about what you're working on?

J: I work with a team of incredibly creative people. We are currently coming up with new innovative ways to communicate Calvin. Big picture stuff is happening—get excited!

R: What is one thing we might not guess about you?

J: I run my own business: [Paper Nest Designs](#).



It's all in the family—checking out childcare resources

A look at some of the family-friendly resources available to you!

Calvin strives to be a campus that values family and provides a positive environment in which you and your family can thrive. One of the ways we do this is by offering two oft-underpublicized rooms in the chapel undercroft. This month, we want to bring them to your attention!

The college provides two childcare rooms on campus, both located in the chapel undercroft. The first is a room designated specially for childcare during the day (it doubles as a nursery for Woodlawn CRC on Sundays). Employees can reserve the room during the day and bring in a childcare provider to watch their children on campus. Just fill out the [room use form](#) online and send it via ICM to our office.

The second room set aside for parents is the nursing mothers' room. This room is open all day during business hours and can be used for feeding a baby or expressing milk. The room has a fridge and a lockable storage cabinet. Please [contact](#) our office if you would like a key for the cabinet.

To see the locations of these rooms as well as all of the changing stations around

campus (because we know those are important too!) check out the childcare resources [map](#) on our website.

"I think the community needs to be reminded about these spaces," said Kristin Du Mez, history professor and former member of the Gender Equity Committee. "They may not seem like a huge deal, but they are so helpful to the people who need them. I think it's really important to offer resources like this and I'm not sure that everyone at Calvin even knows they exist!"

Du Mez wants to get the word out to any interested parents at Calvin as well as to other groups and departments who have used the rooms for other purposes.

"It can be a problem when people don't know what the rooms are intended for," mused Du Mez. "I had a mother show up one day and the nursing mothers' room was full of beach balls! It's really important that the space is used properly."

Du Mez thinks specific resources such as the nursing mothers' room help create an environment that makes it easier to be a working parent.

"There are so many stresses

involved with going back to work after having a baby," said Du Mez. "I also think there can be stress just by being a working parent. These rooms give you options. I think Calvin could do more in the future, but it's great to take these steps to make this place more family-friendly."

Though Calvin does not provide childcare referrals, we do have a few links on our [website](#) that can connect you to resources to find childcare providers. If you are interested in finding a Calvin student to babysit your children, you can post a job on [Calvin Link](#). Contact [student employment](#) at ext. 6-7000 with any questions about this system. For external links to area childcare providers, check out the childcare resources [page](#) on the human resources website.

Curious about other initiatives and benefits that make Calvin "family-friendly"? Check out the family-friendly benefits [page](#) on our website. Among other things, Calvin offers adoption assistance, different types of time away from work, awesome tuition benefits and makes counseling available for you and your household through our [EAP](#), Pine Rest.



Busy fall ahead for training and development

This fall kicks off another busy season for the human resources office. To get a feeling why, just click on the staff development section of our [website](#). As you can see, there's a lot going on!

Along with the usual annual trainings such as sexual harassment awareness and prevention training ([SHAPT](#)) and new staff orientation ([NSO](#)), we are also pleased to offer two professional development days for office assistants, a lunchtime video series and training sessions about race and diversity at Calvin.

This summer our office invited administrative assistants to two professional development days.

They were so well received we have decided to offer more sessions this fall! The sessions will take place on October 22 or 29 from 1-5 p.m. Topics include social media, branding and an in-depth discussion on strengths (based on the Marcus Buckingham video shown this summer). Eligible office assistants will be getting an invitation from our office soon.

This fall, we are forging new training and development frontiers. Two new offerings from our office are a lunchtime video series and "Welcoming Environment" discussion and training sessions.

The video series, entitled "Plug In: Leading, Learning and Connecting," will highlight two

videos about strengths and leadership. We hope you (and your lunch) will be able to attend!

The Welcoming Environment sessions will discuss themes from the From Every Nation (FEN) document. Participants will think deeply about what it means to be welcoming to those outside of the majority culture on campus.

More information about the video series and welcoming environment sessions will be coming in Calvin News and the October issue of *The Resource*. Stay tuned!

You can find information about all staff development opportunities on our [website](#).

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!

Andrea Hensen, project neighborhood mentor, Creston CRC

Brittany Plumb, veterinary technician for WMRL

Jason Reiffer, music tours and website coordinator for advancement

Liesl Zylstra, nurse practitioner for health services

Calvin Perks DID YOU KNOW

DID YOU KNOW about Calvin's Employee Assistance Program (EAP)? Calvin has contracted with [Pine Rest Christian Mental Health Services](#) to provide free professional counseling services to any employee who needs help. As a part of the EAP, members can receive unlimited telephone consultations, information and up to three face-to-face visits per problem.

You may either contact a counselor at 616.455.6210 or 1.800.442.0809, or you may contact any clinic directly. Please remember to identify yourself as an EAP member. For a listing of clinics and phone numbers please see the [human resources website](#).

For more information, check out the [FAQ](#) on the Pine Rest EAP site.

A Calvin day in the life of ... everyone

It's **Wednesday, October 6, 2010**. What are you doing? Are you working in your office? Eating lunch in Johnny's with your coworkers? Showing a prospective student around campus?

Whatever you are doing, the communications and marketing department wants you to take a picture! You could win a Flip Video Camcorder and other great prizes.



What is it? It's CALVIN IN 24!, the day that turns everyone at Calvin into photographers.

You can get involved by taking pictures of your day, emailing them to calvinin24.october6@picasaweb.com and checking out the gallery online.

Visit the [Calvin in 24](#) website for more

information. Make sure staff members are well-represented!

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

Not to pigeonhole librarians, but they tend to love books! That's why we are happy to feature a review this month from **Kathy DeMey**, reference librarian for Hekman Library. So Kathy, what are you reading?

South Riding: an English Landscape
Winifred Holtby



I would like to recommend to you *South Riding: an English landscape* by Winifred Holtby. This book, not well known on this side of the Atlantic, won the prestigious James Tait Black Memorial Prize in British literature in 1936.

The author of *South Riding* is Winifred Holtby, a journalist and social activist who traveled widely and died prematurely in 1935 at the age of 37. *South Riding*, where the story is set, is a fictitious local government district of Yorkshire. Through Holtby's complex, highly-descriptive narrative we get to know the large cast of characters and the land they love and inhabit, all set in a time that saw momentous social and political change. Events leading up to World War II have a

large impact on even this out-of-the-way rural community.

The main characters are Sarah Burton, an idealistic headmistress of a girls' school in her late 30s; steady Robert Carne of Maythorpe Hall, tormented by his disastrous marriage to a mentally unstable wife; Jo Astell, a socialist fighting poverty; and the estimable Mrs. Beddows, the first woman Alderman of the district. As you can imagine, there is a romance of sorts between Sarah and Robert, although Robert's conservative, traditional views often infuriate Sarah. Jo Astell becomes Sarah's best friend and Mrs. Beddows, her mentor. These characters are vividly and sympathetically portrayed, which is one of the pleasures of the novel.

Another distinct pleasure of reading the book is simply educating oneself on the history of the period and place. What was rural England like in the years leading up to WWII? How did town people live? What was farm life like? What kind of education did young women receive? Dominant themes are optimism, compassion, reconciliation and the significance of generous effort on behalf of the public good.

Winifred Holtby testified in a letter to a friend, "My brain thinks realistically and satirically, but my pen will run away into romance." *South Riding* has a generous dose of realism, but there is romance, too!

**NOTE: This book isn't easy to find in area libraries. You may just want to [purchase](#) it from Amazon (very cheap) or borrow it from me!

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Upcoming Events

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

Sexual harassment awareness, prevention & training (for staff)

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

Thursday, October 7
Friday, October 8
Thursday October 21
Friday, October 22

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

New staff orientation (NSO)

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



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