

## September 30 deadlines

### 1. Flex spending

Did you have money left in your flexible spending account from the 2010-2011 plan year? If you spent the dollars before September 15, you have until September 30 to submit receipts to BASIC for reimbursement. To request reimbursement, use the form found on our [website](#). To access your flex account balance and claim history, you can create an account on the [BASIC participant website](#).

*\*Note, this announcement only applies to flex dollars from the previous plan year. Flex elected from July 2011 to June 2012 is still available.*

### 2. Healthy Habits first quarter

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



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Photo Credit: Julia Smilde

## From the desk of our director

As the temperatures start to get cooler, I can't help but look forward to all of the wonderful things a Michigan fall provides. Whether you spend this season watching football, sipping hot apple cider or picking pumpkins, I hope you find the change of season invigorating as we look forward to another school year.

Fall is generally a busy time on campus and HR is no exception. This week we kicked off another installment of our *Plug In: Leading, Learning and Connecting* video series using clips from past Leadership Summits at Willow Creek Community Church. Even if you missed the first session, you are still welcome to sign up for the remaining five. Check out the full schedule on page four or on our [website](#). This fall also marks the beginning of another session of New Staff Orientation ([NSO](#)) and [Re-Orientation](#). Over 30 new staff members have started at Calvin since the last NSO (spring 2011) and we are looking forward to introducing them more fully to the campus! For more in-depth information on training and development this fall, check out page three.

One division that has a lot of activity during the fall semester is advancement/development. Within this division, we've chosen to highlight alumni, parent & community relations through an "It's my job" interview with Emily Dock and the Calvin Annual Fund, spearheaded by Rick

Treur. The largest upcoming event for the alumni department is Homecoming. This year's [Homecoming and Family Weekend](#) will take place on October 21 and 22. Every year this 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. The [annual fund](#) will kick off its faculty and staff giving campaign in October as well. Check out the article on page two to find out what the annual fund actually is and how these funds are used around campus!

We won't rush September, but as the fall soldiers on, our thoughts inevitably fall to the holidays. Wonder when Calvin is closed for Thanksgiving or Christmas break? You can check out the [2011 holiday calendar](#) on our website. We've also posted all of the [holiday documents](#) for 2012, including a [holiday schedule](#).

I hope that the first few weeks of the 2011-2012 school year have gone well. There's always something to do on campus, so make sure to read Calvin News and keep up to date with the campus [calendar](#) for activities that are happening on campus. Happy first day of fall!

Todd Hubers  
director of human resources

## It's My Job:

### A chat with Emily Dock

As Calvin gears up for Homecoming in October, let's talk with Emily Dock, associate director of alumni, parents and community relations.



R: How long have you been at Calvin?

E: I've been in this position for a little over two years. I'm a graduate of Calvin—I actually worked in the alumni office as a student—and after a few years in broadcasting, I was looking for a change.

R: What do you do?

E: To sum it all up, I manage the external workings of the alumni office. I talk to alumni chapters, plan events like homecoming and class reunions, speak on behalf of our office and juggle a lot of other balls.

R: What is your favorite part of your job?

E: It's such a cool thing to hear and receive the stories of Calvin employees, alumni and friends every day. In this job, it's the *people* that make me tick. No one person is the same. I work to relate to them all, to figure out who they are.

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

E: Before coming to Calvin, I spent four and a half years working in TV broadcasting, including over two years as a reporter for WOOD TV8 in Grand Rapids.

## Following the dollar: the Calvin Annual Fund

So, what is the Annual Fund? How does it work? And why should you consider giving?

Each year, the Calvin Annual Fund provides much-needed funds towards Calvin's operating budget.

The annual fund is comprised of unrestricted gifts to the college from alumni, parents, employees and friends. These funds allow the college to have the flexibility to respond to unexpected needs as well as absorb the costs of new initiatives and opportunities. Annual fund gifts support core programs and activities on campus and a significant portion is allocated to student financial aid.

According to Rick Treur, director of the annual fund, these gifts essentially bridge the gap between tuition dollars and the actual cost of running the college. Unlike many donor gifts, these dollars are available right away and can be allocated where the need is greatest.

"This money does so many things," said Treur. "It feeds into student financial aid. It allows faculty members to conduct research they might not have been able to otherwise. It can fix a broken boiler. The list goes on."

This list includes things such as expanding the wireless network in a dorm or academic building, paying for the annual cost of the campus safety emergency system, allowing this year's incoming class of freshman students to participate in service-learning through StreetFest, maintaining the library's subscription to



Contributions to Calvin's Annual Fund are allocated as follows:

62% teaching and housing students	22% financial aid
9% administration	7% physical plant

online journals and bringing expert lecturers to the classroom.

Calvin's annual fund also contains two sub-components to meet specific needs on campus: the Calvin Energy Recovery Fund and the Community Care Fund. CERF allocates donations towards reducing the college's carbon footprint and finding ways to be sustainable (more detailed information can be found on the following page). The Community Care Fund is described as a benevolence fund for students dealing with unexpected costs. These funds can be used to pay for everything from a student's plane ticket home when there is a death in the family to recouping losses after an apartment fire. Dollars contributed to CERF or the Community Care Fund are added in to the total amount raised for the annual fund.

Last year, the total contributions to the annual fund totaled over 2.9 million. This year, the development office hopes to increase that number to 3.1 million.

This October marks the beginning of the emeriti, faculty and staff (EFS) giving campaign. During this one-month drive, current and former Calvin employees are invited to donate to any of the three "buckets": the general annual fund, the Calvin Energy Recovery Fund or the Community Care Fund.

Under Treur, the development office will roll out a new giving incentive this year that ties into the rivalry between Calvin and Hope.

"It came to our attention that Calvin's alumni participation rate in the annual fund is 1-2 percent behind Hope's," said Treur. "These percentages are seen as a barometer of customer satisfaction and an indicator of how good a college is. Since we want Calvin to be superior in these areas, this initiative is just another way we invite people to show their support for their alma mater."

A status update will be given at the Calvin-Hope game on February 11 and the winner will be announced on February 29.

For Treur, the mission of the annual fund and the mission of Calvin endow gifts with a special meaning.

"I feel so strongly about the opportunities made possible through these gifts," said Treur. "I don't ever want to push those who are already giving a lot to Calvin, but I like to promote this opportunity to give. The funds are carefully vetted and help contribute to the experiences of current and future Calvin students."

Go [online](#) for more information about Calvin's annual fund.

*\*Additional thanks to Ashleigh Draft, manager of annual fund communication and programming, for contributing to this article*



## 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!

**Paula Englin**, coordinator of student organizations and weekend programming

**Zig Ingrassia**, research specialist for the Center for Social Research

**Julia Smilde**, administrative assistant for off-campus programs

## Did you know CALVIN TECH

With the implementation of the [portal](#) this spring, Calvin technology has continued to improve. CIT recently rolled out MOX, a free app for Apple devices, android phones and Blackberries that provides mobile access to the Calvin portal.



MOX allows the user to access several mobile portal features such as maps, courses, news and directory information numbers from a smartphone or tablet device.

Check out the [webpage](#) for more information and instructions on how to download the app!

## Another fall in training and development

Fall inexplicably brings rejuvenation and new energy to the campus. The human resources office is following the trend with a season packed full of training and development opportunities.

If you've been paying attention to the "new staff" sidebar, it's clear that Calvin has welcomed a fair number of new staff members to campus over the past few months! These newbies will be invited to attend the seven-week New Staff Orientation ([NSO](#)), but we have also opened some sessions to the entire Calvin community as "[Re-Orientation](#)." Re-orientation

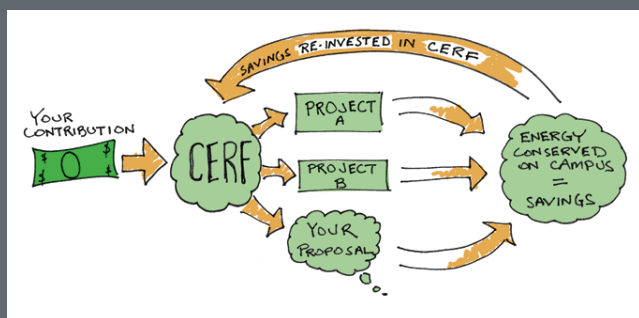
sessions are open to any interested staff or faculty member on a first-come, first-serve basis.

We are also bringing back the popular *Plug In: Leading, Learning and Connecting* lunchtime video series with an entirely new crop of videos! This series is designed to provoke discussion about leadership as well as encourage development of individual talents and abilities. We will be showing six videos from a Willow Creek Production entitled *Take TEN: 10-minute Leadership Lessons for Teams*. Each clip comes from past Leadership Summit sessions and focuses on an identified leadership principle.

One video will be shown during each session and discussion will follow. For more information about the Plug In video series, visit our [website](#). You may select individual sessions or RSVO for the entire series. Either way, we look forward to seeing you there!

More opportunities are coming down the pipe. Among other things, fall professional development days for office assistants and group training sessions in Strengths and DiSC (contact us if your team is interested in learning more). As always, stay tuned to *The Resource* and Calvin News for more information.

## The Calvin Energy Recovery Fund



One of the funds considered to be a part of the Calvin Annual Fund is the Calvin Energy Recovery Fund (CERF). CERF is a revolving fund used to improve energy-efficiency and reduce carbon dioxide emissions on campus. Money saved

through energy-reducing initiatives goes directly back into the fund.

CERF's mission statement says that the purpose of the fund is to "pursue our calling to be stewards of God's creation by implementing a process through which Calvin's campus can promote and realize a goal of energy stewardship and accommodate renewable and sustainable energy- and cost-saving projects."

Energy-saving [project ideas](#) as well as financial [gifts](#) can be submitted online. For more information, check out the [website](#).

## What are you reading?

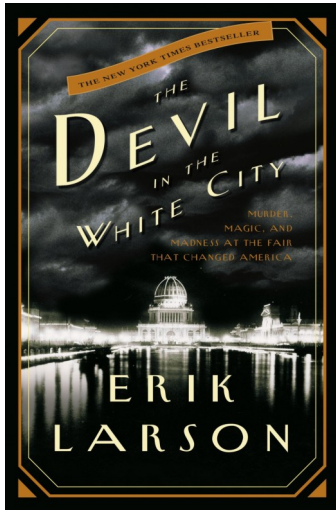
We at Calvin are a culture of education and self-improvement. What better way to encourage our colleagues in their lifelong learning than to ask that one revealing question—“what are you reading?”

Want to submit a book review?  
Email [humanresources@calvin.edu](mailto:humanresources@calvin.edu).

This month's book highlight tells a tale of history, architecture and murder, terrifyingly and inexplicably woven together.

### **The Devil in the White City: Murder, Magic and Madness at the Fair That Changed America**

by Erik Larson



While many Americans may know the story of Chicago's 1893 World's Fair, few have heard this tale. The book—a compelling piece of novelistic non-fiction—takes the reader into a world of sadistic murder, just steps from the gleaming white Pleasure Palaces of the Fair. Larson tells a story that is one

part historical record and one part crime thriller.

The novel follows the stories of two men: Daniel Hudson Burnham, the chief architect of the Chicago World's Fair, and Dr. H. H. Holmes, a charismatic psychopath who committed deeds of unspeakable

violence within a stone's throw of the Fair. The men never met, but their lives paralleled in that they each possessed an unusual aptitude for their chosen line of work. While Daniel Hudson Burnham's work was noble and highly visible, H. H. Holmes' work was repugnant and imperceptible.

Larson explains that The World's Fair brought an influx of jobs and culture to Chicago. Young women from all over the country flocked to the city to be a part of this dazzling new society. Most came alone. Far too many ended up in the hotel of one H.H. Holmes. Called “The Castle” by neighbors, the three-block structure was a torture palace, complete with dissection table, gas chamber and a 3,000-degree crematorium. During construction, Holmes repeatedly changed builders so only he fully understood the true design and intention of the house. Holmes, one of America's first documented serial killers, ultimately confessed to the murders of 27 people (mostly young women), but some figures purport that the actual number was closer to 200.

While this book does get a bit cumbersome in recalling the countless historical details of the construction of Chicago's “White City,” the chilling story of Dr. Holmes carries the reader along. The juxtaposition of the beautiful, decadent and glamorous World's Fair against the horrors that took place is staggering. The story is gruesome and fascinating, particularly when the reader recalls that this story is true.

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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.

September 29: Call of a leader from “Against All Odds;” Jack Welch

October 13: Character from “Focused Leadership;” Andy Stanley

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](#)

### **New staff orientation (NSO) / Re-Orientation**

We are conducting another session of NSO this fall for new staff! As a note, some sessions are open to the general campus as an opportunity to be “re-oriented” (below). More session information can be found on our [website](#).

September 28

October 4

October 12

October 18