

# HR HORIZONS

JAMES MADISON UNIVERSITY

January 2015

**THE OFFICE OF THE PRESIDENT** is pleased to announce the annual **Diversity Enhancement Awards Program**. The purpose of these awards is to recognize individuals and units that have demonstrated a significant commitment to enhance diversity at James Madison University.

For complete details or to nominate someone for this award, complete the nomination form, which is located on the Diversity website [www.jmu.edu/diversity](http://www.jmu.edu/diversity).

The award recipients will be honored during the **Diversity Conference** Monday, March 16.

**\*\*\*All nominations must be received by 5:00 p.m. Friday, February 6, 2015\*\*\***

For questions, contact Lisa Hess at 540-568-6991 or [hesslb@jmu.edu](mailto:hesslb@jmu.edu).



## HR's Organizational Chart

[http://www.jmu.edu/humanresources/\\_files/hr-org-chart.pdf](http://www.jmu.edu/humanresources/_files/hr-org-chart.pdf)

Check out HR's new website with enhanced information and features.

Please update your content that may link to HR's website, as the link changed

<http://www.jmu.edu/humanresources/>

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*Human Resources is dedicated to customer service, a positive approach to change and the pursuit of excellence that promotes university and individual success.*

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## Payroll Dollars and Sense

W-2's were mailed to home addresses on Friday, January 16.  
Please contact [Payroll Services](#), 540-568-6233 should you need  
a re-print.

These will be available after the second week in February.



**Spread the facts, not your germs. Stop the flu at JMU.**



Stay home if you're sick

Wash hands frequently

Cover coughs/sneezes

Avoid touching your nose, mouth, and eyes

## **Nominate a Woman of Distinction**

Do you know a woman at JMU – student, faculty, or staff – who inspires you through her imagination, innovation, dedication, talent, a passion for life, and strength of character? Does she breathe life and energy into our community?

[Nominate her for the 2015 Women of Distinction Award at jmu.edu/healthcenter](http://jmu.edu/healthcenter)

## Meet JMU's Title IX Officers

James Madison University provides the university community with multiple Title IX Officers whose responsibility is to investigate complaints and address issues of sex discrimination and sexual harassment by employees, affiliates and visitors within the university.

All officer responsibilities include:

- Tracking and monitoring reports of sex discrimination and sexual harassment
- Ensuring that the university responds promptly and effectively to each report; and
- Where appropriate, conducting investigations of sex discrimination and sexual harassment.

Officers are knowledgeable about, and will provide information on, all options for complaint resolution. They also work closely with the JMU Health Center's Student Wellness and Outreach Office, the Counseling and Student Development Center, the Office of Student Accountability and Restorative Practices and the James Madison University Public Safety Department (JMUPSD).

Together, the officers play an integral role in carrying out the University's commitment to provide a positive learning, teaching and working environment for the entire community.

For questions or comments, click [here](#) to email us.

**James Robinson**  
**Title IX Coordinator for Faculty, Affiliates and Visitors**

Director of Equal Opportunity (DEO)  
MSC 5802, 1017 Harrison Street  
Harrisonburg, VA 22807  
**Phone:** (540) 568-6991  
**E-mail:** [robinsjr@jmu.edu](mailto:robinsjr@jmu.edu)



**Nicole Lenez**  
**Title IX Officer for Students**  
Area Director of Residence Life Admin  
MSC 2401, Huffman Hall  
Harrisonburg, VA 22807  
**Phone:** (540) 568-3501  
**E-mail:** [leneznx@jmu.edu](mailto:leneznx@jmu.edu)



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**Jennifer Litwiller**  
**Title IX Officer for Students**  
Advisor in Career and Academic Planning  
MSC 1016, Student Success Center 3210  
Harrisonburg, VA 22807  
**Phone:** (540) 568-6555  
**E-mail:** [litwiljl@jmu.edu](mailto:litwiljl@jmu.edu)



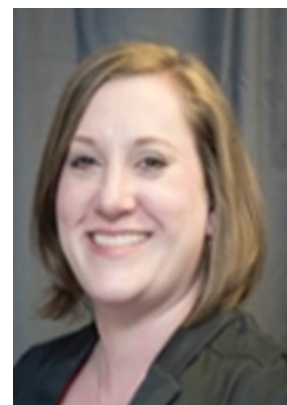
**Tisha McCoy-Ntiamaoh**  
**Title IX Officer for Students**  
Director of Orientation Support  
MSC 1010, Student Success Center  
Harrisonburg, VA 22807  
**Phone:** (540) 568-1787  
**E-mail:** [mccoynata@jmu.edu](mailto:mccoynata@jmu.edu)



**Jennifer Phillips**  
**Title IX Officer for Athletics**  
Associate Athletic Director for Compliance  
MSC 2301, 261 Bluestone Drive  
Harrisonburg, VA 22807  
**Phone:** (540) 568-8036  
**Email:** [phill2jr@jmu.edu](mailto:phill2jr@jmu.edu)



**Jennifer M. Toth**  
**Title IX Officer for Staff**  
Human Resource Job Consultant  
MSC 7009, 752 Ott Street  
Harrisonburg, VA 22807  
**Phone:** (540) 568-3968  
**Email:** [tothjm@jmu.edu](mailto:tothjm@jmu.edu)





Emily Leary (on table!) is the first JMU / Stuart Hall School Scholarship recipient. Emily is in the 8th grade and is the daughter of Amy Paugh, Associate Professor of Anthropology at JMU and Thomas Leary. Emily has been an amazing contributor to the Stuart Hall community and is especially involved in visual arts, theatre, and creative writing. Her scholarship will be valued at \$50,000 upon her graduation in 2019. Congratulations to Emily Leary!

## Have You Heard about the Stuart Hall Merit Scholarship Program?

Stuart Hall School offers one dedicated \$10,000 per year merit scholarship, each year for qualified new students entering grades 6-12 who are the children of full-time JMU faculty or staff. This partnership between JMU and Stuart Hall School is an exciting employee benefit.

Here are the highlights of the benefit:

- Students (not currently enrolled at Stuart Hall) entering grades 6-12 can apply for a \$10,000 per-year scholarship
- Scholarships are renewable through graduation, assuming the student remains in good academic standing; up to \$70,000 in tuition benefits over as many as seven years
- Additional need-based Financial Aid is available for families who qualify or who are not selected as scholarship winners

**Join representatives from Stuart Hall on campus for refreshments and an informational session**

**Wednesday, January 28, 2015 5:30 - 7:00 PM Pathways Training Center Wine-Price Building**

[Please RSVP Here for the On-Campus Information Session](#)

Want to find out more about the scholarship? visit [www.stuarthallschool.org/jmu](http://www.stuarthallschool.org/jmu)

Download the [brochure](#)

[Schedule a Visit at Stuart Hall](#)

Or, call Stuart Hall directly at 540-213-7050 or email [admissions@stuart-hall.org](mailto:admissions@stuart-hall.org)

**The deadline for applying for the 2015-2016 academic year merit scholarship is March 1, 2015.**

JMU's on-campus contact is Renee Reed, Human Resources, [reedra@jmu.edu](mailto:reedra@jmu.edu)



# JMU Training and Development

James Madison University is committed to fostering for all JMU community members, a culture and environment that supports healthy work-life balance and personal and professional goals. In support of promoting faculty and staff success, the university focuses on the following goals:

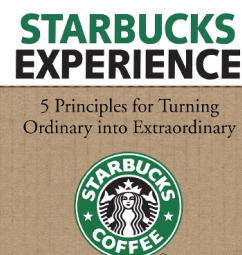
- The university will identify and implement a comprehensive approach to work-life balance
- The university will increase resources to support mentorship, coaching and professional development for faculty and staff
- The university will provide employees with resources, opportunities and co-worker interactions necessary for meaningful workplace involvement

Hence, the need for the Training and Development Department and the creation of learning areas which help each of us reach our own potential as well as work effectively with others. By accessing the links on this page you will find a wide variety of professional development opportunities which are provided free of charge to JMU A&P faculty, classified staff and wage employees.

Faculty and staff are encouraged to pursue professional development utilizing internal and external resources. Please let the [Training and Development Staff](#) know how we can assist you in your personal, professional and departmental development needs.

## Professional Book Club 2015

**Friday, March 20, 2015, 11:00 AM – 12:00 PM, TD1966**, Wake up and smell the success and learn the 5 principles for turning ordinary into extraordinary in, “The Starbucks Experience” by Joseph Michelli.



**Friday, June 19, 2015, 11:00 AM – 12:00 PM, TD1972**, Every person can make a difference and customer service is everyone’s job in this amazing tale, called, “Legendary Service: The Key Is to Care” by Ken Blanchard.

## Customer Service Series 2015

The Customer Service Series consists of a number of popular a la carte workshops and book club discussions. Each session focuses on a different Customer Service topic and will emphasize practical application. In this a la carte series, participants will be able to explore, engage, and be empowered in the area of customer service. In order to receive a certificate of completion, participants are required to attend four face to face open sessions and one book club discussion that will increase participants’ knowledge and expertise associated with customer service. **You can track your progress with the [Customer Service Series Tracking Sheet](#).**

## Training and Development Competencies



## January Safety Tips from JMU's Risk Management Office



### Cold Weather and Freeze Alert      **Keep Your Heating Systems Operating**

**Keep your home and family warm.** Heating systems are the lifeline of your home during cold conditions. If they fail, disaster could strike.

#### **Immediate action required:**

- ◇ All piping must be insulated. Install new and replace damaged insulation where necessary, and don't forget to disconnect all outdoor water hoses from the summer months and drain them.
- ◇ Inspect all outside dampers for proper operation.
- ◇ Clear and protect all outside vents from ice and snow accumulation.
- ◇ Heat requires power. If generators are unavailable, make arrangements to obtain non-electrical portable heating during outages.
- ◇ Also be prepared to supply back-up power to your alternate systems heat systems.

#### **Safeguard equipment during power outages**

**Voltage surge protection is necessary at all times** – especially during cold, freezing conditions.

Severe weather can cause power loss and downed wires, disrupting your home's power supply. When electricity is restored, the sudden surge of power can literally destroy the electronics in your home, TV, Computer etc...

#### **Immediate action required:**

- ◇ Unplug it. Anticipate voltage surges during severe weather. The best solution is equipment isolation – turn it off and unplug it. If you need to keep equipment running, installing surge protectors can provide protection.
- ◇ Prepare for power outages. If you rely on generators for back-up power, perform preoperational checks and start-up tests. Consult your generator's manufacturer for details. In preparation for an extended outage, develop a contingency plan for refueling generator engines.
- ◇ Turn it back on. When power is restored, plug in and turn on devices one at a time.

#### **Protect your home and ensure accountability**

**The time is now – your home is facing extreme temperatures within 24 hours.**

Protect your home and prepare your people before cold weather and freezing temperatures arrive.

#### **Immediate action required:**

- ◇ **Inspect building.** Close all windows, doors and outside dampers. Schedule regular building checks during storms and cold weather. Arrange for snow and ice removal, including the roof.
- ◇ **Who's responsible?** Ensure accountability by designating family members to help with the various tasks required to protect your home from damage.
- ◇ **Provide emergency telephone numbers.** Collect and distribute a list of emergency phone numbers and contacts, such as snow removal, heating system repair company, utility company, and the weather bureau.
- ◇ **Anticipate flooding.** Severe and cold weather can cause flooding. Move susceptible equipment or valuables to an alternate location, where water cannot reach it.
- ◇ **Always have cold-weather gear on hand.** Have plenty of gloves, hats, emergency blankets, and flashlights available. Provide them to your people, and make sure they know where cold weather gear is stored.

# Conflict of Interests (COI) Compliance

## How the Act Affects You

In keeping with the Code of Virginia, Title 2.2, Chapter 31 State and Local Government Conflict of Interests Act finds and declares that citizens are entitled to be assured that the judgment of public officers and employees will be guided by a law that defines and prohibits inappropriate conflicts and requires disclosure of economic interests.

A conflict of interests occurs when a university employee or a member of his/her immediate family has a personal interest, or benefits or suffers from his/her participation in a contract or transaction considered by JMU. No JMU employee shall have a personal interest in a contract with JMU, other than that employee's own contract of employment.

It is the responsibility of each JMU employee to comply with the Act. Any employee who believes he/she may be in violation of the State and Local Government Conflict of Interests Act has the right and obligation to seek a written advisory opinion from the Attorney General of the Commonwealth of Virginia and thereby avoid prosecution and loss of employment.

Additionally, as a requirement of the State and Local Government Conflict of Interests Act, university employees in certain designated positions are obligated to disclose their financial interests in order to prevent inappropriate conflicts between personal economic interests and the official duties. University employees designated to file disclosure statements include presidents, vice presidents, provosts, deans, associate deans and department chairs. Further, any persons with approval authority over contracts or audits.

*Interesting facts and figures:* State-wide, approximately 25,000 Virginia governmental officers and employees are required to disclose their financial interests. At JMU, approximately 230 employees were notified in November to complete Statements of Economic Interests by December 15, 2014.

Statement of Economic Interests forms are filed online via the Conflict of Interest Disclosure System, which is managed by the Office of the Secretary of the Commonwealth. Filing occurs when the individual assumes employment in a designated position and then semiannually on or before June 15 and December 15. Information pertaining to real estate, business interests, gifts, travel, liabilities, directorships and other matters is subject to disclosure. Disclosure statements are available for review by the public for a period of no less than five years.

Electronic notifications to file and/or to meet training obligations are sent to employees in designated positions by the Secretary of the Commonwealth's office and by JMU's Conflict of Interests Coordinator.

Questions about the filing process may be directed to Cathy Thomas, Conflict of Interests Coordinator, [thomasce@jmu.edu](mailto:thomasce@jmu.edu), 540-568-3967. Susan Wheeler, University Counsel, [wheel2sl@jmu.edu](mailto:wheel2sl@jmu.edu), 540-568-3727 is available to assist employees with disclosure of financial interests questions.



## Meal Plans Provide JMU Employees a 45% Discount

It's true! JMU faculty, staff and affiliates qualify for [Faculty/Staff Meal Plans](#) that provide a top-notch lunch that's affordably priced. But what's this about a 45% discount?

### A Meal Plan is Affordable and Convenient

- A bundle of 15 meals costs \$96—**only \$6.40/meal**. At the all-you-care-to-eat facilities (D-Hall, E-Hall, Mrs. Greens and Let's Go Local), that's **45% less than the door price!**
- You'll also get a great deal at Bistro 1908 in the new Student Success Center, Market One, PC Dukes, Top Dog, Festival or Corner Bistro at Memorial Hall, where a meal plan covers Duke Deal combos (considered one meal no matter the menu price) or a \$5 meal equivalency.
- You can pay for your meal plan by credit card, check or FLEX. Full-time JMU employees also can purchase a [meal plan](#) through [payroll deduction](#).

For additional savings, join the dining discount program exclusively for JMU Faculty and Staff! Purple & Gold Perks is Dining Services' way of expressing gratitude for everything you do to support the JMU Community. Please email [finlinjl@jmu.edu](mailto:finlinjl@jmu.edu) to join!



**Women's Basketball Coach, Kenny Brooks, "Making Best Choices" address to 200 visiting eighth graders during JMU Job Shadow Day**

# PURPLE & GOLD PERKS

Exclusive JMU Faculty/Staff On-Campus-Dining Discount Program

## SPRING 2015 WEEKLY DEALS & DISCOUNTS



### MONDAY

Get a large coffee for the price of a small



### TUESDAY

\$1.00 off any Banh Mi at Vietnamese Express



### WEDNESDAY

From 3-6pm, buy any large Sbarro pizza & get one free (of equal or lesser value)



### THURSDAY

Purchase any pizza & get one free (of equal or lesser value)



### FRIDAY

Free beverage at Madison Grill with a purchase of an entree

**Catering:** Get a free 12-pack of soda when you pick-up an order! Just mention this deal! Order online at <https://jmucatertrax.com> or call 568-6637

## MONTHLY PROMOS



### JANUARY

Get a regular fountain drink with any sandwich purchase

\*Offer available January 12-30

### FEBRUARY

Buy any sub & get one free (of equal or lesser value)

\*Offer available February 1-28



Love our residential restaurants - D-Hall, E-Hall, Mrs. Greens and Let's Go Local? Save money & time!

Enjoy our faculty/staff meal plan - just \$96 for 15 punches to use all semester. You can even buy with payroll deduction!

Also redeemable at Bistro 1908, Top Dog, PC Dukes, Market One, Festival, Corner Bistro & Lakeside!

Questions?  
E-mail [dining@jmu.edu](mailto:dining@jmu.edu)

Executive Chef Jay Vetter shares a recipe that will help you eat healthy and warm up this winter.

## Chicken, Kale and Quinoa Soup

### Ingredients:

- 4 center-cut bacon slices
- 1 1/2 cups chopped onion
- 3/4 cup chopped carrots
- 1 teaspoon kosher salt, divided
- 6 garlic cloves, minced
- Cooking spray
- 1 pound skinless, boneless chicken thighs, cut into 3/4-inch pieces
- 1/2 teaspoon freshly ground black pepper, divided
- 6 cups unsalted chicken stock
- 2 bay leaves
- 2/3 cup uncooked quinoa
- 6 cups chopped kale
- 2 teaspoons thyme leaves



### Preparation:

1. Cook bacon in a Dutch oven over medium heat until crisp. Remove bacon from pan, reserving drippings. Crumble.
2. Increase heat to medium-high. Add onion, carrot, and 1/4 teaspoon salt to drippings in pan; sauté 5 minutes, stirring occasionally. Add garlic; sauté 2 minutes. Remove mixture from pan.
3. Coat pan with cooking spray. Add chicken to pan; sprinkle with 1/4 teaspoon salt and 1/4 teaspoon pepper. Sauté 6 minutes or until chicken is browned and done. Stir in onion mixture, chicken stock, bay leaves, remaining 1/2 teaspoon salt, and remaining 1/4 teaspoon pepper; bring to a boil.
4. Place quinoa in a fine sieve; place sieve in a large bowl. Cover quinoa with water. Using your hands, rub grains together for 30 seconds; rinse and drain. Repeat procedure twice. Drain well. Add quinoa to pan; cover and simmer 15 minutes. Add kale and thyme to pan; simmer, uncovered, 5 minutes or until kale is tender. Discard bay leaves. Ladle soup into bowls; sprinkle with bacon.