

# HR HORIZONS

JAMES MADISON UNIVERSITY

BACK TO SCHOOL EDITION

SEPTEMBER 2013

## For Your Benefit

### ORP Open Enrollment

The month of October is open enrollment for the optional retirement plans. Beginning October 1, faculty members may elect to switch plan providers, with the change becoming effective January 1, 2014. The two plan providers are Fidelity and TIAA-CREF. If you are interested in selecting a different plan provider, please contact the Benefits Team at 540-568-3593 to complete the necessary paperwork by October 31.

### Coming Soon...VRS Hybrid Plan

Beginning January 1, 2014, all new classified state employees will be enrolled in the Virginia Retirement System Hybrid Plan. The new retirement offering combines a traditional pension plan with a defined contribution plan. Most current classified employees will have the opportunity to enroll in the new VRS Hybrid Plan during a special open enrollment to be held January 1-April 30, 2014, with the new plan becoming effective July 1, 2014. Stay tuned for announcements of informational sessions to be held by the Benefits Team.

### Virginia Retirement System Member Benefit Profiles (MBPs)

VRS members may now access their 2013 Member Benefit Profile (MBP) by logging into myVRS or registering at [www.varetire.org/myVRS](http://www.varetire.org/myVRS). This annual benefits statement is a valuable retirement resource.

## Payroll Services

Payroll Services would like to remind all employees to check their mailing address in [MyMadison](http://MyMadison) to ensure timely delivery of their W-2 document in January, 2014. Payroll Services will not mail W-2 documents to JMU mail stop codes, JMU departments, JMU student P.O. boxes or to the JMU designated zip code of 22807 due to the confidential information contained in the documents. It only takes a minute to verify your address in MyMadison, but it may take the mail up to two weeks to return a W-2 document with an incorrect or invalid address. Reissue W-2 requests will be processed on a weekly basis starting February 10, 2014. If you have questions related to verifying or changing your address in MyMadison, please contact Payroll Services, [www.jmu.edu/payroll/](http://www.jmu.edu/payroll/), or 540-568-6233.

### Dollars & Sense



Payroll Services would like to welcome a familiar face back to the department. After a short time away, Jill Eckard has returned as a part-time Payroll Processing Specialist. Jill will be working four days a week and can be reached at [eckardjs@jmu.edu](mailto:eckardjs@jmu.edu), or 540-568-3402. Mark Angel, Associate Controller of Accounting Operations and Disbursements, is the Interim Director of Payroll Services. He can be reached at [angelmw@jmu.edu](mailto:angelmw@jmu.edu), or 540-568-5590.

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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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## Classified Employee Performance Evaluations

The performance management process is a partnership between the supervisor and their employee. As part of this partnership, performance evaluations are a necessary and beneficial process which provides an opportunity for supervisors to provide feedback to employees regarding job performance. The performance evaluation is intended to be a fair and balanced assessment of an employee's actual performance during the review period.

The annual performance cycle for non-probationary, classified employees runs October 25 through October 24 of the following year. The completed [Annual Performance Evaluation Form](#) is due in Human Resources, MSC 7009, no later than September 30, 2013. Supervisors should also attach the employee's completed [IPDP](#) to the evaluation form.

Please note the change to this year's process for rating an employee as an overall Extraordinary Contributor or Below Contributor – An [Acknowledgement of Extraordinary Contribution](#) or [Notice of Improvement Needed](#) (unless a Written Notice is on file) must be attached to the completed performance evaluation to support these overall ratings.

Contact your HR Consultant with questions about the performance evaluation process. Your area's HR Consultant can be found at [www.jmu.edu/humanresources/hrsc/hrrep.shtml](http://www.jmu.edu/humanresources/hrsc/hrrep.shtml).



## Special Offers for State Employees!

Several limited time offer discounts are now available for Commonwealth of Virginia employees, including a 20% savings per ticket for Disney on Ice on September 19 and 20 at the Richmond Coliseum. Disney on Ice tickets must be purchased by September 17. Great Wolf Lodge in Williamsburg also is offering a 15 percent discount for the remainder of the year.

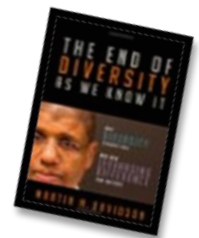
These and other state employee discounts may be viewed at [www.dhrm.virginia.gov/employeediscounts.html](http://www.dhrm.virginia.gov/employeediscounts.html).

## Professional Book Club

*The End of Diversity As We Know It*

By Martin N. Davidson

Course #TD1690 [www.jmu.edu/training/development/BookSept2013.shtml](http://www.jmu.edu/training/development/BookSept2013.shtml)



The idea for this book came to Martin Davidson during a disarmingly honest conversation with a CFO he worked with. "Look," the executive said, clearly troubled. "I know we can get a diverse group of people around the table. But so what? What difference does it really make to getting bottom-line results?" Answering the "so what?" led Davidson to explore the flaws in how companies typically manage diversity. They don't integrate diversity into their overall business strategy. They focus on differences that have little impact on their business. And often their diversity efforts end up hindering the professional development of the very people they were designed to help. Davidson explains how what he calls Leveraging Difference™ turns persistent diversity problems into solutions that drive business results.

**Facilitated by:** Kellie Dovel, Recruitment Specialist, Human Resources

**Session Information:** Friday, September 20, 2013, 11:00 a.m. – 12:00 p.m. Wine-Price Building

## What's New in Information Technology

### SharePoint

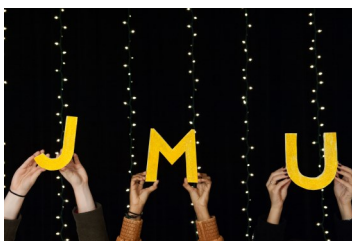
JMU SharePoint services provides a departmental and campus wide intranet while enabling collaboration for improved productivity and communication for JMU students, faculty, and staff. To find out more how SharePoint can help within your college/department, project or committee, visit [www.jmu.edu/computing/sharepoint](http://www.jmu.edu/computing/sharepoint).

### Wireless

The demand for campus-wide wireless access continues to rise. The number of Access Points deployed doubled over this past year, and we continue to get new requests almost daily. Selected academic and administrative buildings are slated for the current year, and we hope to complete the Residence Halls in the Lakeside area next year. To find out which buildings have coverage, visit [www.jmu.edu/computing/wireless/](http://www.jmu.edu/computing/wireless/).

### IsItReal?

Criminal email activity is increasing rapidly against members of the higher education community. Learn how to defend yourself using the new e-Training module IsItReal? at <https://www.jmu.edu/computing/ittraining/isitreal/>. It will take about ten minutes and might help you defend your bank and other personal accounts, as well as your JMU account.



### Retirement of Windows XP

Information Technology will end support for Windows XP effective 12/1/13. Microsoft completely ends support for Windows XP on 4/8/2014. We have been working with departments over the past year to either upgrade their current XP computers or purchase new systems. Typically, computers with an ESN beginning with "08" and above should be able to be upgraded. How to upgrade:

- *Option 1* - Purchase a new computer now, which will be installed with Windows 7.
- *Option 2* - Inform us that you wish to have the current computer upgraded to Windows 7, and we will schedule the work to be done. Please fill out the computer setup request form at <https://remedy.jmu.edu/DTSServiceRequest.asp>

### Microsoft Office for Home Use

JMU's license agreement with Microsoft Corporation permits eligible faculty and staff to participate in Microsoft's Software Assurance Home Use Program (HUP). This program enables faculty and staff to purchase a licensed copy of Microsoft Office to install and use on their home computer.

Under the Home Use Program, JMU-employed faculty and staff **who are users of Microsoft Office on a computer provided for their use at work** may acquire ONE licensed copy (Windows or Macintosh) of Microsoft Office to install and use on a home computer. Faculty and staff may continue using the software while employed at JMU and as long as JMU maintains its current contract with Microsoft. If you leave JMU employment or JMU terminates its Microsoft contract, faculty and staff must remove the software from their home computer. For details, visit <https://secureweb.jmu.edu/computing/software/office.shtml>.

## University Health Center



without the FLU.

# Seasonal **FLU** Vaccine

**WHEN:** Monday, October 7th // 10 a.m. – 6 p.m.  
Tuesday, October 8th // 8 a.m. – 3 p.m.

**WHERE:** Festival Highlands Room

**COST:** \$23 Students, Emeriti faculty, Family (4 yrs+)  
\$40 FluMist (Ages 4-49)  
\$10 Faculty + Staff (with JMU ID)  
\$27 FluMist (with JMU ID)

**WHO:** Faculty, Staff, Students & Family

Cash, Checks, Credit Cards and Medicare accepted with receipts provided!

**no flex**



The vaccine is being provided by Maxim Health Systems. Maxim can submit claims to Aetna for any member receiving a flu shot (only flu shot, not FluMist). Receipts will be provided for other insurance reimbursement.

### Campus Coalition Against Sexual Assault Resource Map

If a student tells you about a sexual assault, direct them to these [survivor resources](#) and contact the [Office of Equal Opportunity/Title IX](#) at 540-568-6991.

### Watch: 90-second video

Take 90 seconds to watch [this video](#) and picture a substance abuse prevention [toolbox](#) available to JMU students.

Why is this important to you? Increasing awareness among faculty and staff about the substance abuse prevention tools and resources available for students can help in two ways:

- Increase awareness in the community about JMU's substance abuse prevention efforts for its students
- Empower faculty and staff to be involved and serve as points of access for students in need of referral

Department leaders, please consider adding this video to the agenda of your next staff meeting or retreat, and as part of the orientation process for new hires.

Please bookmark [jmu.edu/toolbox](http://jmu.edu/toolbox) to see more substance abuse prevention tools and resources available to students. Download and print a [toolbox reference sheet](#) to keep handy. [Sign up for Here to Help training](#) September 13 and contact the University Health Center's Substance Abuse Prevention (SAP) office at [healthctr@jmu.edu](mailto:healthctr@jmu.edu) or 540-568-3317 for more information.

## What's New in Information Technology *(continued from page 3)*

### Upcoming Training Sessions Offered by JMU IT Training

IT Training serves all employees of JMU and offers classes on productivity software and JMU central systems including the following:

- Microsoft Word, Outlook (Email & Calendar), Excel, PowerPoint, and SharePoint
- Oracle PeopleSoft: Finance, Human Resources and Student Administration; eVA (state purchasing system), Cascade (content management system) and Listserv

Electronic skills assessments are available for those not wishing to take the Excel, Word or PowerPoint basic classes. For a listing of all offered classes, visit <http://www.jmu.edu/computing/ittraining/courselisting.shtml>.

## Sexual Violence Prevention

Sexual violence is an unfortunate reality on college campuses, including ours. This fact sheet provides information about sexual assault, how you can play a role in responding to victims, as well as informing you of new legal requirements regarding how to report sexual harassment and violence.

### What is Sexual Violence?

Sexual violence occurs when someone is forced or coerced/manipulated into unwanted sexual activity without agreeing or consenting.

Our students may be vulnerable to sexual violence, but remember that victims can also be staff members, faculty members, administrators, or visitors to campus. Sexual violence that occurs off campus but affects the victim's educational experience or work is also covered under JMU policy.

Sexual violence can occur between members of the same gender. Both males and females can be victims and harassers. Male victims of sexual violence may be even less likely to report. The victim is never to blame for sexual violence.

### What's new that you must know?

**When someone reports an incident of sexual violence to you, you are required by law to report this disclosure.**

*You do not have the discretion to keep the disclosed information confidential. You should inform any person reporting sexual harassment to you that you are unable to remain silent once you have information, and urge that person to talk with the **Director of Equal Opportunity 540-568-6991**. The DEO has the ability to decide what information should be disclosed and will decide on a case by case basis in collaboration with the victim.*

### Here are some guidelines:

**Listen and don't judge.** Let the victim know that he or she is not to blame for what happened.

**Tell the victim that you believe him or her.** Let them know that you believe and will support them.

**Refer the victim to the Director of Equal Opportunity, 540-568-6991** who will offer campus and community resources.

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**Title IX ASPIREs to lead the efforts  
against Sexual Misconduct**

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### Your Role in Sexual Violence Prevention

- Actively model respect and equitable behavior to faculty, staff, and students.
- Intervene when you see inappropriate behavior. If students or colleagues make sexist comments or joke about rape, speak up and say that this is not tolerated on our campus.
- Review JMU's sexual misconduct policies

**JMU Policy 1324 Discrimination and Harassment Complaint Procedures**  
[www.jmu.edu/JMUpolicy/1324.shtml](http://www.jmu.edu/JMUpolicy/1324.shtml)

**JMU Policy 1302 Equal Opportunity**  
[www.jmu.edu/JMUpolicy/1302.shtml](http://www.jmu.edu/JMUpolicy/1302.shtml)

**JMU Policy 1115 Violence Prevention**  
[www.jmu.edu/JMUpolicy/1115.shtml](http://www.jmu.edu/JMUpolicy/1115.shtml)

**JMU Policy 1406 Reporting Suspected Child Abuse or Neglect**  
[www.jmu.edu/JMUpolicy/1406.shtml](http://www.jmu.edu/JMUpolicy/1406.shtml)

### Resources about Sexual Violence on Campus & How You Can Help

#### Title IX

[www.jmu.edu/titleIX](http://www.jmu.edu/titleIX)

#### JMU Public Safety

540-568-6911 for emergencies

[www.jmu.edu/pubsafety/](http://www.jmu.edu/pubsafety/)

#### The Collins Center

540-434-CASA

24 hour sexual assault crisis hotline

[www.thecollinscenter.org/](http://www.thecollinscenter.org/)

#### Sexual Assault Response Services

[www.jmu.edu/counselingctr/services/sexual-assault-services.shtml](http://www.jmu.edu/counselingctr/services/sexual-assault-services.shtml)

#### JMU General Resources for Students

[www.jmu.edu/judicial/student/sturesources.shtml](http://www.jmu.edu/judicial/student/sturesources.shtml)

## Facilities Management

### Campus Moving/Delivery Services

Facilities Management Moving/Delivery has moved everything from precious art, million dollar science equipment, whole departments, whole dorms, any furniture, down to boxes and file cabinets.



**Q:** What services are provided by Moving/Delivery?

**A:** Pick-up and delivery of equipment and supplies, surplus, and scheduled moves of offices and departments. The movers also assist with special events such as: Graduation, Homecoming, Family Weekend, Admissions Open House, and Choices.

**Q:** What are regular hours of operation for Moving/Delivery?

**A:** 7:30 a.m. - 4:00 p.m., Monday through Friday

**Q:** How does a department request Moving/Delivery services?

**A:** By entering a work request

**Q:** What is considered a large move?

**A:** A move involving four or more people

**Q:** What is considered a small move?

**A:** A move involving three or fewer people

**Q:** How much notice should be given?

**A:** Large moves require a four-week notice  
Small moves require a two-week notice



Moving/Delivery promotes the team concept with their established work force to ensure all moves are accomplished, schedules are met and customers are satisfied.

## JMU Dining Services

### Farmer's Market

Since 2008, Dining Services has transformed Warren Patio into a local Farmer's Market on Wednesdays throughout the fall semester. To kick off the fall season we will be featuring a **Farm to Fork** dinner in East Campus Dining Hall on September 17, 2013. Come enjoy what our chefs create using the season's bounty!

This fall we will have fresh produce, flowers, kettle corn, honey, apple butter, breads, jams and jellies, and lots more...

Don't have cash? No Problem! You can also use dining dollars and flex to buy your goods!



Mark your calendars to come out and support what Shenandoah Valley Farmers have to offer!

September 18 9 a.m. - 4 p.m.  
 October 9 9 a.m. - 4 p.m.  
 October 16 9 a.m. - 4 p.m.  
 October 23 9 a.m. - 4 p.m.

### Purple & Gold Perks

Dining Services is excited to once again offer Purple & Gold Perks, a campus dining discount program exclusively for JMU Faculty and Staff! Select dining locations will feature daily discounts Monday-Friday as well as monthly promotions to help you save money this semester, and there is no cost to join! Please e-mail [croswekm@jmu.edu](mailto:croswekm@jmu.edu) if you're interested in receiving a Purple & Gold Perks membership card.

Further enhance the convenience and affordability of dining on campus with a [faculty/staff meal plan](#). For \$96, you will receive 15 meals (payable by credit card, check, FLEX or payroll deduction for full-time JMU employees). Enjoy unlimited portions when you dine with us at D-Hall, Let's Go Local, E-Hall & Mrs. Greens. At these locations, the lunch door price without a meal plan is \$10.25 plus tax, so you can see the savings! Punches are also accepted at Market One, PC Dukes, Top Dog Café, Corner Bistro, and Festival. Visit [www.jmu.edu/cardctr/staffmeal.shtml](http://www.jmu.edu/cardctr/staffmeal.shtml) for more information on enrollment!

Dining Services looks forward to serving you this semester!

### Photo Booth Fun

Photo booth photos from the Faculty and Staff Picnic are here! Just log on to the website [www.sillyshotzphotobooth.com](http://www.sillyshotzphotobooth.com) and select the Photo Galleries tab. Click the folder for "JMU Faculty and Staff Picnic". The password is 0816.



## End of Summer Vegetable-Barley Salad

### JMU Dining Services

Executive Sous Chef Brandon Rudisill shares a recipe that reminds us that even the end of summer can be delicious.

1 cup pearl barley  
1/4 cup sweet black sticky (Thai or Chinese) rice  
1/3 cup extra virgin olive oil  
4 cloves garlic, crushed and peeled  
2 tablespoons pine nuts  
1 jalapeño, seeds and ribs removed, minced  
15 oz. roughly chopped baby spinach  
3 medium–large ripe tomatoes chopped, and set in drainer to drain excess liquid  
1 cup chopped scallions  
Juice of 2 limes  
2 tablespoons chopped flat leaf parsley  
1 tablespoon chopped fresh mint  
4 oz. black olives, roughly chopped  
2–4 oz. (to taste) diced or crumbled feta cheese  
1 cucumber, seeded, peeled, diced  
1 sweet bell pepper, diced  
1 red onion, diced  
4 oz. red wine vinegar  
Salt and freshly ground black pepper



Rinse the barley clean and place it in a medium–large pot. Cover the barley by several inches with salted cold water and bring to a boil. Simmer, making sure the barley remains covered by water, until the barley is tender chewy (around 45 minutes) and then drain and set aside. In the meantime, also rinse the black rice clean, and then put in a small pot and cover by several inches of cold water. Bring to a boil and simmer, making sure the rice remains covered by water, until the rice is tender (it will retain some chew, about 30–40 minutes).

Heat 2 tablespoons of the extra virgin olive oil in a large sauté pan over medium heat. Add the garlic, pine nuts, and jalapeño, and sauté until golden and fragrant, about 3 minutes. Add the onion and cook very briefly, tossing, about 30 seconds. Add the spinach and cook until the spinach has wilted, 3 to 4 minutes. Combine the remaining olive oil, pearl barley, black rice, spinach mixture, tomatoes, sweet bell pepper, scallions, 2 oz. lime juice, 2 oz. red wine vinegar, parsley, feta, cucumber, vinegar, olives and mint in a large bowl. Season with salt and pepper.

Chill mixture by spreading thin on a sheet tray and placing in the refrigerator. To refresh before serving, add the reserved lime juice and vinegar to the salad. Mix again thoroughly and season to taste.



## Spotlight on Environmental Stewardship: Gaining Ground on Waste Reduction

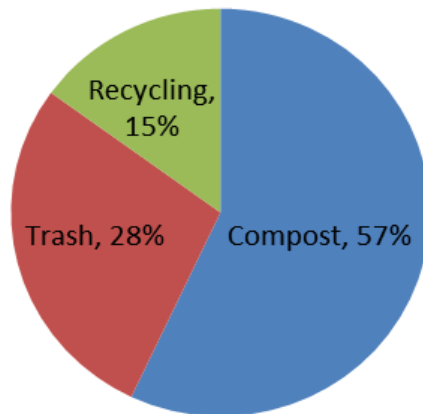
Office of Environmental Stewardship and Sustainability

In 2012, the JMU community diverted approximately 64% of campus waste from the landfill!



We are off to a great start again this academic year. Participants' individual actions at the Faculty-Staff Picnic on August 16, 2013 resulted in 72% of the waste from the event being recycled or composted!

### 2013 Faculty/Staff Picnic Waste



Our commitment to environmental stewardship on campus is gaining recognition. In April 2013, JMU's recycling and waste minimization program was recognized by the Virginia Recycling Association (VRA) with the Outstanding University Award for Excellence. Highlights of the initiatives that set JMU apart as a leader include:

- recycling a wider variety of materials
- composting over 542,000 pounds of food waste
- donating food
- building a peer-to-peer education program on waste minimization
- offering a "Think Green, It's Friday" workshop series on conservation and environmental stewardship

## Spotlight on Environmental Stewardship: Gaining Ground on Waste Reduction

Office of Environmental Stewardship and Sustainability

We are well on our way to diverting 75% of waste from landfills. Expanded recycling and composting and accompanying signage has been launched across campus. We need individuals to continue to participate in order for us to reach the 75% milestone!

- Look for the signs above the waste bins, which have been redesigned to reduce confusion and increase participation. The new designs are based on a nationally standardized, color-coded label system. These are the same sign designs that were at the picnic, opening faculty meeting, and opening staff meeting.
- Use the composting bins in dining areas including Festival, PC Dukes and Top Dog.
- Follow the best practice guides for employees and event planning.
- Join the conversation! See the stewardship and sustainability events calendar at [www.jmu.edu/stewardship/events](http://www.jmu.edu/stewardship/events).

**Thank you for your efforts!**

