

HR Horizons

James Madison University

April 2007

JMU Employee Mediation Services: Our Beginnings

Melinda Hardwick

Still in its first year, the Mediation Program is already being actively utilized by the JMU community. The issues we have seen so far include work style differences, supervisory style differences, issues surrounding grievances and general working relationship issues between co-workers. We have had successful sessions with groups and individuals.

Through mediation, a process that is designed to encourage open conversation between parties, participants are able to have an honest dialog. Issues are addressed and solutions are reached at the base level. The process includes a time for each individual to state his or her issues in an informal and non-adversarial way. The goal is to find common ground and to reach an agreement or solution to the problem.

Even in the start-up year, the Mediation Program has

won the "Successful Practices Award" presented by the CUPA-HR Southern Region and has been nominated for the National Award. We are honored for the recognition, excited about the success of this great new program, and thankful to our consultants, Faye Wampler of FSR Associates, The Community Mediation Center, and JMU's own Bill Kimsey and Dorothy Della Noce for sharing their expertise with us.

We invite you to visit our new website at www.jmu.edu/humanresources/mediation.shtml.

If you would like to talk with someone about mediation, you may contact Human Resources at 568-3597 or e-mail mediation@jmu.edu.



HR Participates in Chamber of Commerce Job Fair

Jorge Matallana

On March 8, 2007, Human Resources representatives attended the annual Chamber of Commerce Job Fair geared toward the Hispanic/Latino population in Harrisonburg. Between 400 and 500 job seekers were in attendance. JMU representatives were able to talk to more than 200 job seekers who were interested in the various opportunities that JMU has to offer. It was an all-day event from 12 noon until 8pm. A wide array of industries were represented including JMU, Cargill, Massanutten Resort, and Comcast. The Hispanic/Latino community is a large and growing community within the Harrisonburg area. In an effort to become as diversified as possible, the Recruitment Team will continue to reach out to minority groups at every opportunity.



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HR Welcomes Angela “Angie” Lambert



Angie Lambert

The HR Benefits Team is excited to have Angie Lambert join our team as the Workers’ Compensation Coordinator for JMU.

Angie graduated from Eastern Mennonite University with a Bachelor’s degree in Business Management and Organizational Development. She brings with her ten years of HR and Workers’ Compensation experience and a medical background related to being an EMT.

She has three children: Caleb 15, Airam 12 and Sierra 8, and enjoys art, picture framing and calligraphy when time allows.

If you need assistance with a Workers’ Compensation issue, you can contact Angie at 568-2358 or lamberar@jmu.edu.

V.A.L.H.E.N.

Jorge Matallana

The Virginia Latino Advisory Board (VLAB) was created to advise the Governor regarding economic, professional, cultural, educational and governmental issues affecting the Latino community in Virginia. The Board, under the direction of Governor Kaine, created the Virginia Latino Higher Education Network. The purpose of this database is to identify and create a network of faculty and staff, Latino or otherwise, who are involved with Latino students and Latino issues at Virginia’s public and private institutions of higher education. It is anticipated that this database will be one of the initial steps towards the development of the Virginia Latino Higher Education Network (V.A.L.H.E.N.). It is truly an honor to have James Madison University hosting this effort. The V.A.L.H.E.N. database can be found at www.vlab.virginia.gov.

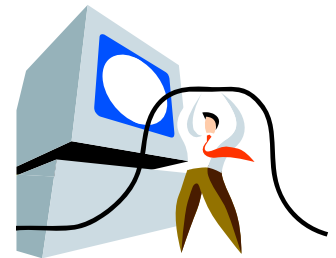
PositionLink Site Expanded

Steve Hedrick

We have expanded the PositionLink website to assist those who manage EWP’s in their area. PositionLink is the new position description tool for managing Sections I and II of the Employee Work Profile.

The website was expanded to address the most common actions and questions regarding the PositionLink system. New pages include: Getting Started; PositionLink News; Tips and Reminders; Career Group Descriptions; Salary Administration Plan; The Supervisors Handbook; PositionLink Training; and Current Classified Pay Bands.

For questions about PositionLink, please call the Management Services Team at 568-3597.



New Tool for Professional Development Goals

Jennifer Testa

Training & Development Department

The Training and Development Team is pleased to announce the Individual Professional Development Plan, a tool that will assist you in the creation of your professional development goals. Beginning this fall, the IPDP will replace personal learning goals in the classified performance evaluation process. However, we strongly encourage all employees to take advantage of this new tool. Detailed information, along with the form itself, can be found at www.jmu.edu/training/development/IPDP.shtml. Training will be offered in May. Please visit www.jmu.edu/training/development/ipdptraining.shtml for a training schedule. Questions? Contact Jennifer Testa in the Training and Development Department at 568-5366.

New Advertising Initiatives

Brett Sinclair

In an effort to continually attract the most qualified candidates to the university, the Recruitment Services Team will be utilizing some new avenues of advertising. In January 2007, Recruitment Services began listing all Classified and Wage positions on the TV3 Job Board at www.whsv.com. WHSV TV3 is one of the main avenues of information for residents of the Shenandoah Valley and is a great resource for local candidates to find positions that are open at JMU. The website is very user-friendly and allows applicants to search positions by company, job category or location.

In March 2007, the HR Recruitment Services Team began advertising all Instructional and Administrative & Professional Faculty openings in two new locations: *Inside Higher Education* (www.insidehighered.com) and *Women*

In Higher Education (www.wihe.com). An unlimited number of postings were purchased from Inside-HigherEd.com.

A unique feature of *Inside Higher Education* is that postings will automatically be posted to their website. Through PeopleAdmin (the company that administers the JobLink system) the software will be modified to take the positions from JobLink and post them to Inside Higher Education's website. A "quicklink" feature will allow potential applicants to go directly to the JobLink system and apply to our positions. Twelve posting were purchased from *Women in Higher Education*. Every month a single posting will be placed on their website that combines all of the new faculty positions that have opened over the past 30

days. This will allow us to post multiple positions for the price of one.

The subscriptions to these websites have been purchased by Human Resources. Positions will be placed on these websites at no cost to the individual departments on campus. Other sources of advertising that are free to departments include HigherEdJobs.com, LatinosIn-HigherEducation.com, VA Jobs site at jobs.agencies.virginia.gov, and ListServes for the Hispanic Association of Colleges and Universities and Historically Black Colleges and Universities. We will continue to look for options that promote openings at JMU and welcome any suggestions that departments may have.

2007 Service Awards

Keri Sue Brunk

The 35th annual Employee Service Awards Banquet, sponsored by the President's Office, was held March 28, 2007 in the Festival Conference and Student Center Ballroom. Employees received service pins from Dr. Rose and service certificates from their Vice Presidents.

One hundred seventy-four employees were honored for their 5, 10, 15, 20, 25, 30, 35, and 40 years of service to James Madison University. Ginny Holsinger received a pin for 40 years of service and 35-year pins were awarded to Becky Hinkle, Doris Houchen, Carrie Moyers, Barbara Smith and Frances Wilkerson.

On February 23, 2007 the Provost's Office sponsored the Faculty Service Awards Luncheon in the Ballroom honoring 155 faculty members. Four faculty received 35-year pins: Dorothy Boyd Bragg, Thomas Gallaher, Fred Hilton and Barbara Lewis.

Madison Award winners were also honored at both events.

Open Enrollment Dates Set for Spring 2007

Krystal Smith

Open Enrollment for health insurance, flexible reimbursement accounts and AFLAC insurance will be held this spring from Monday, April 16 through Wednesday, May 16, 2007. Watch for additional information after the first of April.

2007 DATES TO REMEMBER



- **April 5:** "Diversity is for Everyone" Symposium. 8:45am, Highlands Room
- **April 16 - May 16:** Open Enrollment
- **May 10:** JM-U Appreciation Day
- **May 28:** University Holiday (Memorial Day)
- **October 19:** JMU Job Shadow Day
- **October 24:** JMU Benefits Fair

Your HR Teams



Administration Team

L to R: Amber Lam, Kristen Gregory, Yohna Cone



Benefits Team

Front - Cyndi Smith, Angie Lambert
Back - Wanda Layman, Krystal Smith, Julie Byers



Management Services Team

Front - Melinda Hardwick, Keri Sue Brunk, Sandra Anderson
Back - Cathy Thomas, Michelle Chase, Steve Hedrick



Recruitment Team

L to R: Brett Sinclair, Jorge Matallana, Colleen Moynihan, Jennifer Campfield

HR Horizons Team:

Kristen Gregory - Coordinator

Michelle Chase, Brett Sinclair, Cathy Thomas, Krystal Smith

Human Resources At-A-Glance

JMU's Human Resources is dedicated to customer service, positive change and the pursuit of excellence that promotes employee success.

Administration

Yohna Cone	8.2808	coneyc
Kristen Gregory	8.7305	gregorks
Amber Lam	8.2296	lamar
Fax	8.7105	

Benefits

Julie Byers	8.3976	byersje
Wanda Layman	8.3728	laymanwb
Angie Lambert	8.2358	lamberar
Cyndi Smith	8.3970	smith2cl
Krystal Smith	8.3974	smithkf
Fax	8.7105	

Management Services

Sandra Anderson	8.3973	anderssk
Keri Sue Brunk	8.8056	brunkks
Michelle Chase	8.3597	chasepm
Melinda Hardwick	8.3968	hardwimm
Steve Hedrick	8.2997	hedricsm
Cathy Thomas	8.3967	thomasce
Fax	8.7916	

Recruitment

Jennifer Campfield	8.3982	campfjf
Jorge Matallana	8.4115	matallji
Colleen Moynihan	8.6165	moynihcm
Brett Sinclair	8.6728	sinclabp
Fax	8.7916	

The success of an organization depends on its people. People are the heart and soul of this University. Taking care of people is the objective of HR. This newsletter was prepared with this in mind and the HR Team, like you, is committed to providing a high level of customer service.