

HR HORIZONS

JAMES MADISON UNIVERSITY

JANUARY 2011

HR WELCOMES NIKKI MORRIS

We are pleased to welcome Nikki Morris to HR's Business Process Team. Nikki began her role as the Business Process Specialist the first week in January. Some of her responsibilities include maintaining PositionLink, updating PeopleSoft and answering PAR form questions.

Nikki comes to us from Rosetta Stone and has also worked at Pilgrim's Pride where she has numerous years of Human Resource experience. She resides in Fulks Run with her husband and three children.

She can be reached by calling 8-3597 or by email at morrisnc@jmu.edu.



FOR YOUR BENEFIT

Medical Flexible Reimbursement Account Changes Effective January 1, 2011

Beginning January 1, 2011, a national health care reform provision concerning reimbursement of over-the-counter drugs went into effect. Employees who participate in a medical reimbursement account will no longer be reimbursed for the cost of non-prescription, over-the-counter drugs and medication. This change in reimbursement rules will not allow employees to make changes to their medical FRA contributions.

Fringe Benefits Management Company (FBMC), Administrator of the Commonwealth's flexible reimbursement accounts, has a two page flyer on its website FBMC Benefits Management Services and Administration | FBMC.com with additional information such as a list of items that may require a prescription to be reimbursed effective January 1, 2011.

Automated Leave System New Features

HR recently closed the 2010-2011 leave year. The leave year runs January 10 of the current year through January 9 of the following year.

All classified employees will have some new transactions posted to their leave record January 10, 2011. Leave records will now reflect transactions for Community Service earned (CSE), VSDP/Sick earned (SE) and Family/Personal earned (FPE).

There are no changes in the vacation and sick leave (non-VSDP) accrual transactions which will continue to post on leave records at midnight on the 9th and 24th of each month.

Contact Krystal Smith, Benefits Leave Coordinator, at 8-3974 or smithkf@jmu.edu with questions related to your leave.

Visit the [Human Resources](http://Human Resources website) website for information pertaining to these and other benefits.



FEBRUARY'S PROFESSIONAL BOOK CLUB PICK

Training & Development

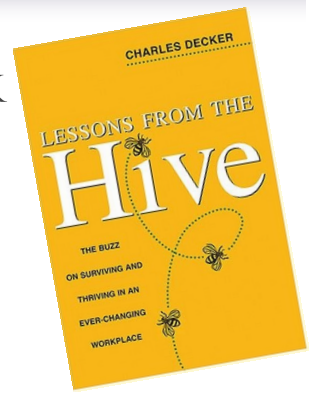
Lessons from the Hive

by Charles Decker

Course# TD1471

Friday, February 11, 2011 11:30 AM – 1:00 PM, USB 102

Facilitated by Kelly Okken and Judy Rannow



Fast paced and entertaining, Decker's story is a parable populated with likable, realistic characters who portray the tribulations and eventual success of a company enduring organizational change.

Readers will learn:

- More positive ways of looking at changes within an organization
- Less confrontational ways of dealing with conflicts at work
- Dealing with fears of the unknown in a changing business environment
- Establishing trust in the workplace
- Dealing with conflicting interpersonal relationships in a professional manner

Dollars and Sense FROM PAYROLL SERVICES

Happy New Year! Payroll Services is looking forward to serving you in 2011. Here are a few items of interest regarding taxation of your 2011 pay:

- Congress passed Tax Relief Bill H.R.4853, the Tax Relief Act (TRA) of 2010, which will extend the Bush-era tax rates through December 31, 2012. This means that the lower tax brackets of 10%, 15%, 25%, 28%, 33% and 35% will remain in effect through December 31, 2012.
- TRA 2010 reduces the amount of Social Security tax that will be withheld on your first \$106,800 of taxable earnings in 2011 from 6.2% to 4.2%. The maximum that can be withheld will be \$4,485.60, a \$2,136 decrease from 2010. Employers will continue to pay the full rate of 6.2% on the first \$106,800 of taxable earnings.
- The "Making Work Pay Credit" has been removed from the tax tables in 2011, resulting in a slight increase in your federal taxes. However, if you made an adjustment to your federal withholding to offset receiving the credit twice because of a working spouse also receiving the credit, you will be able to remove the additional withholding amount. You can change your Federal W-4 withholding through [J-Ess](#).
- Employer-provided educational assistance has been extended through December 31, 2012. The income exclusion for up to \$5,250 of employer-provided undergraduate and graduate educational assistance under IRC~127 can still be exempt from withholding through December 31, 2012.
- Advanced payment of the Earned Income Tax Credit (EITC) is eliminated for 2011. The EITC is a tax credit for low to moderate working individuals that reduces taxes owed. Although the EITC itself is still in place, and can be claimed when filing your yearly tax return, the advance payment of the credit through payroll has been eliminated along with the W-5 form for claiming the advanced credit.

With the approved changes mentioned above, most employees will see less tax withheld resulting in more take home pay.

COMPLIMENTS OF CHEF DAN

The Polenta recipe is a specialty of Dan Fulk, ARAMARK'S Executive Sous Chef for Special Events

Gruyere Polenta with Wild Mushroom Goat Cheese Sauce

Serves 8

Gruyere Polenta

2 cups heavy cream
2 cups chicken stock
2 oz. fresh thyme leaves, chopped
1 cup polenta
½ cup shredded Gruyere cheese
2 Tbsp butter

Line an 8-inch square baking pan with plastic wrap. In a large saucepan over high heat, heat cream, chicken stock and thyme to a boil. Gradually add polenta, whisking until smooth. Reduce heat to medium-low and cook until polenta thickens. Remove from heat. Stir in cheese and butter. Pour into prepared pan. Cool. Cover and refrigerate until firm.

Wild Mushroom Goat Cheese Sauce

½ cup butter
½ cup chopped shallots
¼ cup chopped garlic
4 oz. cremini mushrooms, sliced
4 oz. shiitake mushrooms, stems removed, sliced
4 oz. portobello mushrooms, sliced
½ cup Madeira wine
6 oz. goat cheese, crumbled
2 Tbsp chopped fresh chives

In a large sauté pan over medium-high heat, melt butter. Add shallots and garlic and sauté until tender. Add mushrooms and sauté until tender. Add Madeira and simmer until liquid evaporates. Remove from heat and cool. Stir in goat cheese and chives.

Preheat oven to 350 degrees F. Line baking sheet with aluminum foil. Remove polenta from pan. Cut into 4 (4-inch) squares. Then cut each square diagonally into 2 triangles. Arrange polenta triangles on a prepared baking sheet. Heat in oven for 10 to 12 minutes. On each serving plate, place 1 polenta triangle. Spoon Wild Mushroom Goat Cheese Sauce over each. Enjoy!

An E-Hall favorite!
East Campus Dining Hall Pecan Pie
makes 8 servings (1 pie)

Dough

1¼ cups all-purpose flour
2 teaspoons sugar
¼ teaspoon salt
½ cup cold butter (1 stick), diced
1 large egg, lightly beaten
Flour, for rolling the dough

Filling

5 tablespoons unsalted butter
1 cup packed light brown sugar
¾ cup light corn syrup
½ teaspoon fine salt
2 cups chopped toasted pecans
1 to 2 tablespoons bourbon
2 teaspoons pure vanilla extract
3 eggs, lightly beaten

Handmade Dough Method: In a medium bowl, whisk together the flour, sugar, and salt. Using your fingers, work the butter into the dry ingredients until it resembles yellow cornmeal mixed with bean-sized bits of butter. (If the flour/butter mixture gets warm, refrigerate it for 10 minutes before proceeding.) Add the egg and stir the dough together with a fork or by hand in the bowl. If the dough is dry, sprinkle up to a tablespoon of cold water over the mixture.

Food Processor Dough Method: With the machine fitted with the metal blade, pulse the flour, sugar, and salt until combined. Add the butter and pulse until it resembles yellow cornmeal mixed with bean-sized bits of butter, about 10 times. Add the egg and pulse 1 to 2 times; don't let the dough form into a ball in the machine. (If the dough is very dry add up to a tablespoon of cold water.) Remove the bowl from the machine, remove the blade, and bring the dough together by hand.

Form the dough into a disk, wrap with plastic wrap, and refrigerate until thoroughly chilled, at least 1 hour.

On a lightly floured surface, roll the dough with a rolling pin into a 12-inch circle about ⅛ inch thick. Transfer the dough to a 9-inch pie pan and trim the edges, leaving about an extra inch hanging over the edge. Tuck the overhanging dough underneath itself to form a thick edge that is even with the rim. Flute the edge as desired. Freeze the pie shell for 30 minutes.

Set separate racks in the center and lower third of oven and preheat to 400°F. Put a piece of parchment paper or foil over the pie shell and fill with dried beans or pie weights. Bake on a baking sheet on the center rack until the dough is set, about 20 minutes. Remove from the oven and lift sides of the parchment paper to remove the beans. Continue baking until the pie shell is lightly golden brown, about 10 more minutes. Reduce the oven temperature to 300°F.

While the crust is baking make the filling: In medium saucepan, combine the butter, brown sugar, corn syrup, and salt. Bring to a boil over medium heat, and stirring constantly, continue to boil for 1 minute. Remove from the heat and stir in the nuts, bourbon, and the vanilla. Set the mixture aside to cool slightly, about 5 minutes. (If the crust has cooled, return it to the oven for 5 minutes to warm through.) Whisk the beaten eggs into the filling until smooth. Put the pie shell on a sheet pan and pour the filling into the hot crust.

Bake on the lower oven rack at 300°F until the edges are set but the center is still slightly loose, about 40 to 45 minutes. (If the edges get very dark, cover them with aluminum foil half way during baking.) Cool on a rack. Serve slightly warm or room temperature.

“HOW BAD FOR THE ENVIRONMENT CAN THROWING AWAY ONE PLASTIC BOTTLE BE? 30 MILLION PEOPLE WONDER”

The Onion ~ January 10, 2010

Christie-Joy Brodrick Hartman, Institute for Stewardship of the Natural World

As this recent headline implies, small consumption by many individuals often results in a large net impact. Although JMU has very successful recycling, composting and waste-to-energy programs, we still send over 1,300 tons (that's over two and a half MILLION pounds!) of waste to the landfill annually. As part of JMU's commitment to be a model steward of the natural world, waste reduction is a priority for us.

What is JMU doing?

JMU's recycling efforts are over 25 years old. Our Recycling & Waste Management Department received the Outstanding University Program Award in 2005 by the Virginia Recycling Program. Last year, JMU Dining Services and Recycling & Waste Management began to compost dining waste in E-Hall, and they are preparing for expansion of this program. For example, the Eco-Products disposable utensils and cups from catering are now compostable. Recycling & Waste Management has extensive bin service to make recycling of a wide variety of materials convenient. In addition to the usual paper and containers, sticky notes, bubble wrap, grocery bags, sandwich bags and expended print cartridges can all be recycled in a JMU deskside bin. Find out more by viewing the [JMU Recycling Guide](#).

What can you do?

Choose to participate! Most of our progress depends on individual decisions, such as those to recycle a water bottle. We need your help. JMU's ranking in the national collegiate competition to reduce waste and recycle, [RecycleMania](#) has been slipping. In the Waste Minimization category (measured by how many pounds of municipal solid waste per person each college generates) JMU ranked 99 out of 199 schools in 2010 and six out of nine schools in Virginia.

You can take a few simple actions to make a large difference:

- *Approach consumption with the six R's in mind: Re-think, Reduce, Repair/Restore, Reuse, Redistribute, and Recycle.* Note that recycling is the last thing to do! The real savings is in using less, needing less, and reusing existing resources. Before you buy or use something, think "What do I actually need? Is there a way to fulfill this need that doesn't require buying something new or using something that has to be thrown away or recycled?" Just a few ways to reduce include avoiding disposable items by carrying your own mug, utensils and reusable bags. Use reusable containers at select dining locations and take one plate at a time at the self-serve dining facilities. How much can these individual actions help? By bringing your lunch to work in a non-disposable container, you save 60 pounds of waste per year on average.
- *Utilize JMU's waste minimization tools, which include deskside bins for offices, bulk shredding and reusable mugs.* If you don't already have a deskside recycling bin and recycling guide, simply ask your building coordinator or e-mail stewardship@jmu.edu. If a bin needs to be cut down to fit under the lower desk drawer, just note that in your request. Also, have confidential materials such as tests, financial records and secure documents shredded rather than burned. Simply contact 8-6074 to schedule a delivery and pick-up of a locking recyclable container. E-mail stewardship@jmu.edu to obtain your free JMU reusable mug! JMU sent over a million paper cups to the landfill last year. As is often the case for waste minimization efforts, you can save funds, too. At many campus dining locations, fountain refills for JMU 22 ounce mugs cost \$0.40 cents less than 24 ounce drinks in a disposable cup.
- *Learn more.* Enroll your department in *Greening the Office* training through Training and Development being offered in Fall of 2011.
- *Track our progress.* RecycleMania 2011 officially begins February 6 and runs through April 2. Look for exciting programs and incentives sponsored by Dining Services. For the eight weeks of the competition, progress will be tracked weekly on the table tents in the dining halls.
- *Share the above information with your colleagues and challenge them to choose to minimize waste.*

Questions or comments? Contact the Institute for Stewardship of the Natural World at stewardship@jmu.edu.

PICKING AN OFFICE PLANT

Cathy Thomas, Employee Ombudsperson

Before Roy Cardin retired, I asked him his thoughts on good choices for office plants. Roy seemed like the go-to person, having recently retired after almost 35 years as JMU's Landscaping Supervisor. He admitted that outdoor plants are his passion, but went on to talk about three plants that tolerate office environments pretty well.

Roy's top pick is the Peace Lily. "It's a low maintenance plant," says Roy. About every year and a half, to two years, separate the lily into smaller plants to make several potted plants or untangle the roots and replant the lily in a larger container.

His second plant suggestion for an office setting is a Thanksgiving or Christmas cactus. I had never heard of Thanksgiving cactus; the color being the notable difference between the two, according to Roy.

Number three on Roy's list is a trailing vine. If you have visited the University Services Building, you've likely noted the numerous hanging pots of trailing vines lining the hallway, a nice contrast to glass and metal.

From time to time, I'll ask for the cuttings as the vines are pruned to encourage fullness. Sticking the cuttings in a vase of water is about as simple as it comes. Roy suggests transplanting the rooted cuttings into containers of soil, to become more permanent greenery that should survive in most any office as long as - and here's the secret to success - the plant is not overwatered.

How do you know when your plant is thirsty? "Wait until it begins to droop, giving you a sign that it needs water", offers Roy. He also suggests using room temperature water, not cold water. Cold water may "shock" the plant.

A bonus pick is a violet. Although violets have many virtues, Roy feels they require a bit more care to thrive. Ultraviolet light is their preferred light source. It is also easy to overwater violets.



RESOLVE TO EVOLVE

Veronica Jones, Outreach Educator, Student Wellness & Outreach

For many, New Year's resolutions revolve around something that we want to change about ourselves, assuming we are in need of repair. Instead of focusing on what we would like to take away from ourselves (such as body weight, bad habits, cutting out certain foods), find something that will allow you to evolve positively. Even something such as quitting smoking can be viewed as giving one's self the gift of better health. Choose something that will add quality to your life. Perhaps give yourself a little extra time each day to reflect and focus. Give your family (and you) more quality time and a little physical activity by taking walks after dinner. Start engaging and entertaining your mind by hiding the remote and picking up a book you have been longing to read. Allow 2011 to be the year you give to yourself, and notice how much easier it is to make changes when they are viewed optimistically.

DRIVING DIRECTIONS TO JMU'S HR OFFICE

We are located in the University Services Building on Patterson Street, behind the Performing Arts Center. Traveling north on Route 11/Main Street, make a left turn at the stop light located beside Buffalo Wild Wings onto Warsaw Avenue. When approaching the next light on Warsaw Avenue, travel forward and follow the road around to the University Services Building.

YOUR HR TEAMS

Click on any photo below to visit the [HR staff listings page](#).



Administration

Yohna Chambers, Michelle Chase



Benefits

Left to Right Diane Ricketson, Becky Sanford, Laura Holsinger, Krystal Smith, Wanda Layman, Julie Byers



HR Service Center

Back Row (left to right) Jennifer Campfield, Steve Hedrick, Jennifer Kester, Sandra Anderson, Deanna Glass, Cathy Thomas, Natasha Butler, Christina Eaton, Maureen Burt, Michelle Small, Kellie Dovel, Jenny Toth



Business Analysis

Left to Right Michelle High, Nikki Morris, Amber Lam, Kristi Moon, Debbie Glass

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 Chambers	8-3825	chambeyj
Michelle Chase	8-3825	chasepm

Benefits

Julie Byers	8-3976	byersje
Laura Holsinger	8-3970	holsintl
Wanda Layman	8-3728	laymanwb
Diane Ricketson	8-5533	ricketdl
Becky Sanford	8-2358	sanforrj
Krystal Smith	8-3974	smithkf

Business Analysis

Amber Lam	8-2296	lamar
Debbie Glass	8-5534	glass2dl
Michelle High	8-2808	highmr
Kristi Moon	8-6165	moonkd
Nikki Morris	8-3597	morrisnc

HR Service Center

Sandra Anderson	8-3973	anderssk
Maureen Burt	8-6591	burtmt
Natasha Butler	8-4115	butlernm
Jennifer Campfield	8-3982	campfijf
Kellie Dovel	8-4473	dovelkl
Christina Eaton	8-8056	eatoncl
Deanna Glass	8-6422	glassdl
Steve Hedrick	8-2997	hedricsm
Jennifer Kester	8-6728	kesterjm
Michelle Small	8-2992	smallml
Cathy Thomas	8-3967	thomasce
Jenny Toth	8-3968	tothjm