



JMU Training and Educational Benefits

One of JMU's core qualities is "faculty and staff success". A great tool in achieving success, both personally and professionally, is learning. It increases engagement, motivation, productivity and innovation, among other things. Fortunately, JMU offers many avenues of learning to its employees such as tuition waivers, tuition reimbursements, talent development and computer training.

Tuition waivers allow faculty and staff to take JMU credit courses of instruction without having to pay for them, according to the appropriate policy (policies [1402](#) and [1405](#)). They are available to *both* classified and wage staff who meet the eligibility requirements. Several FM employees, including Financial Services Manager, Lori Butler, are currently utilizing this program. Lori is "very grateful that JMU offers this type of benefit because it is one that many businesses do not. It allows me the ability to finish my bachelor's degree and increase my knowledge with little expense to me. It also allows me the ability to complete my degree at a pace that isn't overwhelming with my work/family life. Due of this benefit and the knowledge I have gained, I want to pursue getting my master's degree once I have completed my bachelor's degree." Please contact Raven King (8-3593, kingrd@jmu.edu) in Human Resources if you have questions regarding this program.

Tuition reimbursement is the repayment to the employee for coursework or training that is not available at JMU and, therefore, is provided by an external source. The learning experience must relate to an employee's current job and not intended to help qualify him or her for a new job. This program is for full-time, non-probationary employees. Other limitations and procedures are outlined in policy [1401](#).

JMU's [Talent Development](#) offers training on a multitude of topics to help you grow personally and professionally in such areas as communication, customer service, leadership, supervision, team building and work/life wellness. [IT Training](#) offers computing courses for a variety of programs and for users with varied levels of expertise. Classes include Computing at JMU, Outlook Email and Calendar, SharePoint, Excel, Word, PowerPoint, and AiM. The Talent Development and IT training are available to both wage and full-time staff.

Additionally, training funds may be available to support other types of educational opportunities, such as conferences, seminars, webinars, etc. Remember to discuss training requests with your supervisor and follow any related FM or university procedures. Approval of training can be dependent upon budgetary factors as well as the needs or limitations of individual areas or shops. If the rewards of learning alone do not motivate you to register, consider the Administration & Finance Division's requirement that each employee receive at least 12 hours of training annually. Please contact Susan May (8-6126, mayse@jmu.edu) or Teri Kitta (8-5433, kittatd@jmu.edu) with questions regarding trainings and tuition reimbursement.



*The key to success is to never stop learning.
The key to failure is to think you know it all.*
Author unknown



New Hires



Front row (L-R): Aaron Carper (Power Plant), Bryan Sollenberger (Power Plant), Eric Yount (Housekeeping), Brannon Deibert (Vehicle Services), Stirling Fleisher (Housekeeping)



(L-R): Mark Long (Landscape), Chase Herring (Landscape), Zack Blanton (Landscape)

CHOICES Event Dates

Saturday, February 18

Friday, April 7

Monday, April 10

Retirements

- Bill Baker, (Trades Utilities) is retiring April 1 with 40 years of service
- Phillip Lowery (Transportation) retired January 10 with over 8 years of full-time service

Caught in the A.C.T.

February recipients of JMU Facilities' peer-to-peer recognition Program:

- Keith Ryder, Carpentry Shop
- Gregg Chevalier, HVAC
- Bob Hume, Transportation
- Rebecca May, Housekeeping

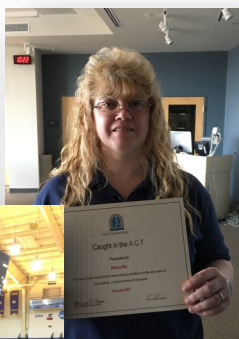
See FM's [Caught in the A.C.T.](#) site for more information.



Bob Hume



Becky May



JMU Facilities facebook

"Like" the new [JMU Facilities facebook page](#) and view:



- Photos
- Posts on FM happenings
- Facilities' job postings
- Banquet Committee events
- Caught in the A.C.T. recipients
- JMU Facilities Newsletter



JMU Facilities Birthdays for February

Tim Breeden 2/2	Charles Lam 2/2	Jay Moyers 2/2	Deborah Selmon 2/2	Dennis Fulk 2/3
Bruce Helsley 2/3	Theresa Shifflett 2/3	Christine Conard 2/4	Tana Shifflett 2/4	Thomas White 2/4
Carolyn Armentrout 2/5	Diana Miller 2/6	Weldon Strother 2/6	Chuck Horn 2/7	Sharon Laughlin 2/7
Kreg Somers 2/7	William Drury 2/8	Carlene Heatwole 2/8	Wanda Hensley 2/8	Sharon Morris 2/9
Scott Wachter 2/10	Alfred Miller 2/10	Peggy Springer 2/12	Keith Ryder 2/13	Lorie Hartman 2/14
Dwight Wallace 2/14	Kenny Berry 2/15	Jason Bauer 2/16	Tiffany Mayhew 2/17	Debra Cooper 2/18
Ruth Emswiler 2/18	Josh McNett 2/18	Diane Watson 2/18	David Dove 2/19	Cindy Leake 2/19
Zachary Nichols 2/19	Steve MacRae 2/20	Penny Raynes 2/21	Tami Sizer 2/21	Kenton Dove 2/22
Allen Umbarger 2/22	Kathryn Abernathy 2/23	Ronnie Davis 2/23	Stacy Heishman 2/23	Vickie Raynes 2/23
Robert Cassidy 2/24	Linda Varner 2/24	John Stephens 2/26	Matthew Mortenson 2/27	Desirae McCarthy 2/28