

2015 Staff Dream Fund Award Winners

Frederick (Rob) Tench – Acquisitions & Preservation Services Librarian, University Libraries

Rob and his family have a dream to return to a favorite vacation spot together on the Outer Banks. In recent years, Rob's wife has survived several medical challenges. While she feels healthy and strong and while their children are still young, Rob and his family want to take this vacation together to re-live the happy memories they shared years ago. It means the world to them to have this time together again as a family. "What we would love to do is to use [the award] to take a family vacation for a week in Corolla while our older kids are still nearby and my wife is healthy enough to enjoy herself." We hope you have fun in the sun!

Brandon Adams – Coordinator Evening Facility Operations, Recreation & Wellness

Brandon and his wife have a goal of visiting every major league baseball stadium in the United States. To date, they have visited 15 out of 30 stadiums. Being awarded the Staff Dream Fund award means Brandon and his wife can visit stadiums on the West coast, a part of the dream which was previously difficult to achieve. "My wife and I are hoping to use [the award] to visit baseball stadiums on the west coast, which wouldn't otherwise be possible for us." Brandon and his wife plan to see the Giants, the Brewers, the Oakland A's, the Indians, the Dodgers, the Angels, the Padres, and the Phillies play in different stadiums over the next year. Have a hot dog on us Brandon!

Cheryl Foreman – Training Manager, Human Resources

Cheryl has had a life long dream of purchasing and learning to play the guitar. Over the years Cheryl has put the hopes and dreams of her children and family first, including giving a guitar purchased for herself to her son when she was a single mother. Cheryl is at a point in her life when she can dedicate the time to her dream. "I am committed to making this dream a reality. I look forward to becoming skilled enough to play guitar with my son. I have enjoyed listening to other people play, now I look forward to actually being the one playing the music." Cheryl has lessons planned and a trip to Richmond to purchase the guitar of her dreams. Rock on Cheryl!



The endowed Dream Fund provides monetary awards and paid time off for staff members to fulfill their dream. All proposals are reviewed and considered by a representative committee of ODU employees and organizations on campus. For more information please view the [Staff Dream Fund website](#).

Online Professional Development

Online training programs have traditionally focused on technical skills, such as MS Office, Blackboard, Word, Excel, etc. On lynda.com® there are over 1,000 topics related to professional development and leadership.

Human Resources staff will preview and recommend courses periodically in the HR newsletters. We have placed a Recommended Course List to the right of this article. The courses on lynda.com® have exercise files available for you to practice your newly acquired skills. Be sure to access lynda.com® through the [ODU portal](#) (and don't forget to bookmark the page for future use).

If you have technical issues with lynda.com®, please contact ITS for resolution at itshelp@odu.edu. We hope you take advantage of this tool to enhance ongoing professional development.

Recommended Course List:

Professional Development

- Communication Fundamentals
- Having Difficult Conversations
- Time Management Fundamentals
- Leadership Fundamentals
- Conflict Resolution Fundamentals

To access courses, log in to lynda.com® through the [ODU portal](#) using your MIDAS ID and password. Once you are logged in, search for each course title.

Salary Increases effective August 10

Details on the implementation of the August 10th increase are available at: [DHRM FAQ's](#)

This information was sent to all faculty and staff on June 24th. Questions regarding the salary increase can be directed to Kathy Williamson in Human Resources (683-4564) or kcwillia@odu.edu

new skills.
new training.
new ideas.
at your fingertips.

Available to all ODU Students, Faculty, and Staff



Coming Soon: Roth 457

Beginning July 1, 2015 you will be able to choose a Roth contribution option if you participate in the [Commonwealth of Virginia 457 Deferred Compensation Plan](#).

Roth contributions are contributions, made after tax deductions, to your Commonwealth of Virginia 457 Plan.

What are the advantages of making Roth 457 contributions?

- Higher after-tax contribution limits: The Commonwealth of Virginia 457 Plan allows for greater after-tax savings. See the [annual 457 contribution limits](#) for more information.
- Eligibility at all income levels: everyone with earned income is eligible to make Roth contributions to the 457 plan.
- Tax planning: Having pre-tax assets and Roth after-tax assets available in retirement allows you to choose the source of funds most advantageous to your situation at the time of the distribution.

Beginning July 1, 2015, you will be able to set up Roth contributions by logging into [Account Access](#) or calling Investor Services at 1-877-327-5261. The Roth option is not available for the Hybrid 457 Deferred Compensation Plan.

Reed Group to Administer VSDP Short-Term Disability Benefits

Management of short-term disability claims through the Virginia Sickness and Disability Program (VSDP) transitioned from UNUM to Reed Group on **May 1, 2015**. Even though the plan administrator changed, all plan benefits remain the same.

Benefits of transitioning to Reed Group include:

- Clinical expertise that provides better care for you while on disability.
- Improved service, processing, and website for managing your disability claims

Important Facts:

- The Reed Group service center began taking calls on **May 1, 2015** for new short-term disability claims with a disability date of **May 1, 2015 and after**.
- Please visit [Reed Group online](#) for general information and wallet cards.
- The updated [VSDP Employee Handbook](#) has been updated.

Note: Faculty enrolled in the Optional Retirement Plan (ORP) and faculty enrolled in the Virginia Retirement System (VRS) with the university sick leave plan are not enrolled in VSDP.

Fall 2015 Tuition Assistance Application Deadline

The fall 2015 Employee Tuition Assistance application deadline is: **5:00 pm, Monday, August 3, 2015**. A completed application **with proof of registration** must be received by the Department of Human Resources prior to the application deadline. Fall Tuition Assistance is available to eligible Classified, Hourly, Faculty and Administrative & Professional Faculty employees and their eligible spouses and dependents. The current income cap for Tuition Assistance programs is \$89,000.

For information on eligibility, maximum credit hours of assistance and program specifics, please view the [Tuition Assistance Policy](#). Applications are available on the [Human Resources forms page](#).

For planning purposes, the spring 2016 semester application deadline for employees, spouses and dependents is Tuesday, December 1, 2015 at 5:00 p.m.

Premium Rewards

Premium rewards for the upcoming health plan year will be available to employees, retirees, and their eligible spouses enrolled in the COVA Care or COVA HealthAware Plan on or before July 1, 2015.

Track your health and reduce your monthly health insurance premiums by completing an online health assessment and a biometric screening at your physician's office. Individuals can save \$17 a month on premiums; if both you and your spouse participate you may be able to save up to \$34 a month.

Complete the required enrollment by June 30, 2015 to begin the rewards on July 1, 2015.

If you are already receiving a premium reward, you will be required to update your online health assessment by June 30, 2015, to continue your premium reward without a break.

If the requirements are not completed by June 30, 2015, eligible members can complete the health assessment and the biometric screening during the plan year. The member's Premium Reward will be effective the first of the month after both requirements are completed, submitted and accepted.

Members whose health insurance coverage is effective after July 1, 2015, will not qualify for Premium Rewards for the 2015-2016 plan year.

To complete the health assessment and print the biometric screening results form, please [access your account](#).



Weight Watchers At ODU

Mondays, 12:00 Noon

Virginia Rice Webb Room - Webb Center

First meeting is FREE!

If you join:

Cost is \$34.35/month

(Community meetings are \$43/month)

State employees eligible for 1/2 back for regular attendance! (\$17.17/month!!) Best deal in town.

Questions? kckillia@odu.edu

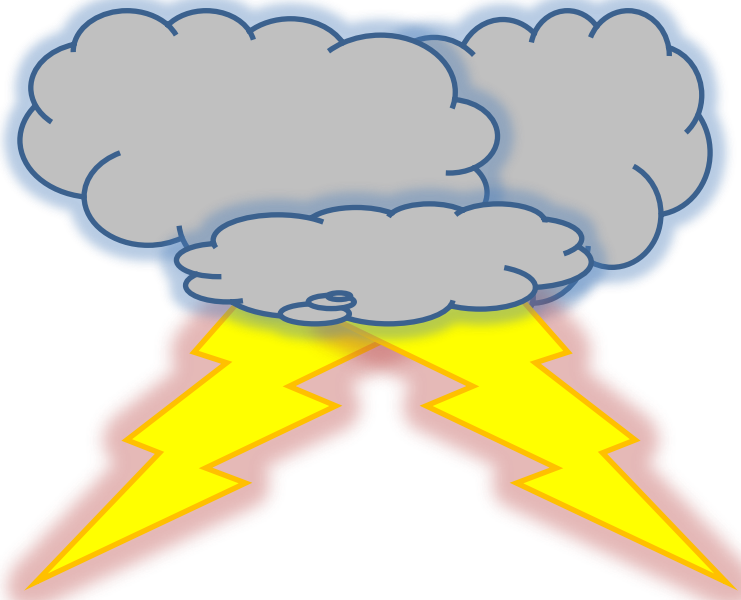
What do YOU have to lose?

Inclement Weather Policy

Certain weather could result in the University's closing. When the University is closed due to inclement weather or emergencies, designated employees are required to report to work.

Employees should check with their supervisors to determine the expectations for their position. For more information, please reference the University's [Inclement Weather and Emergencies Policy 1020](#)

For reliable notifications, Old Dominion University offers a [free emergency alert text messaging system](#).



Onboarding for Success

Management Tips

The first few weeks for any new employee are the most impressionable time. Make the most of this time and invest in your new employees. Make sure you do the following to get your new employees off on the right foot and help ensure their success with ODU:

- ◇ Meet one-on-one regularly to go over goals, work direction, and expectations and answer questions.
- ◇ Introduce your new employee to co-workers across the campus who are resources and partners.
- ◇ Follow up and check in regularly. Make sure they have the resources they need to complete the tasks you have given them.
- ◇ Don't confuse silence for understanding. New employees do not know what they do not know.
- ◇ Make sure you are a resource that your employee feels comfortable talking to.
- ◇ Train, train, and re-train. Don't be afraid to revisit topics.
- ◇ Ask questions and listen. How do they prefer to learn? What helps them thrive? What is important to them? Understanding this can help you be a better supervisor as well.

Thank you for enhancing Quality of University Life!

On May 13th the Quality of Life (QUL) Committee sponsored its 4th annual Ice Cream Social. Over 300 employees enjoyed a cold treat and the company of their colleagues. The generosity of ODU departments/offices made the Social extra special. The following areas donated door prizes that were raffled off throughout the event:

President's Office
Provost's Office
Office of Development
Admissions
Administration & Finance
Student Engagement and Enrollment Services
Athletics
Monarch Tech Store
Aramark
Arts and Letters

ODU Credit Union
Human Resources
Perry Library
Strome College of Business
Virginia Beach Higher Ed Center

Thank you to our constituent groups who provided information about opportunities for engagement on campus:

Association of University Administrators
Hourly and Classified Employees Association
Employee Wellness Initiative
Safe Space Allies
Hispanic and Latino Employee Association
Asian Caucus
Coalition for Black Faculty & Administrators
Weight Watchers at Work
Commonhealth
ODU Credit Union



Thank you to the Human Resources Staff who pitched in to help scoop ice cream and volunteered to help with many other tasks:

*Megan Alston
Tony Belk
Thasheena Cutno
Nadine Faulcon-Johnson
Ray Gata
Brenda Johnson
Sharon Nickens
Cori Okonek
Miechele Rivera – Hall*



Thank you for enhancing Quality of University Life!



In addition, we want to thank those individuals who volunteered their time to serve ice cream or to lend a helping hand:

Changamire Durall, *Police Officer, ODU Police Department*
Tommy Evans, *Police Officer, ODU Police Department*
Christopher Fleming, *Executive Director of Admissions*
Dillard George, *Director of Facilities Management*
Rich Le Moal, *Associate Director of Facilities Management*
Connie Merriman, *Assistant Dean, Strome College of Business & Public Administration*
Cheri Murphy, *Director Workforce Planning, Compliance, HRIS*
September Sanderlin, *Vice President for Human Resources*
James Shaeffer, *Dean, College of Continuing Education & Professional Development*
Kathy Williamson, *Director of Human Resources for Employee Relations & Strategic Initiatives*
Robert Wojtowicz, *Associate Dean for Research & Graduate Studies*



The QUL committee made and delivered bags of candy to recognize those individuals who were noted as positively impacting the QUL of their colleagues. These individuals were recognized on Feedback Boards at the Social:

Ali Ardalan, *Strome College of Business*
Vinod Argawal, *Strome College of Business*
Vaughan Frederick, *Women's Studies*
Morel Fry, *University Libraries*
Dr. Latishua Lewis, *Student Transition and Family Programs*
Warren Marcelino, *Information Technology Systems*
Theresa Mathews, *Academic Affairs*
Chantal Matthews, *Student Health Services*
Lisa Mayes, *Student Success Center*
Joe Mota, *Engineering Management & Systems*
Renee Olander, *Virginia Beach Higher Ed Center*
Christine Ricks, *Advising and Transfer Programs*
Joe Ritchie, *Advising and Transfer Programs*
Kim Sibson, *College of Engineering*
Beth Teller and the Advising Team in Strome College of Business
Sandy Waters, *Advising and Transfer Programs*
Student Health Services Staff



2015 Employee of the Month Update

In the 2014/2015 fiscal year we have had 14 winners of the Employee of the Month Award! The winners have displayed extraordinary service, team work, initiative, a can-do attitude, and pride in their jobs. To read about these winners and their stories view the [Inside ODU webpage](#) for full articles.

We are very proud of our winners so far and we look forward to more winners in the months to come! Congratulations to those who have been selected and to those who have been nominated!

Criteria used to nominate an employee may include all or some of the following:

- An outstanding accomplishment that benefited the department/students
- Extraordinary service to internal and/or external customers
- Initiative/leadership
- Enthusiasm/energy given to assigned work
- Team work
- Exemplary efforts to nurture a climate of care, concern and civility
- Creative innovations to service, process or work tools



July 2014—Jayne Massey
College of Engineering



August 2014—David Hawkins
Human Resources



September 2014—Sarah Rock
Office of Development



October 2014—Julia Kurtz
Career Management Center



November 2014—Shirley Wiggins
Facilities Management



December 2014—Becky Martin
Registrar's Office



January 2015 – Romina Samson
Department of Electrical and Computer Engineering



February 2015 – Margaret Pollard-Brown
University Card Office



March 2015 – Shari Swain
Academic Affairs

2015 Employee of the Month Update

The objective of the Employee of the Month Program is to acknowledge, celebrate and reward employees whose work accomplishments and/or demeanor at work exemplify excellence, quality service and commitment to Old Dominion University.

Any university employee may submit a nomination for the Employee of the Month Award. (Self-nominations do not qualify.) Classified, hourly and administrative and professional faculty are eligible for nomination and selection. Nominees must be employed with the University for 12 months and must be in good standing.

If you know someone who should be nominated for the Employee of the Month Award please visit the [Employee of the Month webpage](#) to download the nomination form and read more about the program. The nomination process is fast, easy, and simple! If you have any questions about the program please contact [Cori Okonek](#) at extension 3-3394.



April 2015 – Harvey Logan, Roy Henderson, and
Thomas Lambert, Facilities Management

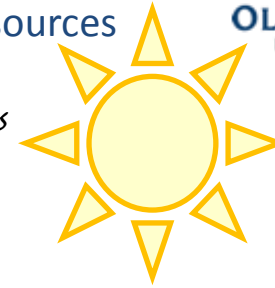


May 2015 – Michael Afton
Transportation and Parking Services



June 2015 – Tania Alvarez
Advising and Transfer Programs

Contributed by—Tamara Morgan, Assistant Director of Fitness and Wellness



Sun Safety Quiz

Having Fun in the Sun and Staying Safe

Summer is here and it's time to get out and enjoy the warm weather! Be careful though, warm weather comes with a lot of sun. The sun's ultraviolet (UV) rays can damage your skin in as little as 15 minutes, causing sunburn, eye damage, and premature wrinkles. It is extremely important to take the proper precautions in protecting yourself while out enjoying the summer heat. Here are some recommendations that will help to protect yourself and your family:

- ⇒ Frequently seek shade under an umbrella, tree or other shelter.
- ⇒ Wear protective clothing and a wide brimmed hat to protect as much skin as possible. Clothes made from tightly woven fabric offer the best UV protection.
- ⇒ Protect your eyes with sunglasses that block at least 99% of UV light.
- ⇒ Use a broad spectrum sunscreen (protects against both UVA and UVB rays) with SPF of at least 30. Reapply sunscreen at least every 2 hours, as well as after swimming and sweating.
- ⇒ "Water resistant" does not mean "waterproof or sweat proof".
- ⇒ Don't forget to hydrate yourself throughout the day!

1. You should limit your sun exposure when the sun's rays are strongest, which is from:
 - A. 9am to 3pm
 - B. 10am to 4pm
 - C. 12pm to 3pm
2. Sunscreen is good until:
 - A. It reaches its expiration date or shelf life
 - B. You finish using it
 - C. It's good up to 2 years of purchase
3. On sunscreen, SPF stands for:
 - A. Sun Protection Force
 - B. Sunscreen Protection Factor
 - C. Sun Protection Fraction
4. You should apply sunscreen:
 - A. 2 hours before going outside
 - B. 30 minutes before going outside
 - C. No longer than 30 minutes after being outside
5. If you get sunburn, you should:
 - A. Put ice on it
 - B. Don't worry about it, it's not severe
 - C. Use a cold Compress & a mild topical steroid cream

Answers: 1. B, 2. B, 3. C, 4. B, 5. A

Contributed by—Tamara Morgan, Assistant Director of Fitness and Wellness

Easy Salmon and Bok Choy

Ingredients

1 ½ pounds salmon, patted dry
3 tablespoons finely chopped fresh ginger
2 cloves garlic, minced
½ cup low-sodium chicken broth
3 tablespoons rice vinegar
2 tablespoons sugar
2 tablespoons low-sodium soy sauce
1 medium-size head bok choy, trimmed and cut into 1-in pieces, stems and leaves separated (4 cups each)
1 teaspoon hoisin sauce
¼ cup thinly sliced scallions

Filled with Vitamin D!

- Regulates calcium and phosphorus absorption
- Helps to maintain healthy bones and teeth
- May supply a protective effect against multiple diseases and conditions such as cancer, type 1 diabetes and multiple sclerosis.

Preparation

1. Coat a 5-6 quart slow cooker bowl with nonstick cooking spray and arrange salmon in it, tucking the thin end of fillets underneath. Sprinkle ginger and garlic over salmon.
2. In a medium-size saucepan, bring broth, vinegar, sugar and soy sauce to a boil over high heat. Pour liquid around salmon, not over, and cook on HIGH for 1 hour or LOW for 2 hours.
3. Stir the bok choy stems into slow cooker for last 30 minutes of cooking time on HIGH or the last hour of cooking time on LOW. Add leaves to slow cooker for final 10 minutes of cooking time on HIGH or final 30 minutes of cooking time on LOW.
4. Carefully remove salmon from slow cooker with a wide spatula; set aside and keep warm. Stir hoisin into liquid. Sprinkle salmon with scallions and serve with bok choy and liquid.



Nutrition Facts per serving:

Serves 4

Calories: 312

Protein: 38 g

Carbohydrate: 14 g

Total Fat: 12g

Saturated Fat: 2 g

Cholesterol: 94 mg

Dietary Fiber: 3 g

Sodium: 515 mg

Vitamin D: 988 IU

PAPERS is Changing to PAPERS 7

In August we will begin upgrading to PAPERS 7. The PAPERS 7 platform is already in use on campus for faculty recruitments, both Teaching & Research and Administrative & Professional faculty. This upgrade will put all of the PAPERS activities in one place. Below are some of the changes you can anticipate.

Recruitment

This new platform allows hiring managers to initiate a classified or hourly job posting on-line. A workflow will direct the request through an on-line routing queue and, upon approval, post the job opening.

New functionality in the on-line applicant review process allows the hiring manager to download applicant names to a spreadsheet for ease in creating a screening matrix. Applications and resumes related to a job posting can be downloaded and printed to view altogether or individually.

The Hiring Proposal will replace the current Pay Action Form. The hiring manager will initiate a Hiring Proposal for their selected candidate. Information from the employee's application, the posting and position description will populate the appropriate fields. Hiring managers will complete other information such as start date, proposed salary and pay factor information. The Hiring Proposal is then routed through an approval queue.

Position Management

Hiring managers of classified employees will be able to create new position descriptions as well as redefine and update existing PDs. The current classified position descriptions will transfer from the old platform to the new. Older versions of position descriptions will not be moved to the new platform.

With the new platform, we are expanding the position management module to include Administrative & Professional faculty positions and Hourly positions. Hiring managers will be able to create new position descriptions and eventually update them online as well. Anticipated completion date: January 2016.

Performance Evaluation & Management

The roll-out of the performance evaluation piece will take place in October, after the 2014-15 performance cycle is completed. Performance plans for the 2015-16 cycle will be done in PAPERS 7 beginning in November.

Features of the performance management module will include: a performance plan (replacing the current PD Certification process); a voluntary interim evaluation; a probationary evaluation; and an employee self-evaluation.

All the classified evaluation tools will be located in PAPERS 7. In the near future the evaluation process for Administrative & Professional faculty will also be included in PAPERS 7.

Announcements regarding informational sessions and training opportunities will be forthcoming as will additional information on beginning the performance plans in PAPERS 7.