

UVU Connect



UVU Connect is a publication of Human Resources Department

TRAINING

Sexual Harassment Prevention Online Training

The "Preventing Sexual Harassment" online training program is required for all full-time and part-time Utah Valley University employees – faculty, staff, adjunct faculty, and student employees (including work study students). Completion of the course for all current employees as listed in the above classification must be done by **November 1, 2009**. After November 1, Human Resources will provide reports to leaders of those employees who have not completed the training program.

"Preventing Sexual Harassment" enables you to train yourself in a practical, convenient way. The online course takes approximately 45 - 60 minutes to complete, including a mastery test. The training uses an active learning process that does not require you to schedule a specific off-site training class. In addition, the program produces documentation of when you took the course and the score achieved in the mastery test. Although the training focuses primarily on ways to identify and prevent sexual harassment, it addresses key ideas that can be easily applied to other types of harassment.

To complete the on-line training program:

- Log on to UVLink (<http://uvlink.uvu.edu>), select the "Employee" tab.
- While on the "Employee" tab screen, select the link "Preventing Sexual Harassment Online Training" in "The Training Channel." (The Training Channel is located on the lower right hand side of the screen.)
- Select the appropriate training module for your position (faculty, supervisory, non-supervisory).
- Follow the directions found in the training module.
- The test will be automatically scored. Eighty percent (80%) or higher satisfies this training requirement for the non-supervisory module; Ninety percent (90%) or higher for the supervisory and faculty modules.
- Human Resources will be notified that you have completed the training and your results will be recorded in BANNER.
- You may print out a copy of the completion certificate for your records.

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EMPLOYMENT

HR Employment Group Moved!

The HR Employment Group has moved. They are still very close to the main HR Office. If you stop at the main entrance before going through the double doors of Human Resources, look to your right you will see the Employment Group's new space (BA111). The individuals that occupy this area are Sean O'Donnell, Evelie Giddings, and Luisa Rogers. Who can be helped by the Employment Group? Applicants, new hires, hiring managers, search chairs, AA/EEO representatives and anyone else involved in the staff and faculty hiring processes of the University can be helped. You may reach Sean at ext. 8257, Evelie at ext. 6303, and Luisa at ext. 8760. Feel free to come by and see HR's new additional space.

PROFESSIONAL DEVELOPMENT



Building Trust

While we all have different perspectives on the way we define trust, there are, however, ways that we can behave in the workplace that will promote trust building:

5 Trust Building Behaviors

- Communicate with your colleagues openly and honestly, without distorting any information in a manner that is non-threatening.
- Show confidence in your colleagues' abilities by treating each other as skilled, competent associates.
- Keep your promises and commitments.
- Listen to and value what your colleagues say, even though you might not agree.
- Cooperate with your colleagues and look for ways in which you and your colleagues can help each other (collaborate).

On the flip side, there are several ways that we can diminish trust in the workplace.

5 Trust Reducing Behaviors

- Act more concerned about your own welfare than anything else.
- Send mixed messages so that your colleagues never know where you stand.
- Avoid taking responsibility for your actions ("passes the buck" or "drops the ball").
- Jump to conclusions without checking the facts first.
- Make excuses or blame others when things don't work out ("finger-pointing").

Focusing on trust building behaviors can improve our interactions with others in the workplace, build a strong foundation for collaboration among colleagues, and enhance individual abilities to solve problems effectively.

Adapted from: Bernthal, Paul; Development Dimensions International, *A Survey of Trust in the Workplace*. Retrieved from: www.ddiworld.com/pdf/ddi_surveyoftrustintheworkplace_es.pdf; 1-31-2006

BENEFITS

Flu Shots



Did You Know...

- Every year in the United States on average 5% to 20% of the population gets the flu
- More than 200,000 people are hospitalized from flu complications
- Some people with certain health conditions such as asthma, diabetes, or heart disease are at a higher risk for serious flu complications
- Flu shots and flu mists (nasal sprays) are both safe and effective

Source: www.cdc.gov Centers for Disease Control & Prevention

The More You Know...

- The flu shot is covered 100% under UVU's medical plan as long as you go to a preferred provider
- Check with your doctor's office to see about stopping in to get one without an appointment
- If your doctor's office requires you to make an appointment, the \$20.00 copay will apply (If you participate in Flexible Spending, remember to use it)
- A flu shot not only benefits you, but those around you

Welcome to UVU!

We welcome the following new full-time employees who joined the UVU community from April to September 2009:

- **Baktybek Abdrisaev**, Lecturer-History, Political Science
- **Denny Aldridge**, Counselor, Gear Up Project
- **Giovana Alisa**, Academic Advisor, Behavioral Science
- **James Bailey**, Associate Professor, Accounting
- **Thomas Beard**, Technician - Warehouse
- **Andrew Beene**, Counselor - Multimedia Aviation
- **Nancy Birch**, Lecturer-Communications
- **Lorilyn Brandt**, Assistant Professor, Elementary Education
- **Chad Brown**, Custodian, Custodial Services
- **Jennifer Brown**, APPIC Psychology Intern, Student Health Services
- **Kylie Burgener**, Administrative Support II, Broadcast Services
- **Arlen Card**, Assistant Professor, Multimedia
- **Abigail Chandler**, Lecturer-History, Political Science
- **James Colonna**, Assistant Professor, Music
- **Carlos Cortez**, Program Director - Foundation Giving, AVPAA
- **Karen Cushing**, Administrative Support IV, AVP Academics
- **Elizabeth Darger**, Assistant Coach, Women's Basketball
- **Lorraine Davis**, Nurse Practitioner, Student Health Services
- **Hilary Demske**, Assistant Professor, Music
- **Thayne Dickey**, Academic Advisor, Bio Technology
- **Paul Dishman**, Associate Professor, Marketing
- **Vikki Doran**, Administrative Support IV, Human Resources
- **John Edwards**, Lecturer- Information Systems, Technology
- **Raymond Elder**, Assistant Professor, Art and Visual Communications
- **Debora Escalante**, Assistant Professor, Elementary Education
- **Marcelina Fernandez-Zamora**, Recruiter, Prospective Students
- **Casey Finlison**, Specialist – HVAC, Central Plant
- **Lance Frankowski**, Custodian, Custodial Services
- **Candice Gardner**, Administrative Support V, VP Academic Affairs
- **Peter Hanozano**, Custodian, Custodial Services
- **Matthew Harris**, Lecturer- Information Systems, Technology
- **Daren Heaton**, Associate Professor, Chemistry
- **Matthew Holland**, President, Utah Valley University
- **James Holmes**, Academic Advisor - Physical Science, Physics
- **Benjamin Jarashow**, Visiting Assistant Professor, Languages
- **Joseph Jensen**, Associate Professor, Physics
- **Christine Kirkham**, Administrative Support III, IT Infrastructure Operations
- **Rodger Kramer**, Manager – Catering, Culinary Arts
- **Stephanie Lassen**, Data Entry Clerk, Gear Up
- **Herman Lavatai**, Project Director - UTCFIT Grant Project, IT
- **Antonio Mallari**, Custodian, Custodial Services
- **Steven Maranville**, Associate Professor, Business Management
- **Maren Mather**, Coordinator – Internships, Career Services & Student Employment
- **Geoffrey Matthews**, Sr Research Analyst, Institutional Research & Information
- **Liliane Miller**, Administrative Support II, Extended Studies
- **Katherine Moore**, Assistant Professor, Nursing
- **David Mortensen**, Assistant Dean – Advancement, College of Technology and Computing
- **Lauren Murakami**, Coordinator – MBA, Woodbury School of Business
- **Steven Namanny**, Academic Advisor, PE and Recreation
- **Matthew Nelson**, Assistant Professor, Music
- **Daniel Nielson**, Associate Coach, Women's Basketball
- **Thomas Ogden**, Assistant Professor, Biology
- **Natalie Peirce**, Graphic Designer, Prospective Students
- **Meagan Robinson**, Marketing Assistant, Athletics
- **Sarah Rogers**, Custodian, Custodial Services
- **Joy Santee**, Assistant Professor, English & Literature
- **Richard Schneider**, Instructor, Culinary Arts
- **Brent Seavers**, Sr Library Assistant, Library Archives
- **Tawni Shuler**, Visiting Scholar, Art and Visual Communications
- **Nicole Silva**, Specialist - Bilingual Spanish, CRRR
- **Jeff Smith**, Police Officer - Public Safety, Police
- **Mitchell Smith**, Custodian, Custodial Services
- **Laura Snelson**, Sr Research Analyst - Institutional Research & Information
- **Brice Sorenson**, Custodian, Custodial Services
- **Rakesh Suravarapu**, Oracle Developer, IT Administrative Programming
- **Geri Vorkink**, APPIC Psychology Intern, Student Health Services
- **Dena Walker**, Assistant Professor, Nursing
- **Robert Warcup**, Instructor, Building Technology
- **Stephen Whyte**, Lecturer, Communications
- **Carl Wood**, Assistant Professor, College of Technology & Computing

The following current UVU employees were promoted, received a rank advancement, had a change of assignment, or moved to a new full-time position on campus during April through September 2009:

- **Jennifer Agla**, Benefits Analyst, Human Resources
- **Clay Anderson**, Lecturer, PE & Recreation
- **Elizabeth Andrus**, Director- SCUP, AVP Student Service & Enrollment
- **Kevin Arledge**, Police Officer - Public Safety, Police
- **Jolene Arnoff**, Assistant to the Dean, College of Humanities and Social Sciences
- **Kim Barraclough**, Program Coordinator, AVP Student Service & Enrollment
- **Laird Bellon**, Director, Physical Plant
- **Russell Betts**, Counselor, Career & Academic Counseling
- **Chad Bott**, Assistant - Fleet Operations, Motor Pool & Fleet
- **Eddy Cadet**, Associate Professor, Environmental Technology
- **James Cantrell**, Lecturer, Behavioral Science
- **John Carlsen**, Lead Custodian, Custodial Services
- **Farah Chase Dunn**, Lecturer, Communications
- **Alexis Chatterley**, Advisor Generalist One Stop, Admissions and Registration
- **Jack Christianson**, Special Assistant to the President, Center for Engaged Learning
- **James Clark**, Custodian, Custodial Services
- **Janiece Commichaux**, Counselor, Career & Academic Counseling
- **Marci Condie-Gunnell**, Assistant to the Associate VP, VPAA Finance & Operations
- **Steve Daskam**, Custodian, Custodial Services
- **Kathleen Debenham**, Associate Vice President, VPAA
- **Thomas Doggett**, Senior Web Developer
- **Mark Dubois**, Custodian, Custodial Services
- **Bryan Eldredge**, Associate Professor, Languages
- **Vivienne Faurot**, Assistant Professor, Math
- **Vincent Fordiani**, Assistant Director, Center for Engaged Learning
- **Taggart Frost**, MBA Director, Woodbury School of Business
- **Janice Gygi**, Professor, Marketing
- **Wayne Hanewicz**, Professor, Philosophy & Humanities
- **Jerilyn Hartley**, Specialist - Staff Interpreter, Accessibility Services
- **Jay Hinton**, Specialist - Sports Information, Athletics
- **Rebecca Holgreen**, Specialist-Student Health Services
- **David Jenkins**, Police Officer - Public Safety, Police
- **Ashley Kaverin Davis**, Lead Custodian, Custodial Services
- **Steven Kimball**, Custodian, Custodial Services
- **Julia King**, Administrative Support III, Prospective Students
- **Loretta King**, Administrative Support III, Theatre Arts
- **Sean Kriek**, Lead Custodian, Custodial Services
- **Pierre Lamarche**, Associate Professor, Philosophy & Humanities
- **Melissa Larson**, Lecturer, Theatre Arts
- **Yuderka Lewis**, Counselor - Multicultural Outreach Hispanic, Multicultural Center
- **Dale Maughan**, Assistant Professor, Nursing
- **Ben Mayfield**, Specialist – Construction, Facilities
- **Richard McDonald**, Associate Professor, English & Literature
- **Kathryn McPherson**, Associate Professor, English & Literature
- **Rachel McRae**, Financial Aid Counselor, Financial Aid
- **Thomas Melville**, Campus Administrator, Wasatch Campus
- **Douglas Miller**, Professor, Business Management
- **Michael Moon**, Program Coordinator, Volunteer and Service Learning
- **Paula Nye**, Administrative Support IV, School of The Arts
- **David Owens**, Program Manager, Fire Science
- **Bruce Parker**, Professor, Biology
- **Vegor Pedersen**, Academic Advisor, Communications
- **Elisa Perez-Cordora**, Lead Custodian, Custodial Services
- **Shane Peterson**, Technician, Financial Aid
- **Marden Pond**, Lecturer, Music
- **Kyle Pope**, Specialist – Grounds, Grounds
- **Kyle Reyes**, Assistant to the President, President's Office
- **Chris Rockwood**, Dispatcher - Public Safety, Police
- **Heather Rogers**, Lecture, Dance
- **Eric Russell**, Lecturer Fire Science, UFRA
- **Carl Rymer**, Administrative Support III, Nursing
- **Donald Seegmiller**, Lecturer, Art and Visual Communications
- **Keith Snedegar**, Professor, History & Political Science
- **Maritza Sotomayor**, Lecturer, Finance and Economics
- **Timothy Stanley**, Assistant Program Director, Institutional Planning
- **Anthony Terry**, Lecturer, History & Political Science
- **Russell Thornley**, Assistant Professor, Technology Management
- **Hau Truong**, Site Manager-Capitol Reef Station, AVPAA
- **Cherie Twyman**, Lecturer, Marketing
- **Erik Weierholt**, Director – Compliance, Athletics
- **Daniel Westoveer**, Lecturer, English & Literature
- **Jonathan Westover**, Assistant Professor, Business Management
- **Kenneth White**, Lecturer, Philosophy & Humanities
- **Patrick Whitmer**, Custodian, Custodial Services
- **Wayne Wilson**, Systems Specialist I, Finance Automation
- **David Yells**, Dean, College of Humanities and Social Sciences
- **Kirk Young**, Assistant Director, Prospective Students



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Did you know?

life
 less complicated

Advantage Health Risk Assessment



“ Nobody in my family thought about cholesterol. Or sodium. We just counted calories and looked at fat. Until I took the HRA [Health Risk Assessment]. Fried food is gone now. And I’m no vegetarian, but I’m eating a lot more color. ”

A Health Risk Assessment (HRA) is completed online to quickly and easily assess your individual health status.

- Categories evaluated include Heart Health, Weight, Nutrition, Fitness, Cancer Risk, Smoking, Stress and Safety.
- The process is secure and confidential.
- The assessment identifies your major health and lifestyle factors.
- Recommendations are then generated to help you create goals to maintain better overall health.
- Your assessment will also help you make lifestyle changes that can decrease your risk of disease, illness and accidents.

Take your Health Risk Assessment at bhoptions.com,
 click on “online work life resources” link.

Enter company code: uvu

Register in Live Well
 (right side) and take the HRA.

We’re on the Web!
UVU.edu/hr

Please create a unique username and password you will remember for future years.