



2017 Catalog

Employees Guide to Utilizing the Employee Assistance Program (EAP): (1 hour)

Description: An Employee Assistance Program is a special employee benefit provided by JCU to assist employees and their family members with personal, marital, family and job-related problems. Through employee seminars and individual assistance, the EAP can help with the prevention of problems by focusing on lifestyle planning, stress management, maintaining healthy relationships, and emotional wellbeing. The EAP can help employees identify and address potential employee problems before they become serious. This course trains employees how to effectively utilize the Employee Assistance Program as a tool to help address deficiencies in performance and behavioral based issues in the workplace. The goal of the EAP is to assist employees in achieving and maintaining happy, healthy & fully productive lives.

Trainers: Jinger Moore, M.S. Ed., PC (Impact Solutions)

Dates: Tuesday, January 17

Time: 11:00 am – 12:00 pm

Location: Jardine Room

Audience: All employees



StrengthsFinder Personal Assessment: (1.5 hours)

Description: Do you have the opportunity to do what you do best *every day*? Chances are, you don't. All too often, our natural talents go untapped and we devote more time to fixing our shortcomings than to developing our strengths. To help you uncover your hidden talents, you will have the opportunity to take the StrengthsFinder assessment. The results provide you with insights about how to apply your strengths and in which situations you would naturally thrive. Participants must pre-register at by January 20th to obtain the StrengthsFinder assessment.

Trainer(s): Kyle O'Dell, Senior Director of Student Engagement

Dates: Tuesday, February 7 / Thursday, September 28

Time: 2:00 pm – 3:30 pm

Location: LSC Conference Room (for both sessions)

Audience: All employees

A Guide to Computer & Data Security: (1.5 hours)

Description: As our University and society becomes increasingly data dependent, it becomes imperative that we proactively safeguard our information. This session will highlight the data we steward, the reasons we are compelled to protect it, and processes for protecting that data. We will look at methods used by bad actors attempting to purloin our data, discuss password strength, multi-factor authentication, malware protection, file & folder security, encryption, and other methods of safeguarding our information assets.

Trainers: Bill Barker, Director of Customer Service Operation
Jamie Spitznagel, Data Security Engineer

Date: Wednesday, February 16, Tuesday, September 14

Time: 9:00 am – 10:30 am

Location: Jardine Room (for both sessions)

Audience: All employees

Summer Student Hiring Process: (1 hour)

Description: The summer student hiring process begins in March. This session will describe the new process including the forms that will be accessed and submitted through the OnBase system and FLSA regulations with respect to student employment.

Trainers: Candace Pluhar, Human Resources Associates
Lori Sprague, Assistant Director of Human Resources

Date: Friday, February 24

Time: 9 am – 10 am

Location: LSC Conference Room

Audience: All employees



Understanding the Tuition Benefit & Tuition Exchange program benefits at John Carroll University: (1.5 hours)

Description: Outlining who is eligible and what employees need to do to take advantage of the tuition benefit here at JCU. Also provide an overview of the three tuition exchange programs in which the university participates and outline the process for taking advantage of these.

Trainers: Steve Vitatoe, Assistant VP for Undergraduate Admission
Claudia Wenzel, Assistant VP for Student Enrollment and Financial Services

Date: Wednesday, March 8

Time: 9:30 am – 11:00 am

Location: LSC Conference Room

Audience: All employees

Understanding Diversity & Inclusion: (1.5 hours)

Description: This program is a dynamic, interactive session that includes activities and discussion around: inclusive and respectful language, understanding sexual identity and embracing inclusion and diversity in our workplaces and throughout our campus. This session will offer participants the skills they need to provide support and to create environments that are safe, welcoming and inclusive.

Trainer: Terry Mills, Assistant Provost for Diversity and Inclusion

Dates: Wednesday, March, 29 / Thursday, November 16

Time: 9:00 am – 10:30 am

Location: LSC Conference Room (for both sessions)

Audience: All employees

Legal Update for Supervisors: *Current Legal Issues that Impact Supervisors:* (1.5 hours)

Description: Participants will be provided with information on current legal issues that affect supervisors and the effective management of employees in their area. The session will provide an overview of several relevant laws and issues, including health records and the Health Insurance Portability and Accountability Act of 1996 (HIPAA); disability issues; legal hiring dos and don'ts; privilege; and a discussion of non-retaliation. The goal of the session is to provide a high-level review of key legal concepts and a practical application of these issues for supervisors. Supervisors will have an opportunity to ask questions on these key topics, as well.

Trainers: Colleen Treml, General Counsel

Kenneth Danton, Assistant General Counsel

Alex Teodosio, Assistant Vice President of Human Resources

Date: Wednesday, April 12

Time: 9 am – 10:30 am

Location: Jardine Room

Audience: Supervisory employees

Understanding Millennials: (1.5 hours)

Description: A great deal has been written about the Millennial Generation, some of it interesting and some just flat out wrong. Join us in an interactive discussion focused on the field of emerging adulthood, a sub-field of developmental psychology, that may just help you better understand our 18-25 year old college students. Whether you supervise, advise, mentor, or parent the emerging adults there will be something for you!

Trainer: Nick Santilli, Ph.D., Assoc. Provost for Accreditation & Institutional Effectiveness

Date: Thursday, April 20 / Thursday, August 24

Time: 9:00 am – 10:30 am

Location: Jardine Room (for both sessions)

Audience: All Employees

Understanding the Performance Evaluation Process at JCU: (1.5 hours)

Description: In this training program, employees will learn about the newly redesigned and streamlined performance evaluation process. The most effective methods to draft meaningful performance assessments and how to communicate effectively during the performance process will also be discussed. In this session, participants will: learn the purpose and strategies behind performance appraisals; gain an understanding of the newly revised performance evaluation policy, how administering accurate and timely performance evaluations

Trainers: Alex Teodosio, Assistant Vice President of Human Resources
Ryan Armsworthy, Associate Director of Human Resources

Dates & Times:

Friday, May 26 (9:00 am – 10:30 am)

Wednesday, August 9 (9:00 am – 10:30 am)

Thursday, September 7 (1:00 pm – 2:30 pm)

Thursday, September 21 (10:00 am – 11:30 am)

Location: LSC Conference Room (for all dates)

Audience: All employees



Managing for Mission: Heroic Leadership (2 hours)

Description: This workshop will introduce managers to Ignatian principle of leadership based upon the work of author Chris Lowney.

Trainer: Edward Peck, Ph.D., Vice President for University Mission & Identity

Date: Wednesday, June 14

Time: 9:00 am – 11:00 am

Location: LSC Conference Room

Audience: Supervisory Employees

Integrative Core Curriculum: (1.5 hours)

Description: Beginning with incoming students in the fall semester of 2016, John Carroll University is transitioning from a distributive University Core Curriculum to a new Integrative Core Curriculum. Administrative professionals and other staff are often on the front lines when it comes to questions about the Core from current students, prospective students, parents, (and even sometimes from faculty). This session should empower you to answer those questions. Through an interactive presentation, you will gain an understanding of how the new Core works, get your own questions answered, and see how the Core is shifting from something students try to get out of the way to a shining example of what makes JCU unique.

Trainer: Todd Bruce, Director of Academic Assessment

Date: Wednesday, June 21

Time: 9:00 am – 10:30 am

Location: LSC Conference Room

Audience: All Employees



Family Education Rights and Privacy Act (FERPA) and Other Privacy Requirements – A Guide to Handling Student Education Records (1.5 hours)

Description: The Family Education Rights and Privacy Act (FERPA) is the federal law that restricts disclosure of student education records, including class work, grades, student conduct, financial records, and all other records maintained by the University regarding a student. Other legal and University requirements also restrict how we handle student records. This session will highlight the legal requirements under FERPA and other laws regarding disclosure of student records, including when and how disclosure is permissible. The session will include a discussion of student records issues that staff and faculty may encounter, including, responding to requests for information from third parties and parents; handling class assignments; addressing student conduct issues; and providing references for students. There will be an opportunity for discussion of these issues and to address questions on these topics.

Trainers: Kenneth Danton, Assistant General Counsel
Marty Hendren, Registrar
Colleen Treml, General Counsel

Date: Thursday, October 5

Time: 9:30 am – 11:00 am

Location: LSC Conference Room

Audience: All Employees

Wage & Hour Issues in the Workplace: Understanding the Fair Labor Standards Act (2 hours)

Description: The Fair Labor Standards Act (FLSA) sets standards for basic minimum wage and overtime pay. It also establishes requirements to qualify for exemption from overtime pay. There are specific requirements under the FLSA that impact everyday management of staff by supervisors, including management of lunch time, work from home, and the writing of a job description. An update of the FLSA regulatory changes will be provided. This workshop is designed to clarify the requirements of the FLSA that are applicable to supervisors through real-life examples.

Trainers: Alex Teodosio, Assistant Vice President of Human Resources
Colleen Treml, General Counsel

Date: Wednesday, October 11

Time: 9:00 am – 11:00 am

Location: LSC Conference Room

Audience: All employees

Addressing Employee Performance Issues with Positive Corrective Action: (1.5 hours)

Description: Supervisors will learn the benefits of administering **positive** corrective action in a dignified and respectful manner using a five step model to address reasonable, attainable and measurable expectations with employees. Techniques to efficiently and effectively address performance and behavior issues will be discussed.

Trainer: Alex Teodosio, Assistant Vice President of Human Resources

Dates: Thursday, October 26

Time: 9:00 am – 10:30 am

Location: LSC Conference Room

Audience: Supervisory employees



Responding to Sexual Harassment: (1.5 hours)

Description: Participants will receive a substantive review of John Carroll's Sexual Harassment and Interpersonal Violence policy as established under the U.S. Department of Education's guidelines. This training is critical for all employees who work in higher education.

Trainers: David Sipusic, Title IX Coordinator

Dates: Tuesday, November 7

Time: 9:00 am – 10:30 am

Location: LSC Conference Room

Audience: All employees



Best Practices in Hiring: (1.5 hours)

Description: This session is designed to provide information to search committees and hiring supervisors on best practices in hiring, including how departments can appropriately hire for with mission and diversity goals in mind. The session will include a discussion of hiring for mission and diversity under the strategic plan; legal hiring guidelines such as considering diversity factors of candidates and impermissible interview questions; the role of search committees and hiring managers; and the use of the PeopleAdmin system to assist with the hiring process. There will be an opportunity for participants to ask questions about the hiring topics covered.

Trainer: Terry Mills, Assistant Provost for Diversity and Inclusion

Colleen Trembl, General Counsel

Ryan Armsworthy, Associate Director of Human Resources

Dates: Contact Ryan Armsworthy at ext. 1576 or at rarmsworthy@jcu.edu to schedule

Time: varies upon request

Location: Scheduled throughout the year as necessary

Audience: Search committee members and hiring managers

Learn how to initiate an Electronic Personal Action Form (EPAF): (1 hour)

Description: Participants will gain an understanding on how to initiate EPAFs and how they are applied into the Banner system. EPAF (electronic personnel action form) is an integrated functionality in Banner that facilitates paperless employee transactions that impact a person's employment status, pay, etc. It allows an originator to present the transaction via Banner Self-Service for approval and implementation. The form travels electronically from originator to approver(s), HR and finally payroll who applies the change in Banner without further detail data entry.

Trainer: Lori Sprague, Assistant Director, Human Resources

Dates: Contact Lori Sprague at ext. 4962 or at lsprague@jcu.edu to schedule

Time: varies upon request

Location: Scheduled throughout the year as necessary

Audience: All employees

The Hiring Managers Role in utilizing PeopleAdmin Applicant Tracking System: (1 hour)

Description: This course is intended for those individuals who are or will be actively involved in the recruiting and hiring process. Participants will learn the advantages of using PeopleAdmin and how to enter the information into the PeopleAdmin applicant tracking system, forward this information on for approvals and track the information through the process.

Trainer: Ryan Armsworthy, Associate Director, Human Resources

Candace Pluhar, Human Resources Associate

Lori Sprague, Assistant Director, Human Resources

Dates: Contact Candace Pluhar at ext. 4976 or at cpluhar@jcu.edu for schedule

Time: varies upon request

Location: Scheduled throughout the year as necessary

Audience: Hiring managers