2022 CUSTOMER RELATIONS EMPLOYEE OF THE YEAR

Rob Wells, Director of Risk Management

Rob Wells has served to cultivate customer relations for our students, faculty, and staff by carrying the flag in championing our ODU response to the global pandemic. He has acted as the central nervous system that channeled information and support for the collaborative ODU pandemic response. Rob was always a consummate professional even under immense pressure by demonstrating patience, compassion, and concern towards all with whom he came in contact. Rob continues to serve the ODU campus by keeping employees informed and safe. Congratulations on this well-deserved honor and thank you for your service!

We would like to congratulate and acknowledge the additional candidates for the Customer Relations Employee of the Year:

Zach Harrison, Housing & Residence Life
Amanda Haywood, Distance Learning
Brenda Houck, Office of Clinical Experiences
Liza King, Distance Learning
Elizabeth Melendez, Student Health Services
Barbie Miller, Distance Learning
Vinecia Parraway, Political Science & Geography
Congratulations to our team members!
The expertise represented here is truly inspiring.

Office of the President
10 Year Recipient
Natalie MacCall, University Audit Department

15 Year Recipient
Chrisie Brown, Intercollegiate Athletics

Strategic Operations
10 Year Recipient
Lex Park, Community Engagement

University Advancement
10 Year Recipient
James Brown, Development

15 Year Recipient
Shacola Generals, Development

Human Resources
10 Year Recipients
David Hawkins, Human Resources
Brenda Johnson, Human Resources

30 Year Recipient
Catherine Holland, Human Resources

Research
10 Year Recipient
Yvette Lee, Institute for Innovation & Entrepreneurship

Student Engagement and Enrollment Services (SEES)
10 Year Recipients
Douglas Gray, Career Development Services
Donna Williams, Housing & Residence Life

25 Year Recipients
Derek Nebriga, Student Financial Aid
Karen Ward, Student Health Services

30 Year Recipient
Kerrie Roth, Student Financial Aid

35 Year Recipient
Shenell White, Housing & Residence Life

Academic Affairs
10 Year Recipients
Sharon Conaway, ODU Virginia Beach Center
Sherrie Deutsch, Communication Disorders & Special Education
Joy Fisher-Sykes, Center for Learning & Teaching
Kenneth Langslow, Academic Technology Services
Samuel Lopez, University Libraries
David Pope, University Libraries
Mark Pryor, Distance Learning
Ivy Robinson, Graduate Program in International Studies
Andre Wiggins, Satellite Network & Technical Support Services

15 Year Recipients
Mary Addison, Batten College of Engineering & Technology
Tamara Barnes, ODU Tri-Cities Center
Daphne Bell, Distance Learning
Christopher Brown, Academic Technology Services
Rosa Gray, Center for Learning & Teaching
Annette Hurdle, Center for Global Engagement
Jayne Massey, Batten College of Engineering & Technology
Janice Moore, Chemistry & Biochemistry
Christian Pucher, Academic Technology Services
Barbara Webb, Teaching & Learning
Amy Wilkins, University Libraries

20 Year Recipients
Frances Everett-Gayther, University Libraries
Janet Molinaro, Strategic Communication & Marketing

25 Year Recipients
Tammy Allen, Department of English
Vernon Perry, Video Production & Broadcast Services
Carol Smith-Giles, Office of Clinical Experiences
Wallace Turner, College of Sciences
Tanya Tyler, Distance Learning

30 Year Recipients
Linda Caulkins, ODU Virginia Beach Center
Sharon Lomax, University Design & Publications
Carlisa Merritt, Strome College of Business

35 Year Recipient
Ajay Gupta, Department of Computer Science

40 Year Recipient
Richard Kemp, ODU Virginia Beach Center

45 Year Recipient
Helen Ho, University Libraries

*Service milestone reached as of December 31, 2021*
Congratulations to our team members!
The expertise represented here is truly inspiring.

2021 Service Awards*

Administration and Finance

10 Year Recipients
Ralph Allen, Facilities Management
Karen Andrewlavage, Information Technology Services
Pansy Cherry, Transportation & Parking Services
Peillian Cui, Information Technology Services
Vinay Dhareshwar, Information Technology Services
Brian Fields, Information Technology Services
Clay Fogler, Information Technology Services
Wayne Gatling, Webb University Center
Robert McKee, Facilities Management
Bruce O’Leary, Procurement Services
John Powell, ODU Police Department
Christine Prendingue, Information Technology Services
Armando Reyes, Facilities Management
Julio Rosario, Information Technology Services
Alicia Signore, Transportation & Parking Services
Christopher Teifer, Facilities Management
Carla Watkins, Transportation & Parking Services
Patricia White, Facilities Management

15 Year Recipients
Wendell Cruz, Webb University Center
Angela Davis, Facilities Management
Frank Dupinka, Environmental Health & Safety
Michael Edwards, Facilities Management
Timothy Garvin, Facilities Management
Janis Hall, Procurement Services
Mark Hall, Facilities Management
Denise Hawkins, Facilities Management
Debra Howard, Real Estate Foundation
Laverne Jones, Facilities Management
Tiffani Manners, Information Technology Services
Krista Moore, Facilities Management
Chad Peery, Facilities Management
Arthur Prodigalidad, Facilities Management
Clara Rogers, Facilities Management
Romell Scutchings, Facilities Management
Veerabhashkar Shastri, Information Technology Services
Vincent Smith, Facilities Management
Heather Somervail, Procurement Services
John Thomson, ODU Police Department
Angela Vinson, Facilities Management

20 Year Recipients
Ravikumar Konduri, Information Technology Services
Vincent Mitchell, Information Technology Services
Kennedy Shaffer, Mail Center
Diana Stephens, ODU Police Department
Mary Thomas, Mail Center

25 Year Recipients
Ingrid Allen, Office of Finance
Jenny Caja, University Budget Office
Elliot Goodman, Facilities Management
David Hamel, Information Technology Services
Gary Houser, ODU Police Department
Michelle Nimmo, Facilities Management
Elbert Porteria, Information Technology Services
Michelle Potts, Transportation & Parking Services
Sheila Setzer, Webb University Center
Joseph Ward, Facilities Management

30 Year Recipients
Marco Phillips, Facilities Management
Gregory Scott, Webb University Center

35 Year Recipient
Carlton Gatling, Facilities Management

40 Year Recipients
Leigh Comsudis, Administration & Finance
Nicholas D’Amato, Information Technology Services
Carolyn Haynes, Facilities Management

45 Year Recipient
Harvey Logan, Facilities Management

*Service milestone reached as of December 31, 2021
Old Dominion University (ODU) has been selected to participate in the Commonwealth’s Release 2 (R2) of the Cardinal Human Capital Management (HCM) system implementation. This release is scheduled for Monday, April 4, 2022.

The Cardinal HCM Project is a multi-year partnership created to connect the state with a modern, integrated solution that consolidates human resources, health benefits, time and attendance, and payroll functions into one application.

As an ODU employee, you will have access to Cardinal HCM Employee Self-Service (ESS) based on our university’s selections on how we will use Cardinal.

**Cardinal ESS users will be able to:**
- Update your home address
- Complete health benefits enrollment during the annual open enrollment period
- Complete health benefits enrollment upon occurrence of a qualifying event

ODU has elected not to use the Cardinal HCM ESS time and attendance and payroll functions. Therefore, ODU employees will not have access to change your direct deposit or view your paycheck within the Cardinal system.

*Watch your email inbox for more information about Cardinal HCM, including important information on process changes and resources training tools.*

*Future communications will include guidance on how to register in the Cardinal HCM system and how to familiarize ourselves with our current state identification numbers which are required to access the system.*

**WANT TO LEARN MORE?** Visit [https://www.cardinalproject.virginia.gov/](https://www.cardinalproject.virginia.gov/)

**QUESTIONS?** Contact: Esther Dodge
- 757-683-3063
- edodge@odu.edu
HUMAN RESOURCES

NEW ENHANCED WEBSITE

If you haven’t had the chance, click on the new Human Resources website to see enhanced web pages with great information. Each HR service unit provides unique services to meet your needs and champion your growth from start to finish during your tenure as a Monarch. Looking for a specific service? Start here at HR Services.

SPOTLIGHT ON POLICY

IMPACT ON LEAVE WITHOUT PAY ON HOLIDAY PAY

In support of the academic calendar, university holidays do not always coincide with state holidays because faculty and staff are needed to keep the university operating when students are present. In order to receive holiday pay, employees must either work or be on paid leave the work day before and the work day after the holiday. If an employee is in a leave without pay status for any portion of the work day before or the work day after the holiday, they are ineligible for holiday pay.
UPDATE YOUR VRS BENEFICIARIES

VRS new hires and current members can designate and/or update beneficiary’s information online through their secure myVRS account. Just register and log in to your myVRS account to get started.

NEED ASSISTANCE?

Call 888-827-3847
Select Option 3

Virginia529 College Savings Plan

FINANCIAL WEBINAR

During this webinar, learn how to:

- Save for tuition and other college costs, such as housing and textbooks
- Take advantage of tax-free earnings
- Meet your savings goals

APRIL 26

11:00 AM

NETBENEFITS®
ONE-STOP CONVENIENCE
FIDELITY OR TIAA RETIREMENT PLANS

An updated NetBenefits® website is now available for all your retirement account needs. Whether you have an account with Fidelity or TIAA, a NetBenefits account will provide you with the ability to:

- View your account balance with Fidelity and/or TIAA
- View or change the amount you are putting in the 403(b) Plan
- Change retirement vendors, Fidelity and/or TIAA
- Enroll in the 403(b) and 401(a) plans and select your retirement provider(s), Fidelity, and/or TIAA as a new participant

Netbenefits.com/odu
Reminder: Email Signature Requirement

In accordance with Item 83 M. of Chapter 56 of the Virginia Acts of Assembly all employees of executive branch agencies including higher education, with state email addresses shall include contact information in their email signature, including at a minimum, an office phone number and/or state cell phone number.

Your email signature represents the university and should reflect the professionalism and dignity of a Monarch. If your email signature does not currently conform to these standards, then please make the necessary adjustments.

THIS REQUIREMENT APPLIES TO YOUR @ODU.EDU EMAIL SIGNATURE.

Click here for the ODU Email Signature requirement template.

ODU Signature Email Template

Click here for directions on how to add or update your Outlook signature.

ODU Outlook Signature Directions
WEBB CENTER
VIP LOT 26
"CIRCLE LOT"

APRIL 19

SENTARA DIGITAL
MAMMOGRAPHY
The Mobile Mammography van will be on campus. Schedule your appointment today!

CALL 757-736-0040
REFERENCE #603038

OPEN ENROLLMENT
ANNUAL HEALTH INSURANCE AND
FLEXIBLE SPENDING

MAY 2-16, 2022

During Open Enrollment you may
• enroll in health benefits
• change plans
• add or remove family members
• waive coverage
• enroll in a flexible spending account

Be sure to check your ODU email for important information regarding
Open Enrollment from your Benefits Department!
EXCITING NEWS!
A full time benefits specialist is now available on various days at the Regional Higher Education Centers.

**MONDAYS**
**ODU TRI-CITIES**
Angela Vann  
Senior Benefits Specialist  
advann@odu.edu  
757-683-4196

**WEDNESDAYS**
**ODU VIRGINIA BEACH**
Kim Butler  
Benefits Specialist  
kbutler@odu.edu  
757-683-5723

**THURSDAYS & FRIDAYS**
**ODU PENINSULA**
Brenda Johnson  
Assistant Director of Human Resources for Benefits Services  
bmjohnso@odu.edu  
757-683-3051
DEPARTMENT OF HUMAN RESOURCES MANAGEMENT [DHRM]

APPLICATION OF POLICY 4.52
PUBLIC HEALTH EMERGENCY LEAVE
TO COVID-19

Applies to:

- All salaried, wage, and adjunct faculty employees.

Summary:

- Currently provides up to 40 hours of paid leave per leave year [PHEL] to eligible employees to attend to their own medical needs (and/or those of their immediate family members) due to positive cases of COVID-19.

**PHEL will not be available for use after May 31, 2022.**
SUPERVISOR ESSENTIALS

A three-day progressive training course offering supervisors of classified employees experiential learning opportunity to build knowledge, skills, and abilities as a supervisor.

Course Includes:
- Overview of State & University Policies
- Performance Management
- Progressive Discipline
- Grievance Process and more...

Quarterly Schedule
- June 22-24
- September 21-23
- December 7-9

Course runs from 9:00 AM-4:00PM daily

REGISTER

QUESTIONS?

CONTACT:
Brian Jackson
Employee Relations Manager
bjackso@edu.edu