MESSAGE FROM THE DIRECTOR

Welcome to the first issue of The HR Standard.

Have you ever wondered what makes a great team, an even greater team? Take a moment to look at the below picture. It’s the picture of a wagon wheel. The wheel represents one component of a greater machine, designed solely to be a positive mechanism for a greater goal. In this case, the spokes of the wheel represent each department, with the primary ultimate goal of assisting students in achieving their infinite potential. Without each and every spoke in the wheel, the performance of the wheel becomes degraded and less efficient, placing a greater burden on one or more spokes.

We each have a responsibility of working collectively, collaboratively, and more importantly, congruently, in ensuring this wheel performs in the manner in which it was designed. Yes, there will be bumps in the road and minor detours along the way; nevertheless, when we progress as one unit, the wheel remains strong, and more importantly, serves the purpose of educating and creating tomorrow’s leaders.

Behold,

S. T. Watkins

Metabolism Makeover

http://commonhealth.virginia.gov/programs.htm

Ever wondered why it seems one person can eat anything they want and not gain a pound, while another person’s every indulgence shows up on the scale? It’s because of differences in metabolism, muscle mass and physical activity.

What is metabolism? Metabolism is the body’s process of converting food into energy that we need to survive and function on a day to day basis. This energy is used to stay warm, move around and keep vital organs functioning. A faster metabolism uses energy (calories) quickly, while a slower metabolism uses less energy to keep the body running.

Knowing that, it’s tempting to throw up our hands and blame weight issues on a slow metabolism, but that’s not the end of the story. There are many factors that we can control.

Find out, along with learning what we need to do to speed it up and make it work for you instead of against you. From exercise, nutrition tips, and making sure you always start your day with a healthy breakfast, CommonHealth will give you the tools you need to give your metabolism a healthy makeover.

Join CommonHealth to learn more about boosting metabolism and maintaining a healthy weight.
# Leaving the University?
## Understanding the Employee Clearance and Separation Process

As faculty and staff end their university employment, department supervisors are required to notify certain campus departments of the employee’s departure. Additionally, to ensure that NSU is in compliance with Commonwealth of Virginia State Policy, it is important that the separation and clearance process be completed for the following employees:

- **Contract Employees (Teaching and Research, Term and Administrative and Professional Faculty).**
- **Classified Employees** – salaried employees.
- **Adjunct Teaching Faculty** – paid by rank and number of courses being taught (part-time).
- **Wage/hourly/P-14 Employees** – employees paid by the hour (also includes students hired as NSU employees.

**EXCLUDES:** Work-study students and those paid by stipend as specified in the respective grant.

When an employee is separating from employment with the university, **the employee’s supervisor must:**

1. **Submit the electronic university clearance form within 48 hours** of notification of separation. ([https://webapps.nsu.edu/hrclearance/login.php](https://webapps.nsu.edu/hrclearance/login.php))
2. **Complete an HR1 form** which indicates “separation” and attach the original resignation letter or other supporting documentation. Ensure the return of departmental equipment (keys, technical equipment).
3. **Ensure the return of departmental equipment (keys, technical equipment).**
4. **Advise the employee of their responsibility to return borrowed equipment from IT (e.g. laptop, cell phone) directly to the Office of Information Technology.**
5. **Submit all outstanding leave forms to Human Resources.**

When the clearance form has been initiated by the supervisor, an email notification is deployed to following:

- Accounts Payable
- Budget
- Department Supervisor
- Employee
- Facilities Management
- Financial Services
- Human Resources
- Information Technology Services
- Parking Services
- Payroll
- Procurement
- Student Accounts
- University Library

### If the clearance form is accepted

- **Notification is sent to the employee, which they must print and sign the final clearance form and send to the Human Resources Office.** Failure to complete this step may cause a delay in **Final Leave Pay-Out.** If the employee is unavailable to sign, the supervisor is responsible for printing, signing and forwarding the form to Human Resources. Once the form has been delivered to Human Resources,

### If a clearance form is rejected

- **Notification is sent via email to the employee, their supervisor, payroll and human resources.** The type of rejection depends upon the department that issues the rejection (e.g. parking, student accounts, and library.) If a balance is owed and payroll can clear it, payroll will take the appropriate steps to recover the funds from the employee’s final pay. If a balance is owed and payroll cannot clear it, payroll will log into the system, generate an email to the department who rejected the form (i.e. parking) and that department will notify student accounts to begin the collections process.

Failure to complete the separation and clearance process in a timely manner can result in employee overpayments.

Please feel free to contact HR at 757-823-8160 if you have additional questions.
**EMPLOYEE PERK**

Commonwealth of Virginia Employees

Great Wolf Lodge

Amenities include:
- 84-degree colossal indoor water park
- Daily Wolf Walk™ and Story Time
- Spacious Northwoods family suites
- Fantastic specialty-themed restaurants and much more!


USE CORPORATE CODE: VIRG232B

Save up to 30%OFF

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**HIRING PROCESS FOR WAGE EMPLOYEES**

Persons who are interested in working wage (part-time employment), must complete the below in order to be eligible for employment at Norfolk State University.

1. Go to https://virginiajobs.peopleadmin.com/
2. Create an account. If you have an account already, please print your application.
3. Upload resume and/or fill in all fields and click “Create an account” at the bottom of page.
4. Click on “Click Here if you want to create and save your application but not apply to a job”
5. Click “apply for the job” tab in order to complete the entire application (all tabs.)
6. Once completed, save application. Your application is then ready to be printed.

   Please know that you have just completed an online account where you can apply to any state job and you have a ready application to print if needed for wage jobs as well. After setting up an online application for the first time, you will be able to update your application anytime you want and add supplemental documentation at any time.

**Once the wage/hourly application is complete, the department is then responsible for the following:**

1. At no time shall a wage/hourly employee start work, prior to receiving an offer letter from the Office of Human Resources. Failure to follow this procedure may warrant additional senior leadership intervention.
2. Submit the application and HR-1 through the approval route, with final office being the Office of Human Resources.
3. Human Resources will contact the applicant to complete required onboarding documents.
4. Once Human Resources completes processing all onboarding documents, including background checks, etc., the employee’s supervisor will be contacted with the orientation and start date for the applicant.
5. The applicant must retrieve, review, and endorse the offer letter, prior to the applicant’s first day of employment.

Should you have any questions regarding this process, please contact Human Resources at 757-823-8160 or email askhr@nsu.edu.

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**DID YOU KNOW...?**

Have an HR question you need answered quickly?

Send your questions to askHR@nsu.edu

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**NEED TRAINING?**

Commonwealth of Virginia Learning Center

The online Commonwealth of Virginia Learning Center (COVLC) is a statewide tool to make it more convenient for state employees to receive up-to-date training. https://covlc.virginia.gov/Default.aspx.

If you need a new account or a password reset, please email Ms. Stacie Bell at sdbell@nsu.edu for assistance.

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**FSA SPECIAL REMINDER**

All flexible spending dollars must be used by the end of the plan year, Saturday, June 30, 2018.

Employees have until September 30, 2018 to submit documentation for reimbursement.
When it comes to Title IX, Norfolk State University is committed to ensuring we provide services that are Compassionate, Accountable, Responsible, Ethical, and Sensitive.

In compliance with the Title IX law, Norfolk State University prohibits sex discrimination (i.e. gender inequity, sexual harassment, sexual violence, dating violence, domestic violence, stalking, harassment, a hostile environment, etc.) in education programs and activities.

Therefore, we have a dedicated team of professionals committed to responding to any Title IX concerns you may have. For assistance with a Title IX matter, please contact one of the following individuals:

**Mr. S.T. Watkins**  
Director of Human Resources  
Title IX Coordinator  
700 Park Avenue, Norfolk VA. 23504  
Wilson Hall, Room 160  
757-823-8160 (office)  
stwatkins@nsu.edu

**Ms. Lisa M. Little**  
Equal Employment Opportunity Manager  
Deputy Title IX Coordinator for Employees  
700 Park Avenue, Norfolk VA. 23504  
Wilson Hall, Room 160  
757-823-8138 (office)  
lmlittle@nsu.edu

**Ms. Tracci K. Johnson**  
Dean of Students  
Deputy Title IX Coordinator for Students  
700 Park Avenue, Norfolk VA 23504  
Student Services Center, Room 318  
757-451-7768 (office)  
tkjohnson@nsu.edu

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**IMAGES OF DIVERSITY**

The NSU Office of Human Resources believes that the strength of any organization or community lies in recognizing and embracing the contributions made by diverse individuals and populations. Therefore, we present to you monthly images and expressions of diversity at work.

**Fact #1 - Sally Ride**  
First American Woman in Space  
Space shuttle: Challenger for STS-7  
Launch Date: June 18, 1983

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**Fact #2 - The History of Father’s Day**

- Early History: Brought to America by the Spanish and Portuguese
- Official day to celebrate was designated under President Lyndon B. Johnson in 1966
- Made a national holiday under President Richard Nixon in 1972
- UK and Canada celebrate 3rd Sunday in June as well
- Celebrated around the world on different days throughout the year
- There are a few events that led up to this wonderful holiday:
  - July 5, 1908: Grace Golden Clayton from West Virginia wanted to honor fathers after the death of 361 miners of which 250 were fathers
  - June 19, 1910, Sonora Smart Dodd, a daughter of a widower from Washington State, celebrated Father’s Day at the YMCA

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**Do you have a STORY IDEA OR A TOPIC you would like to see in the next issue of The HR Standard?**

**Send to askHR@nsu.edu.**
June is Lesbian, Gay, Bisexual, and Transgender Pride Month, established to recognize the impact that gay, lesbian, bisexual, and transgender individuals have had on the world. LGBT groups celebrate this special time with pride parades, picnics, parties, memorials for those lost to hate crimes and HIV/AIDS, and other group gatherings. The last Sunday in June is Gay Pride (June 24, 2018).

June 10: Lailat-al-Qadir, the holiest night of the year for Muslims traditionally celebrated on the 27th day of Ramadan. It is known as the “Night of Power,” and commemorates the night that the Quran was first revealed to the Prophet Muhammad.

June 14: Flag Day in the United States, is observed to celebrate the history and symbolism of the American flag.

June 15: Eid-al-Fitr, the first day of the Islamic month of Shawwal, marks the end of Ramadan. Many Muslims attend communal prayers, listen to a khutba (sermon) and give zakat al-fitr (charity in the form of food) during Eid al-Fitr.

June 16: the Martyrdom of Guru Arjan Dev, observed by members of the Sikh faith. Guru Arjan Dev was the fifth Sikh guru and the first Sikh martyr.

June 19: Juneteenth, also known as Freedom Day or Emancipation Day. It is observed as a public holiday in 14 states. This celebration honors the day in 1865 when slaves in Texas and Louisiana finally heard they were free-two months after the end of the Civil War. June 19, therefore, became the day of emancipation for thousands of Black Americans.

**DID YOU KNOW...?**

**LEAVE WITHOUT PAY (LWOP)**

DHRM Policy Number: 4.45 Conditional and Unconditional

It is the Commonwealth’s objective to allow employees covered under the Virginia Personnel Act to take unpaid time off from work under specified circumstances.

Leave Without Pay is a temporary non-pay status that is granted usually at the employee’s request. In most instances, LWOP is contracted by supervisory discretion, and is limited by agency’s internal policy. Per the Department of Human Resources Management, the anniversary date must be moved forward one pay period for those employees who are on LWOP for 14 consecutive days. It is required that employers should provide their employees with a written notice of their Federal Employees Health Benefits so that their benefits may continue. Additionally, employees should notify their agency’s payroll officer when an employee goes on LWOP so that appropriate payroll dockings can be initiated. In conclusion, please submit leave slips in accordance with the appropriate deadlines. The leave period dates are from the 25th to the 9th and the 10th to the 24th of each month.

For more information on leave without pay, please visit the DHRM policy website.
http://web1.dhrm.virginia.gov/itech/hrpolicy/pol4_45.html

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**CommonHealth Eat Well Challenge 2018**

**Coming in July! - THE CHALLENGE:** Commit to one helpful habit below and stick with it EVERY DAY from July 10th through July 31st.

- Pack a healthful meal or snack for work
- Eat 5-7 servings of fruits and vegetables
- Replace two sweetened beverages with water
- Eat adequate fiber (25g for women and 38g for men)

Registration is open!
Go to [www.commonhealth.virginia.gov](http://www.commonhealth.virginia.gov) or sign up here today and get ready to enjoy eating well this summer!

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**ARE YOU ON TRACK FOR RETIREMENT?**

Personal Finance Just Got Personal!
February 2018 | VRS Member News Archives.

Creating a solid financial future requires knowledge about budgeting, managing debt and developing a savings plan. If you’re not a financial wiz or planning genius, you can turn to VRS for a free financial wellness program focusing on the money issues most people encounter at every stage in life.

The myVRS Financial Wellness program, powered by Enrich, uses articles, videos, games, calculators, budgeting tools and customized action plans to help you pursue your financial goals and make the most of your finances and career.

Through your myVRS account, you have access to all this content that is customized for you. For example, you can set personal savings goals, create and save a budget and register for mini-courses to help you increase your financial knowledge and prepare action plans.

So, [log into your myVRS account today](http://www.commonhealth.virginia.gov) and select myVRS Financial Wellness to get started.

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**Tenths-of-an-Hour Conversion Chart**
(Effective July 1, 2003)

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TAKE A LOOK AT YOUR VRS BENEFITS

As a VRS member, you are eligible to receive a retirement benefit when you meet the age and service requirements for your plan.

You can find the plan provisions for Plan 1, Plan 2 or the Hybrid Retirement Plan on the member section of the VRS Website. You also have other benefits available throughout your career:

Life Insurance
- If your employer participates in the VRS Group Life Insurance Program, you are covered from the first day of employment.
- You can buy additional life insurance coverage for yourself, spouse and dependent children through Optional Group Life Insurance.

Disability
- If you can’t work because of an illness or injury, you may have income protection through VSDP or VLDP, or you may be covered under VRS Disability Retirement. You may also be eligible for long-term care coverage, depending on your plan.

Savings
- You can save additional money for retirement through the Commonwealth of Virginia 457 Deferred Compensation Plan, which also may have a cash match. Check to make sure your employer participates in the plan.
- Your employer may offer a 403(b) plan or another supplemental retirement plan.

To Learn More
- Access your online member account through myVRS to keep track of your benefits and use online retirement planning tools.
- Handbooks, brochures, educational sessions and more are available according to your plan on the VRS website. These resources will help you learn more about your benefits and plan for retirement.
- VRS provides one-on-one counseling by phone or in person for personal benefit information.

Subscribe to Member News and check out VRS on Facebook for the latest benefit news.

WORDS OF WISDOM FROM RETIREEES WHO HAVE BEEN THERE - February 2018 | VRS Member News Archives.

Some lessons you need to learn for yourself. Other times it’s good to listen to the words of wisdom from those who have been where you are now. VRS retirees are a savvy, generous group. They have stepped away from working life and entered retirement with financial and practical wisdom, and they are happy to share what they have learned. If you’re in the market, here’s some free guidance from VRS retirees.

"Always prepare for the future with savings and have a plan for your next step after retirement. Be open to new ideas." — Patricia Evans, retired from a public school system, currently a licensed professional counselor.

"The first day to think about retirement is the first day you go to work. Remember that your pension will be based on age and service credit, so make a plan, set a date. In addition to any amount that VRS may deduct from your paycheck, you can take further charge of your financial future by investing as much as you can afford (and then add 10 percent)."

Denice Blake and John Blackwell, retired from Fairfax County Public Schools, currently living in Arizona. Denice adds, "You might be tempted to take your retirement contributions out if you leave your job. Unless you are absolutely positive that you will not return to the retirement system, don't take out your contributions. Realize that if you return and ultimately want to retire from the system, you will have to buy back the portion that you took out with interest, as well as the state's contribution — and it's sizable."

"The day you retire can be apprehensive — it's like getting divorced then getting remarried on the same day. Preparation is the key to reducing the apprehension." — L.W. "Skip" McLamb, retired from Virginia Beach Public Schools, currently writing and living in Norfolk.

"I have three passions: Tournament poker, music and writing. I wrote a novel that was published and printed. I devote at least two hours a day to these three disciplines. The hardest part is being devoted to your passions. Pick something you like and study up on it as much as possible. Learn what you need to do to get proficient." — John Wilson, retired from Fairfax County Public Schools, currently writing and playing music in Montana.
Ms. Annette Montgomery

- **When did you start working at Norfolk State University?**
  I began employment at the University on November 3, 1986.

- **What is your role in the Harrison B. Wilson Archives?**
  In my role as Assistant Archivist, I have the responsibility of collecting, preserving, and housing the official non-current records of the university; in addition to historical records of African-Americans in Virginia. I assist patrons who visit the Archives with their research. I also serve in other positions; overseeing the African Art Gallery and designated records officer for the university’s Records Management Program.

- **What do you like most about your job?**
  There are multiple things that make my position in the Archives exciting, informative and interesting. The one thing that stands out most vividly is the constantly changing environment as we house, grow and acquire new materials from the Spartan family and University supporters.

- **What is one of the most interesting items housed in University Archives?**
  This is a tough question, as all items in our holdings are interesting and carry unique stories about local history. Without slighting any collections, I would pick the Zachary Fields Letters. Letters written by Zachary Fields while serving during the Spanish American War to his wife, Nettie Fields in Norfolk.

- **What do you like to do on your days off?**
  Generally, I spend my down time in four ways: A. Reading and researching areas of historical interest. B. Community based activities with all emphasis on the religious component. C. Traveling to areas of interest, especially museums. Last year, I had to opportunity to tour Scotland, England, and France, and visited the Louvre Museum in Paris. D. Chilling out and watching old movies. One of my favorite channels is Turner Classic Movies (TCM).

- **What is your fondest NSU memory?**
  Being an alumnus of NSU (1984 and 1992), and a part of the Spartan family since 1979, has provided me with numerous fond memories beginning with day one when I stepped foot on the campus and continuing until my current role as Assistant Archivist. Norfolk State has provided me with opportunities for growth and development, as well as being the gateway to one of the most exciting jobs on the campus where you can truly share your passion for history with others.
To the NSU Family!

MAY 2018

Shakir Adib  Regional Coordinator  Social Work
David Booker  Assistant Webmaster – Content and Design Developer  Communications & Marketing
Richelle Burney  Family Case Administrator  Social Work
Terri Dixon  Career Services Coordinator  Career Services
Wynetre Green  Media and Communications Specialist  Office of Academic Engagement
Clayton Odom  Assistant Director for Utilities and Building Repair  Facilities
Aviance Sample  Accounts Receivables Specialist  Student Accounts
LaNitta Spence  Tutorial Specialist  Teacher Preparation Program – Student Support Services
Carlos Spruill  Director for Facilities Management  Facilities
Brian Stump  Cost/Reporting Accountant  Financial Services
Sherri Ward  Upward Bound Coordinator  Classic Upward Bound
Myeshia Womack  Preschool Teacher  Pre-School Lab
## June

<table>
<thead>
<tr>
<th>Day</th>
<th>Monday</th>
<th>Thursday</th>
<th>Friday</th>
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<tbody>
<tr>
<td>New Hire Orientation for <strong>Full-Time Employees</strong></td>
<td>25</td>
<td>28</td>
<td>29</td>
</tr>
<tr>
<td>Time</td>
<td>9:00 am – 4:00 pm</td>
<td>9:00 am – 3:00 pm</td>
<td>10:00 am – 1:00 pm</td>
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<td>Location</td>
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## July

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<th>Wednesday</th>
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<tbody>
<tr>
<td>New Hire Orientation for <strong>Full-Time Employees</strong></td>
<td>10</td>
<td>11</td>
<td>16</td>
<td>25</td>
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<tr>
<td>Time</td>
<td>9:00 am – 4:00 pm</td>
<td>Virginia Credit Union</td>
<td>10:00 am – 1:00 pm</td>
<td>New Hire Orientation for <strong>Wage Employees</strong></td>
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<td>140 H. B. Wilson Hall</td>
<td>Mr. Chris Woodbury</td>
<td>140 H. B. Wilson Hall</td>
<td>Time and Location Forthcoming.</td>
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<td>10:00 am – 12:00 pm</td>
<td>160 H. B. Wilson Hall</td>
<td>New Hire Orientation for <strong>Wage Employees</strong></td>
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<td></td>
<td>Credit Union Enrollment</td>
<td>12:30 pm – 1:30 pm</td>
<td>9:00 am – 4:00 pm</td>
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<td>First Time Homebuyers</td>
<td>First Time Homebuyers</td>
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<td>140 H. B. Wilson Hall</td>
<td>Retirement Income Planning</td>
<td>140 H. B. Wilson Hall</td>
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<td>1:30 pm – 2:30 pm</td>
<td>Retirement Income Planning</td>
<td>140 H. B. Wilson Hall</td>
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## August

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<th>Day</th>
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<tr>
<td>VRS Hybrid/457 Workshop with Ms. Mackenzie Moss, ICMA-RC</td>
<td>7</td>
</tr>
</tbody>
</table>

### SAVE THE DATE

**Fall Benefits Fair** - October 11, 2018
“Tailgating for Benefits”
9:30 am – 2:30 pm/138 ABC Student Center
MEET THE NSU OFFICE OF HUMAN RESOURCES TEAM

S. T. Watkins  
Director  
stwatkins@nsu.edu  
757-823-8160

Joann M. Jones  
Recruitment and Compensation Manager  
jmjones@nsu.edu  
757-823-2949

Stacie D. Bell  
Human Resources Operations Manager and Information Systems  
sdbell@nsu.edu  
757-823-8688

Lisa M. Little  
EEO Manager and Deputy Title IX Coordinator for Employees  
lmlittle@nsu.edu  
757-823-8138

Marcus A. Diggs  
Leave Assistant  
mdiggs@nsu.edu  
757-823-8160

Anita M. Murray-Jernigan  
Benefits Consultant (K-Z)  
ammurray-jernigan@nsu.edu  
757-823-2850

Ciara C. Everett  
Recruitment Consultant  
cceverett@nsu.edu  
757-823-2945

Tara L. Ramirez  
Human Resources Assistant  
tlramirez@nsu.edu  
757-823-8160

Marc L. Finney  
Senior Strategy Advisor  
mfinney@nsu.edu  
757-823-2415

Tamara B. Thompson  
Title IX Analyst  
tbthompson@nsu.edu  
757-823-8160

Taylor D. Jeffery  
Presidential Intern  
t.d.jeffery@spartans.nsu.edu  
757-823-8160

Val J. Thompson  
Benefits Consultant (A-J)
Happy Birthday to all of the June Spartans!