



Reminder: Performance Evaluation Plan (PEP)

March 19 Deadline

Timeline (Non-PSS employees):

- Employee self-evaluation should be complete by **March 19** but can be done earlier. Supervisors can start their feedback evaluation when they receive the submitted evaluation from their employee.
- Supervisor finalizes evaluation, including meeting with employee by **April 23**. A "submit to HR button" on the portal will allow submission right to the personnel file once completed.

Timeline (PSS employees):

- Supervisor fills out the form, leaving Section D and the signature/date areas blank, by **March 19**.
- Supervisor prints off a hard copy of the form (with filled out information) and meets with the employee to discuss by **April 2**.
- Employee being reviewed writes their comments in Section D and signs/dates the form.
- Supervisor signs/dates the form and scans, then emails to [GV Performance Management](#) by **April 23**.

[Visit the Performance Evaluation Plan Website](#)

Leading Laker: Robin Burris

Robin Burris, Academic Coordinator in the School of Engineering, says her recipe for success in staying healthy and well during this time is her investment in her own holistic well-being and her encouragement for others to take the time to do the same. She believes in having a plan and being consistent with physical activity, emotional wellness efforts, and spending quality family time.



Robin began working at the university in 1998 and loves her GVSU community. She strives to maintain an optimistic work environment for herself and her team by having a positive outlook on life. Robin is a lead support staff and believes it's important to build healthy working relationships with her core team and the university at large. She is passionate and motivated about serving others at work and within the community, and says, "I like to give my best self to others, and I cannot help anyone else if I am in an unhealthy place. The reality is, it's A-OK to make time for refuel or reflection to reenergize."

To support her wellness efforts, Robin whole-heartedly believes that having a daily routine that includes meditation devotions and physical activity helps her to continue moving forward through unexpected obstacles with grace, empathy and resilience. She remains open to a trusted and wise counsel, including her mentor (who is her boss), a wellness coach through the [Thrive @ GVSU](#) program, and also encourages the use of [Encompass](#) and/or a spiritual leader. While Robin has a positive outlook on life, she acknowledges the stresses and disappointments that inevitably arise, and strongly believes in asking for help in order to cope with these challenges. When life happens, Robin thinks it's important to know yourself and be ready to identify triggers, and says the [Thrive @ GVSU](#) program helped her to establish realistic goals for changing habits and achieving them.

In order to be socially well, Robin loves to share resources and connect with people, especially during this time of social isolation. She is intentional about doing "check-ins" with family, students, and faculty/staff. She enjoys what she calls RAK's (Random Acts of Kindness), which often involve delivering groceries or goodie bags to offices or households. She attributes a part of her success with her health and well-being to her regular check-ins, as well as having a strong support circle.

In addition to being resourceful in helping others, she has made conscious lifestyle changes. About a year ago, she began incorporating more water and tea into her diet, healthy snacks, veggies, and proteins that she likes to share with her team. After long days of sitting, Robin gets moving on her bike both indoors and outdoors.

To help her grow as a person, Robin's mentor encouraged her to actively seek service opportunities within the GVSU community that exist outside of her daily office work. This advice helped her to be explorative and find self-fulfillment even while at work. That being said, her advice to other Lakers is to always be your authentic self, and be open and willing to explore opportunities until you find things that bring you joy. In her experience, the best personal growth and learning who you are happens when you stretch yourself outside of your normal social box, and begin to explore the beautiful world of diverse people and culture surrounding you.

[View all GVSU Leading Laker features.](#)

March is for Nourishment

Nourish: A Social Wellness Campaign for Faculty + Staff

NOURISH YOUR mind, body + relationships

Over the last year, many of us have spent more time sitting at home, socially isolated from family, friends, coworkers, and our communities. At the same time, many of us have been trying to maintain positive physical and mental health, but what about our social well-being?

This month, we invite you to join us in nourishing relationships and fostering social connections. Visit the [Nourish webpage](#) to learn more about social wellness, find events to help you connect with others in the Grand Valley community, and for more ideas on how to improve your social connections.

Faculty and Staff Winter 2021 Virtual Resource Guide

Free workshops, webinars and resources are available to you as a GVSU employee and for family members as well. Click on the icons to easily search and customize your own plan for wellness with GVSU programs, services and events based on your specific wellness needs.

[Review the full online guide.](#)

Schedule Time For You

March 2021: Nourish Your Mind, Body, & Relationships

As you look to nourish your mind, body, and relationships this March, there are plenty of programs, events and services to help support your self-care journey. [Check out the Schedule Time for You Calendar for ideas and resources to help you navigate all eight dimensions of your wellness.](#)



Watch the COVID-19 & Vaccine Town Hall

Thank you to those who attended and participated in the COVID-19 & Vaccine Town Hall.

[Watch the town hall here.](#)

Answers to frequently asked questions will be posted on the [Vaccine Page](#) on the Lakers Together website.

A special thank you to Dr. Habiba Hassouna, board-certified infectious disease physician at Spectrum Health, and Marcia Mansaray, deputy health officer at the Ottawa County Department of Public Health, for participating.

You are encouraged to schedule a vaccination appointment with your local health department, participating pharmacy or health system. Local information is available at [Vaccinate West Michigan](#).

HR Team Member

Feature: Adam MacRae

Human Resources Specialist

How long have you worked for HR? Since June 2019!

How do you help support faculty and staff at GVSU in your role? I take special care of employee contracts to ensure accuracy.



What is your favorite quote? "Know your limits and exceed them."

What is your favorite pastime? Running and camping with my family. Really any activity outside.

What is your favorite part about working at GVSU? I am a Grand Valley enthusiast, I feel a sense of home every time I come to work.

What is your "Laker Effect"? I remain positive in all aspects of my job and spread that positivity wherever I go.

March Upcoming Events

Bias is a Four-Letter Word Encompass Webinar

[March 9th and 10th 1:30pm-2:30pm](#)

Lean-In: Professional Development & Things That Matter to Us

[March 18th 12:00pm](#)

Responding to Distressed Colleagues: A Toolkit for GVSU Faculty and Staff

[March 23rd 12:00pm-1:30pm](#)

Fostering Inclusivity in the Remote World Encompass Webinar

[March 25th 12:00pm-12:30pm](#)

[View all upcoming events](#)

[Current Job Openings](#)

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