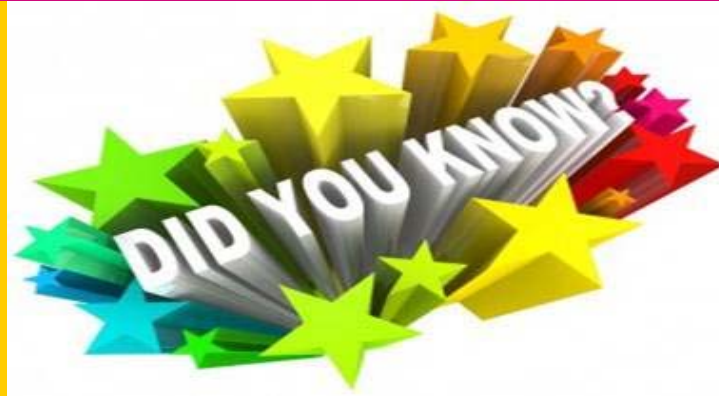




Welcome to **HR News and Highlights**, Pace University's Human Resources electronic newsletter. The goal of our quarterly newsletter is to provide staff and faculty with news and information about Human Resources' people, programs and events. Recent and archived issues are available on the Human Resources website. To view or print this or any past newsletters navigate to our [HR Newsletter webpage](#).

HR's 2015 Year in Review And a look at 2016!!

We're striving to make the workplace a better place for YOU...



Facts and Figures for 2015

Organizational Learning & Development (OL&D)

25 different professional and management training programs were delivered in **46** separate sessions for **570** participants. **4** different technical training programs were delivered (2 major roll outs) in **146** separate sessions for **342** participants.

Staff Development Day

The Annual University-Wide Staff Development Day was a success, with **175** staff members attending **26** concurrent training programs facilitated by **10** different Pace University departments, as well as three external Pace vendors (TIAA-CREF, The Academic Credit Union, and Cigna)!

Benefits

As part of our ongoing "Wellness" campaign, [Pace's Preventive Care Incentive Program](#) pays up to a total of \$240 for qualifying employee well visits. This past year (2014-2015), Pace paid **\$71,920**, up from **\$71,000** in 2013-2014!

One-on-One On-Campus

Retirement Plan Counseling Sessions

TIAA-CREF offered a total of **291** individual counseling sessions for faculty and staff in 2015, and **175** people attended.

Staffing & Recruitment

We welcomed **147** full time staff new hires!

Employee Relations

Employee Recognition Ceremony satisfaction rated **95%** in 2015!

Employee Recognition Nominations

In FY15, there were **821** YES nominations submitted, up from **481** in FY14! There were **121** Special Awards nominations, up from **109** in FY14.

Human Resources Information Systems (HRIS)


Ensuring that our employees are paid for their hard work and contribution is no small task. In 2015, the HRIS group processed **115,313** payments for **6,032** employees, up from last year when they processed **112,061** payments for **6,025** employees including full-time faculty and staff, adjuncts, part-timers and students!

Staff Training Opportunities

Fiscal Year 2016 is more than half way over! Make sure your Individual Development Plans (IDPs) are accomplished by signing up for training.

Check out the [Organizational Learning & Development Training Calendar](#) to register for one of our programs!

Popular programs from both the Management & Professional Skills Curriculum are being offered, including:

- Writing Skills 
- Time Management Training
- Building a Constructive Relationship With Your Supervisor
- Delegating for Shared Success

And Many More...

If you have any questions, please contact Susan Donahue at sdonahue@pace.edu.

Technology Training

- Learn more about tech training opportunities across the University and on our Technology Training Website by [clicking here](#).
- Register for various tech training sessions by [clicking here](#).

For Contract Director, Chrome River, Pyramid Analytics, or any other technology-related training, please contact our Technology Training Manager, Grace Moss at gmoss@pace.edu.

Setting the Pace

This intensive, twelve month learning experience is designed to help ensure Pace's future success through its first line people management. The program provides focus on personal and management skills, as well as the competencies and tools required, for exceptional management of others. Participation in Setting the Pace is by nomination. The first cohort of Setting the Pace graduated on January 11, 2016. [Click here](#) to view a list of the cohort and learn more information about the program.



Searching for an on-campus student job opportunity at Pace?

We are excited to tell you there has been a change to on campus student employment. All student positions will be available on the Pace Careers Page. Please visit us at careers.pace.edu to explore opportunities and complete an online application.

To learn more about the new student employment process, please visit, www.pace.edu/student-employment. For more information, contact Human Resources at (914) 923-2730.



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Update to Minimum Wage effective December 31, 2015

New York State approved an increase to minimum wage over the federal hourly limit of \$8.75. Effective December 31, 2015, the New York State minimum wage increased to \$9.00 per hour, and the University has acted to be in compliance with this rate for all hourly paid employees. The rates have been automatically updated. As hourly paid employees are on a bi-weekly payroll lag, this change impacted the January 31, 2016 paycheck.

If you have any questions about this change or how your student employees will be affected, please reach out to Compensation within HR ([Jim Marshall](#) or [Ann Courtien](#)).

Happy Holidays!!



HR employees (staff and students) gathered to celebrate the holiday season!

From left to right, back row: Betsy Garti, Karen Buckwald, Jim Marshall, Rosemary Mulry, T-Bone, Jessica Allbee, Anthony Parker; Front row: Taylor Devlin, Matt Renna (Santa), Luciana Ziegler

Women at Pace Program

The 2015 Women at Pace program was held October 8, 2015 at the Kessel Center in Pleasantville. Pace University alumnus, Fran Pastore, presented on “*Let Your Passion Guide You to a Meaningful Career.*” Ms. Pastore is the founder, president & CEO of the Women’s Business Development Council (WBDC), Connecticut’s leading organization for championing female entrepreneurship and women’s economic equity. Over 50 Pace University staff, students, and faculty attended the event and provided extremely positive feedback.

The second cohort was recently selected and had its kickoff meeting on January 20, 2016.

2016 – Setting the Pace Second Cohort

David Almodovar	Assistant Director, Library Tech Services, NY	University Librarian
Tiffany Bermudez	Residence Director	Office of Residential Life, Westchester
Abigail Buell	Associate Director of Marketing	Schimmel Theater
George Chacko	Senior Manager, Educational Media	ITS
Andreea Cotoranu	Senior Director, Advisement & Analytics	Seidenberg
Alyssa Cressotti	Assistant Director, Social Media & Editorial	Marketing & Communications
Stephanie Elson	Director, Advisement & Retention	Seidenberg
Steven Feyl	Associate University Librarian	University Librarian
Niki Fjeldal	Associate Director, Orientation & Transitions	Student Development & Campus Activities
Shannon Haick	Associate Director, Advising Center for Exploring Majors	Center for Academic Excellence
Yeerang Jang	Call Center Manager	OSA
Matt Landau	Assistant Director, Office of Residential Life & Housing	Office of Residential Life, Westchester
Angela Marino	Director of Procurement & Contracts	Finance & Planning
DJ McErlean-Hopson	Assistant Director	Continuing & Professional Education
Heather Novak	Associate Director, Center for Community Action & Research	Dyson College
Kaleigh Osborne	Assistant Director, Admissions/Operations	Undergraduate Admissions, NY
Rob Silverman	Associate Director, Enrollment Digital Marketing	Enrollment Management
David Taylor	Information Systems Manager, Financial Information System	Finance & Planning
Alison Wofford	Academic Coordinator	English Language Institute

Want to Make a Difference in '16? Volunteer!



You may be able to use your volunteering time for paid release time! More guidelines are available by clicking [here](#). Staff members must consult with and receive approval to use the designated time so as not to conflict with departmental activities and services. For more information about this benefit please contact Bernadette Baumann, Director, Employee and Labor Relations, at bbaumann@pace.edu.

You may wish to reach out to [Daniel Botting](#), Associate Director, Pace University's Center for Community Action and Research for volunteer opportunities.

Reminders



Inclement Weather Policy

In anticipation of future inclement weather, [review Pace's Emergency Closing policy](#).



Vacation

We are more than half-way through the vacation calendar year! Plan your remaining time off in consultation with your supervisor.

2016 - Annual Calendar of Events

Name of Event	Month
Performance Management Development Process (PMDP) Mid-Year Review	January
Take Our Daughters & Sons to Work Day <i>*(Save the date! Scheduled for April 28, 2016)</i>	April
Benefits Open Enrollment	Early-Mid May
Recognition Networking Breakfast (by invitation) May 5, 2016	May
PMDP Self-evaluation and Reviews Begin	June
Annual Goal Setting Begins	June
Preventive Care Examinations to be completed for Plan Year <i>(paperwork due to Benefits by August 31)</i>	June
Pleasantville/Briarcliff Staff Picnic	June
Law School Staff Picnic	June
New York Staff Picnic	July
Women's Professional Development Forum	Fall - TBD
PMDP reviews and Goals Due	September
YES Events (dates TBD)	September
Lee National Denim Day	October
CIGNA Flu Shot Clinics	October/November
Employee Recognition Ceremonies	November
Holiday Party for Faculty, Staff and Students	December



University Holiday Calendar

Please consult the [2016 University Holiday Calendar](#) to know when Pace will be closed. Please note, the calendar was amended to reflect a later return date from the 2016/2017 holiday break. **The University will reopen on Tuesday, January 3, 2017, *not* Monday, January 2, 2017 as originally posted!!**

**Please note, Take Our Daughters & Sons to Work Day will be on April 28th to accommodate local state testing dates.*

The Human Resources Website

Visit the HR website often to:

▪ [Retrieve the Benefits Carrier Contact Information](#) ▪ [Read the Helpful Pre-Retirement Planning Information](#) ▪ [Download and Print Forms](#) ▪ [Review our Policies](#) ▪ [Review Staff Recruitment Procedures](#) ▪ [Explore the Manager's Toolbox](#) ▪ [Access the HR Staff Directory](#) ▪ [View the 2016 Holiday Calendar](#)

HR's Comings and Goings...



We are Rolling Out the Welcome Mat For...

- Jamie Araula – Programmer Analyst, HRIS
- Jessica Aulakh – Staffing Specialist in Westchester

We Bid a Fond Farewell To...

- Bob Lazer – Director, Organizational Learning and Development
- Leeann Longi – Staffing Specialist in NY
- Jim Marshall - Assistant Director, Compensation, will retire effective February 5, and will work part-time until the compensation analyst role is filled
- Jonne Ronquillo - All the best to Jonne, former analyst in HRIS, who moved on to the Office of the Associate Provost for Academic Affairs, as Administrative Director, Faculty Affairs/Program
- Mylo Zheng – Programmer Analyst (PT)

Here's to Our Movers and Shakers!

- Bernadette Baumann - Employee Relations Manager in NY, was promoted to Director Employee Relations / Labor Relations
- Charlane "Char" Colter – Staffing Specialist, relocated from Westchester to the NY office
- Ann Courtien - Compensation Analyst, was promoted to Assistant Director, Compensation
- Nydia Delgado – Associate Benefits Representative, was promoted to Senior Benefits Representative
- Susan Donahue - Senior Consultant, Organizational Learning, is temporarily promoted to the position of interim Director of OL&D
- Rosemary Mulry – Employee Relations Coordinator, was promoted to Employee Relations Specialist
- Diane Saraiva - Benefits Coordinator, was promoted to Benefits Representative

Pace HR gets Certified!

- **Matt Renna, Associate VP, HR**, earned his **Compensation Analyst Credential (CAC)**. The ERI Distance Learning Center's *Compensation Analyst Credential (CAC)* designation is earned by taking 12 online courses and passing a comprehensive examination in each course. This credential teaches salary planning, compensation design, performance plan comprehension and compensation administration.



Smoking Cessation

Thanks to those who participated in the **Great American Smokeout** on November 19, 2015! Every year, on the third Thursday of November, smokers across the nation take part in the [Great American Smokeout](#), an event which challenges people to stop using tobacco and helps people know about the many tools they can use to help them quit and stay tobacco-free.

To provide an extra incentive, we asked you to complete a very brief survey which then entered you for a raffle to give away movie tickets to smokers who completed the survey and said they would try to quit, and to non-smokers who completed the survey and promised to encourage a friend, family member or colleague to quit smoking. We also shared links to websites that contained more information on smoking cessation, as well as a link to Cigna's resources.

Winners of the movie tickets were: Patti Boustany; Professor George Picoulas; Vincent Onofre; Marc Potolsky

It is never too late to quit! If you are a Cigna participant, there are resources to help you, including counselors on call. For more information, please go to [myCigna.com](#) and enter your login and password.

If you are not a Cigna participant, or would like additional resources, please visit the websites of the [American Cancer Society](#) or the [New York State Smokers' Quitline](#) .

Get ready, get set, and go Pace Yourself to Wellness today! If you have any questions, please contact Karen Buckwald, Director of HR Initiatives, at kbuckwald@pace.edu.

For more information on our wellness programs, such as those listed below, please visit our [Wellness Website](#).

- [Healthy Pregnancies, Healthy Babies!](#) (Free t-shirts and onesies!)
- [Preventive Care Incentive Program](#) (Up to \$240!)
- [Wellness Wednesdays](#) (Discounts, and free food!)

TRIVIA TIME

YOUR CHANCE TO WIN A PRIZE

Want two free movie tickets?? Just answer these 3 questions, click on the link below, and be one of the 3 winners who will be selected at random of those who provided the correct responses! All the answers can be found in this issue!!

- 1) In FY15, how many YES nominations were submitted?
- 2) Name one of our two new employees who are welcomed in this newsletter. (Hint: Both have initials that are J.A.)
- 3) What was the date of the Great American Smokeout?

[Submit your responses by clicking here](#) no later than Friday, February 5, 2016.

Last Issue's Trivia Answers & Winners!

- 1) When is the staff PMDP due? **9/30/2015**
- 2) When is the Great American Smokeout? **11/19/2015**
- 3) What is the name of our new HRIS analyst? **William Woodard, III**

Last issue's winners were:

Margaret Hanson, Program Coordinator-DPS, DPS Program
Patricia Saviano - Finance, Law & Management Program Coordinator, Lubin School of Business
Mary Shaw, Admission Assistant, Undergraduate Admission PLV

Winners of the movie tickets were selected at random among those who answered all of the questions correctly.

Congratulations, and thank you to all participants!!

Your Go-To Team: Contact your HR specialists based on their area of expertise.

<u>Department</u>	<u>Office of the VP, Human Resources</u>	<u>Benefits</u>	<u>Compensation</u>	<u>Employee and Labor Relations</u>	<u>HRIS</u>	<u>Org Learning & Development</u>	<u>Staffing & Recruitment</u>
For Help and Questions Regarding...		All benefit plans, disability and FMLA	Job descriptions, job evaluations and compensation	Work-related issues and concerns, Employee Recognition Programs, labor relations and union issues	Employment verifications, unemployment, changes to employee records that affect payroll	Professional staff training, management	Staffing and recruitment, hiring, new hire orientation, student employment
Staff Contact Information	<u>Betsy Garti</u> Associate VP HR x22781 <u>Matt Renna</u> Associate VP HR x22738 <u>Karen Buckwald</u> Director of HR Initiatives x22755 <u>Janice Russo</u> X22710	<u>Matt Renna</u> Associate VP HR x22738 <u>Carolyn Ventura Lengers</u> x22714 <u>Nydia Delgado</u> x22770 <u>Diana Saraiva</u> x22480 <u>Tammy Frary</u> x22742	<u>Matt Renna</u> Associate VP HR x22738 <u>Jim Marshall</u> x22765 <u>Ann Courtien</u> X22658	<u>Bernadette Baumann</u> Director x11303 <u>Luciana Ziegler</u> x22786 <u>Rosemary Mulry</u> x22645	<u>Pedro Figueroa</u> Director x22768 <u>Jennifer Samuels</u> x22644 <u>Lisa Ellrodt</u> x22375 <u>Jessica Allbee</u> x22729 <u>William Woodard, III</u> X22709 <u>Jamie Araula</u> X22785	<u>Susan Donahue</u> Interim Director x22766 <u>Grace Moss</u> x22635	<u>Lisa Dash-Grimes</u> Director x22708 <u>Sia Bundor</u> x22771 <u>Jessica Aulakh</u> X22673 <u>Charlmane Colter</u> x11630 (NY Campus)

Pace Human Resources is on Facebook and Twitter!

To receive the most recent updates please:

visit our Facebook page at www.facebook.com/paceuniversityhr and Twitter at www.twitter.com/paceu_hr

"Like" us on Facebook if you are a fan of our page!

