



Welcome to **HR News and Highlights**, Pace University's Human Resources electronic newsletter. The goal of our 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 2016 Year in Review And a look at 2017!!

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

Facts and Figures for 2016:

Organizational Learning & Development (OL&D)

27 different professional and management training programs were delivered in **47** separate sessions for **619** participants. **3** different technical training programs were delivered (1 major roll out) for **84** participants.

Staff Development Day

The Annual University-Wide Staff Development Day was a success, with **214** registrants and **156** staff members attending **24** Programs with **35** standalone sessions. Overall satisfaction rate for the Event was **4.54 out of 5**. Programs offered included Global Experiential Learning Opportunities "GELOs", Diversity & Inclusion, Time Management, Advanced Excel as well as a Healthy Cooking Demonstration, Preventative Health Seminar, Stress Management & Meditation. Ten minute massages were also available by appointment!

Staffing & Recruitment

We welcomed **156** full time staff new hires in 2016, up from **147** in 2015!

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 (2015-2016), **383** CIGNA enrollees participated. Pace paid **\$87,200**, up from **\$71,920** in 2014-2015!

One-on-One On-Campus

Retirement Plan Counseling Sessions

TIAA-CREF offered one-on-one counseling sessions on **43** dates in 2016 for faculty and staff. **197** people attended, up from **175** in 2015!!

Employee Relations

Employee Recognition Ceremony satisfaction rated **98%** in 2016, up from **95%** in 2015!

Employee Recognition Nominations

In FY16, there were **584** YES nominations submitted
There were **88** Special Awards nominations submitted in FY16.



Reminder: All Full Time Staff Members are Required to Have Performance Goals

As part of Pace University's Performance Management and Development Process (PMDP), an FY2017 mid-year discussion with your supervisor is highly recommended. Having a review mid-year allows you adequate time to adjust performance, if needed, and removes the element of surprise at the end of the performance period. It is also an opportunity to officially review goals and priorities, as both may change during the appraisal period.

We suggest that you utilize the [PMDP System](#) to update your progress against goals. Once in the Goal Setting System, click on the "My Goals 2017" link on the left side of the screen, and then input progress against each goal and submit to you for review and discussion. The [PMDP System](#) includes up-to-date performance management guides for both managers and staff.

Dedicated training opportunities are available from the Human Resources' Organizational Learning & Development Department. These training offerings should be utilized by staff for ongoing professional development. Please email us at orglearndev@pace.edu.

Update to Minimum Wage effective December 31, 2016

Effective December 31, 2016, the New York State minimum wage increased to \$10.00 per hour in

Leadership Development Programs

Pace's leadership development programs are designed to provide current and future leadership of Pace University the opportunity to develop their leadership capabilities to help ensure the continued success of Pace. Selection for and participation in both the Fast Paced and the Setting the Pace programs are the result of a rigorous nomination process and the support and commitment of senior management.

[Click here](#) to view a short video which highlights these programs.

The 2nd cohort of the Setting the Pace Management Development Program graduated on Thursday, January 12, 2017.



Setting the Pace is an intensive, twelve month learning experience 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. Acceptance into the

Westchester, and \$11.00 per hour in NYC. 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 impacts the January 31, 2017 paycheck.

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

Another Successful Hiring Blackout Period....

Staffing and Recruitment, with the help and cooperation of University hiring managers, completed another successful Annual Blackout Period. In our continuing efforts to improve service and efficiency, the annual Blackout period helps to streamline recruitment efforts during the month of December. To accomplish this goal, we limit the posting of new jobs for both staff and students and work diligently to fill existing positions before the end of the calendar year. This period allows us to be in compliance with all legal staffing requirements as determined by the Department of Labor and permits us to communicate with applicants in a timely manner. It also allows us to start the following year (2017) with fresh postings that are up to date and ready to be filled.

Due to the excellent efforts of our hiring managers and the Staffing and Recruitment team we were able to fill 14 jobs in December **and** assist hiring managers in prioritizing the recruitment efforts specific to their departments. We would like to thank everyone for their cooperation and partnership with Staffing and Recruitment and we look forward to a year of great recruiting in 2017.

program is the result of a rigorous selection process by representatives of Management Council.

The 2016 graduates of Setting the Pace are: **David Almodovar**, Assistant Director, Library Tech Service, NY; **Tiffany Bermudez**, Residence Director, Office of Residential Life, Westchester; **George Chacko**, Senior Manager, Educational Media, ITS; **Andreea Cotoranu**, Executive Director, Academic Innovation, Seidenberg School of CSIS; **Stephanie Elson**, Director, Recruitment & Retention, Seidenberg School of CSIS; **Steven Feyl**, Associate University Librarian, Mortola Library; **Niki Fjeldal**, Associate Director, Orientation & Transitions, Student Development & Campus Activities; **Shannon Haick**, Associate Director, Advising Center for Exploring Majors, Center for Academic Excellence; **Matt Landau**, Assistant Director, Office of Residential Life & Housing, Westchester; **Angela Marino**, Director, Purchasing & Contracts, Finance & Administration; **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, Administrative Information Systems, Finance & Administration; **Alison Wofford**, Associate Director of Academics, English Language Institute.

Staff Training Opportunities

Fiscal Year 2017 is more than half way over! Make sure your Individual Development Plans (IDPs) are accomplished by signing up for training.

Management & Professional Skills Training

Check out the [OL&D Training Calendar & Registration](#) to register for one of our programs!

Happy Holidays!!



HR staff gathered to celebrate the holiday season!

*From left to right, back row: Susan Donahue, Julie Werkheiser, T-Bone, Lisa Dash-Grimes, Betsy Garti, Julia St. Clair, Matt Renna, Carolyn Ventura-Lengers
Front row: Karen Buckwald, Jessica Aulakh, Meghan O'Mara, Luciana Ziegler*

Employee Recognition Ceremonies

**'Tis the season to celebrate YOU,
our employees!!**

Come and experience the classes for yourself from both the Management & Professional Skills Curriculum. Classes being offered include:

- Addressing Emotions at Work
- Providing Constructive Feedback
- Presentation Skills
- Delegating for Shared Success

Just to name a few...

If you have any questions, please contact Julie Werkheiser at jwerkheiser@pace.edu.

Technology Training

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

For Contract Director, Chrome River, Pyramid Analytics, or any other technology-related training, please contact our OL&D team at OrgLearnDev@pace.edu.

Staff Development

The 2016 University-Wide Staff Development Day was held on October 28th on the Pleasantville Campus. [Click here](#) to see an overview of Staff Development Day 2016.



Healthy Cooking Demonstration at Staff Development Day



Pictured (top): Charlmane Colter, Rosemary Mulry, Luciana Ziegler, Matt Renna, Sia Bundor



Pictured (below): Carolyn Ventura-Lengers, Luciana Ziegler, Julie Werkheiser, Rosemary Mulry, Betsy Garti

Each year, the HR staff coordinates the Employee Recognition Ceremonies on the Pleasantville and New York Campuses, and the Law School, to recognize those employees who have earned a performance award or are being recognized for years of service. The recognition ceremonies are each followed by a reception, making it a perfect opportunity to join in the festivities with colleagues. A fun time was had by all who attended!

Diversity and Inclusion

Pace hosted its inaugural Diversity and Inclusion Forum in May 2016 for members of Operations Committee, Management Council, and invited administrators. 88 people attended the event. [Click here](#) to read an overview of the event.

The Art of Recruitment

The popular “The Art of Recruitment” training program will be held on Thursday, February 16 from 9:30am-4pm in Goldstein Academic Center, Room G200, on the Pleasantville Campus. This informative program, tailored to hiring managers, provides individuals with tools and techniques to recruit, interview and ultimately hire the best person for a position.

To register for the program, please [click here](#).

Want to Make a Difference in '17? 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](#).



2017 - Annual Calendar of Events

Name of Event	Month
Performance Management Development Process (PMDP) Mid-Year Review	January
Unconscious Bias training available	March
Take Our Daughters & Sons to Work Day <i>*(Save the date! Scheduled for April 27, 2017)</i>	April
Benefits Open Enrollment	Early-Mid May
Recognition Networking Breakfast (by invitation upon completion of one-year of service) May 4, 2017	May
PMDP Self-evaluation and Reviews Begin	June
Annual Goal Setting Begins	June
Preventive Care Examinations to be completed for Plan Year (paperwork due to Benefits by August 31)	June



Vacation

We are more than half-way through the vacation calendar year!

Plan your remaining time off in consultation with your supervisor.



University Holiday Calendar

Please consult the [2017 University Holiday Calendar](#) to know when Pace will be closed.

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 5, 2017	October
Employee Recognition Ceremonies November 2, 2017 – Law School November 9, 2017 – New York City November 16, 2017 - Pleasantville	November
Holiday Party for Faculty, Staff and Students December 8, 2017	December

Please note, Take Our Daughters & Sons to Work Day will be on April 27th 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 2017 Holiday Calendar](#)

HR's Comings and Goings...



We are Rolling Out the Welcome Mat For...

- Julia St Clair, our former student assistant, joined our staff as a part-timer, assisting several departments in HR.

We Bid a Fond Farewell To...

- Grace Moss, Technology Training Manager, left the University on November 14. We wish Grace the best as she pursues her career aspirations!
- The HRIS department moved to Administrative Information Systems, under the leadership of Shuana Thompson. Please contact a member of that department for questions regarding employment verifications, unemployment, and changes to employee records that affect payroll.

Here's to Our Movers and Shakers!

- Betsy Garti and Adèle MacKinlay were both accredited in Team EI (Emotional Intelligence) facilitation.
- Adèle MacKinlay was invited to membership in Beta Gamma Sigma in recognition of her outstanding academic record. (Adèle has nearly completed an MSc in Organizational Leadership through Quinnipiac University.)

Human Resources - new location on the Pleasantville Campus!

A satellite office space will be renovated for Human Resources on the first floor of the Goldstein Academic Center. The Staffing and Recruitment office will hold open hours for students, staff, and faculty to complete any necessary paperwork on campus. This project will be completed in the coming weeks.

We raised over \$1,000 for Lee Denim Day!





February is American Heart Month

Heart Disease remains the leading cause of death for both men and women with one woman succumbing to this disease approximately every 80 seconds. Sadly, it's estimated that roughly 80% of these deaths could have been prevented through education & action.

We encourage you to join "**National Wear Red Day**" on **Friday, February 3rd** in partnership with the American Heart Association and Go Red for Women. For more information, visit Go Red For Women's website [here](#).

There are several factors that can increase your risk for heart disease. Some you can't control – for example, each year, about 55,000 more women than men have a stroke. However, there are ways to help reduce your risk factors for heart disease.

Factors that increase your risk:

- High blood pressure
- High LDL cholesterol
- Smoking
- Diabetes
- Overweight and obesity
- Poor diet
- Physical inactivity
- Excessive alcohol use



For more information,
visit [Go Red for Women](#) at
<https://www.goredforwomen.org/>

What you can do to prevent or lower your risk of heart disease:²

- Quit smoking
- Exercise regularly – engage in moderate-intensity exercise for 2 hours and 30 minutes every week
- Eat a healthy diet – low in sodium and saturated fat, high in fiber and with lots of fresh fruits and vegetables
- Maintain a healthy weight
- Limit alcohol use
- Talk to your doctor about whether you should be tested for diabetes
- Have a regular check of your cholesterol by your doctor
- Monitor your blood pressure
- Take medications prescribed by your doctor

Wellness Walk



HR led a weekly wellness walk on the Pleasantville campus and Downtown New York during the Fall 2016 semester. It was a great way to get outside, get exercise, and meet some new colleagues! We hope to see you on one of our walks in the Spring. The schedule will be communicated in March.

Interested in Joining Weight Watchers at Work?

The 12-week series (14 weeks of free Etools) cost \$156.00, less a special Pace 10% discount, for a total cost of \$140.40!

We must have a minimum of 15 participants. For more information, please contact Rosemary Mulry at rmulry@pace.edu or on x22645.

Smoking Cessation

Thanks to those who participated in the **Great American Smokeout** on November 17, 2016! 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. We shared links to websites that contained more information on smoking cessation, as well as a link to Cigna's resources.

To provide an extra incentive, we asked you to complete a very brief survey in which users would commit to try to quit, and to non-smokers who promised to encourage a friend, family member or colleague to quit smoking which then entered you in a raffle for movie tickets.

Winners of the movie tickets were **Kristina Byrne Gallagher**, Education Abroad Program Coordinator, International Programs and Services, and **Jordana Carlin**, Research Associate, Prospect Research. Congratulations!

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](http://AmericanCancerSociety.org) or the [New York State Smokers' Quitline](http://NewYorkStateSmokersQuitline.org).

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, please visit our [Wellness Website](#).



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) There were several wellness programs offered at Staff Development Day. Please name one.
- 2) When did the 2nd cohort of the Setting the Pace Management Development Program graduate?
- 3) What is the date of one of the Employee Recognition Ceremonies scheduled for 2017?

[Submit your responses by clicking here](#) no later than Friday, February 3, 2017.

Last Issue's Trivia Answers

- 1) When will Staff Development Day be held? **October 28, 2016**
- 2) Please provide a date/location of one of the Employee Recognition Ceremonies.
November 3, 2016 Elisabeth Haub School of Law
November 10, 2016 NYC
November 17, 2016 PLV
- 3) Name one of our wellness programs.
Healthy Pregnancies, Healthy Babies!, Preventive Care Incentive Program, Weight Watchers at Work, The Wellness Walking Club, to name a few!

Last issue's Trivia Winners

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

Nancy Campoverde, Assoc. Director of Student Support Services, School of Education
Daniel Lenkowsky, Assistant Director of Admissions & Student Life, English Language Institute
Jessica Sofia, Work Study Coordinator/Systems Analyst, Financial Aid Office, NY
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>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	Professional staff training, management	Staffing and recruitment, hiring, new hire orientation, student employment
Staff Contact Information	Betsy Garti Associate VP HR x22781 Matt Renna Associate VP HR x22738 Karen Buckwald Director of HR Initiatives x22755 Janice Russo X22710	Matt Renna Associate VP HR x22738 Carolyn Ventura Lengers x22714 Nydia Delgado x22770 Diana Saraiva x22480 Tammy Frary x22742	Matt Renna Associate VP HR x22738 Ann Courtien X22658 Beth Buls X22765	Bernadette Baumann Director x11303 Sia Bundor x11869 Luciana Ziegler x22786 Rosemary Mulry x22645	Susan Donahue Director x22766 Julie Werkheiser x22637 Adèle MacKinlay x22794	Lisa Dash-Grimes Director x22708 Meghan O'Mara x22771 Jessica Aulakh X22673 Charlmane Colter x11630 (NY Campus)

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