



News and Highlights



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](#).



Mark Your Calendars!

The annual benefits Open Enrollment period is taking place:

Wednesday, May 16, 2018

through

Thursday, May 24, 2018

**for the 6-month plan year from
July 1, 2018 through December 31, 2018**



Did You Know?

*Some of the benefits
offered at Pace...*

Academic Federal Credit Union (AFCU):

Offers savings and loan accounts at competitive rates, as well as other services, including direct deposit, credit and debit cards, insurance discounts, auto loans, and entertainment discounts. For more information contact the AFCU directly at (914) 923-3608, or visit their website at: www.academicfcu.org.

- [Make changes to your medical, dental, and life insurance coverage.](#)
- [Enroll in a health care or dependent child care Flexible Spending Account for the new plan year.](#)

Please contact the University Benefits office (via telephone at 914-923-2828 or e-mail at openenrollment@pace.edu) if you need assistance or further information.

Pace University Preventive Care Incentive Program for CIGNA Participants

- This innovative incentive program is designed to encourage you, and your spouse or domestic partner if applicable, to have annual preventive care examinations.
- Each participating employee who is covered by CIGNA is eligible to receive up to \$240 if he/she (plus his/her spouse or domestic partner, if covered by the CIGNA medical plan) has one, two or three preventive care examinations (based upon age) during the plan year (July 1, 2017 through June 30, 2018). [Please click here to access the program details.](#)

Time Off Benefit At Pace



Vacation Time

Pace's vacation accrual year is July 1 – June 30. [Click here](#) to view the vacation policy.

Personal Time

Up to 3 personal days a calendar year are granted. The accrual schedule is: April 1st; July 1st and October 1st. [Click here](#) to view more information about personal days.

Networking Breakfast for New Hires!



The Recognition Networking Event was held on the New York campus, on May 1, 2018.

Each year, Employee Relations recognizes and celebrates full-time and part-time staff upon one year of service completion. This recognition event, with developmental attributes, supports the retention and engagement goals of Human Resources. The individuals invited were not only recognized for their

University Holidays

Enjoy up to 15 paid holidays! [Click here](#) to view the 2018 University Holiday Calendar.

Please note: There is no carryover of any paid time-off (i.e., vacation or personal time).

commitment to Pace but also had the opportunity to network with “Fast Paced” and “Setting the Pace” leadership program participants.

The guest speaker at this year’s event, Cathy Pagano, AVP, Academic Finance, gave attendees insights of her own career path.

Many thanks to all the participants for supporting recognition and engagement efforts!



Be Well! And Tell!!

Employees: Share Your Success Stories! Inspire Others to Pace Themselves to Wellness!!

This is Jason Silverstein’s story about smoking cessation, in his own words:

I was a pack-a-day smoker for 23 years and stopped cold turkey 4 years, 1 month and 4 days ago. I started smoking for a lot of the reasons many young people do. It seemed cool, it was available, it boosted my self-confidence, and it helped me to fit in with a crowd; and back then, it was cheap. I was a teenager and there were a lot of psychological development factors occurring, but needless to say, I got hooked onto a habit that would follow me past adolescent development and into adulthood.

For the first 14 years or so, it was no big deal. Most of friends smoked, bars and restaurants allowed indoor smoking, and I thought that smoking relieved stress or anxiety. Smoking became part of my identity and lifestyle. Taking a break or after a long shift at work, stuck in traffic, before a meal and after a meal, before bed and right as I woke up; it was always there and always a consideration. I was a smoker and although I knew smoking was unhealthy, it hadn’t occurred to me how many different levels of unhealthy.

After turning 30, things started to change. Friends began to quit smoking, bars and restaurants banned indoor smoking, and the stress and anxiety didn’t go away from a “smoke break”. I started to notice the smell on my clothes, in my car, and the apartment. As my career was growing, I began noticing that people who were where I wanted to be didn’t smoke. The more I looked at it, the more it dawned on me that smoking had acquired a social stigma that conveyed characteristics that I didn’t identify with or want to be identified with. I started to ask myself, who still smokes and why? I was waking up to the fact that I didn’t want to smoke anymore, the idea had lost its appeal and I was searching for a way to escape.

Looking back, I suppose the desire to stop smoking, and that's exactly what it was, a desire, was growing stronger than the compulsion to pick up and light another cigarette. It's cliché, but a light switch went on that continually flashed strong signals of "I don't want to smoke, stop it!" and "which is stronger, you or a cigarette?" Over the course of a decade, the desire to stop got louder and louder until one day I picked a Monday on the calendar and made it the morning where I would smoke my last cigarette.

Like I said, I quit cold turkey and then went through 3 days of detoxification where my body adjusted to not having any nicotine. After those 3 days, something changed and the change was a total 180°. The thought of smoking made me queasy, and it still does, and the smell of smoke or the trace of smoke on people's clothes produces a visceral reaction. After a month of learning how to sit in traffic without smoking or not smoke after dinner or when I woke up, I started to exercise. That led to eating better, which led to overall increase in physical and mental wellness. Now, it all seems like a different life led by a different person, that's how much of an impact stopping smoking made. I feel healthier now than at any point in my life and that isn't just physical health. Addiction is no laughing matter and I consider myself blessed for being able to break the habit. I can't say that what worked for me will work for others. I can say that the hardest part is mental and that the desire to stop has to be present. I firmly believe in mind over matter, if the path in your mind is set, then the obstacles you encounter do not matter.

Submitted by Jason Silverstein, Director of Operations, Office of Student Assistance

Would you like to share YOUR success story? Please send it to alert-hr@pace.edu by June 15, and use the subject line "Be Well and Tell"

Visit our Wellness Website!

Many of our [wellness programs](#) either have no cost or actually reward you in cash for participating!

- **Preventive Care Incentive Program** - Receive up to \$240 for annual physical and other wellness exams! Please submit your paperwork no later than August 31, 2018.

HR On-Campus Office Hours in Pleasantville

Did you know Human Resources has a satellite office on the Pleasantville campus? It is located in the kiosk in the lobby of the Goldstein Academic building.

We visit this space to assist new hires who are unable to make it to our Valhalla office. We schedule these visits on an at-need basis. Please contact Jasmine Campos, Staffing Specialist in Westchester at 914-923-2673 or jcampos@pace.edu

Staff Development Day –

October 19th



The 2018 Staff Development Day will be held on Friday, October 19th. A “Save the Date” will be sent in the coming weeks. All Pace University staff and faculty are invited to participate. A large selection of training programs will be offered by various Pace departments and outside vendors, including TIAA and CIGNA.

We want to hear from you! Let us know what type of sessions you would like to see!

Programs offered in the past, include:

- Using Google Forms to plan Events, Registration and Feedback
- Opioid Overdose Prevention Workshop
- Team Building: Why & How to use with your Team
- Advanced Excel
- And more!

Send all suggestions to Talentdev@pace.ed

Summer 2018 Staff Training

The summer is a great time to focus on your professional development. Human Resources’ summer training calendar and registration site is now available.

[Click Here to access.](#)

Programs include:

- Business Writing Skills
- Time Management,
- Addressing Emotions at Work,
- And many more!

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

Technology Training

PeopleAdmin SelectSuite 7.0

Human Resources is continuing to offer engaging hands-on instructor-led training for the new and improved PeopleAdmin application for all hiring managers.

Please visit the training registration site [here](#) to sign up today.

NEW! Videos: We have 3 new online, self-paced video clips for Staff, covering:

- Creating a New Staff Position Description
- Modifying a Staff Position Description
- Creating a New Student Posting

Be sure to check them out [here](#)!

Banner 9x is coming!

Pace will be upgrading Banner to a new, faster web 2.0 version in Fall 2018. Talent Development will be offering training sessions to introduce you to the new user experience and exciting new features. Keep an eye out for these classes to be offered in the fall! If you have any questions, please contact Rich Carthew, Technology Training Manager, at rcarthew@pace.edu.

FY18 PMDP Review Process

The FY18 PMDP Review Process and FY 19 Goal Setting System will open on June 4th, 2018.

Information regarding the FY18 PMDP process, including training, will be sent to all staff in early June.

Contact Susan Donahue, Director, Talent Development, at sdonahue@pace.edu with any questions.



Take Our Daughters & Sons to Work Day Thursday, April 26, 2018

Educational and exciting events were held on the NYC and PLV campuses.

Children of staff and faculty participated in interesting activities including painting ceramic birds, learning about wildlife, gaining a sense of world cultures, visiting state-of-the-art clinical labs, learning about robotics, taking a tour of the Schimmel Theatre, and meeting some of our student athletes and our mascot, T-Bone, to name just a few of the fun-filled activities!

[Click here for more information.](#)



Nominate Your Colleague for an Employee Recognition Award!

The database will be open soon!

Watch for an announcement!

Save the Date(s) Upcoming Employee Recognition Ceremonies

Thursday, 11/1/18 3–5 p.m. Law School Tudor Rm

Thursday, 11/8/18 3–5 p.m. NYC Bianco Room

Monday, 11/12/18 3–5 p.m. PLV Gottesman /
Boudreaux Lounge



May is Civility Awareness Month!

Watch for HR communications inviting the Pace community to exhibit its civil core throughout May and beyond!

Community Pledge

As a member of the Pace University Community,
I pledge to conduct myself with dignity and respect.

I am accountable for my words and actions.

I believe in integrity.

I believe in diversity.

I believe in equality.

I believe in civility.

Pace Community Standards

Model the behavior you would like to see from others.

Speak up – do not let your silence condone disrespectful behavior.

Be mindful that conflict is healthy if expressed appropriately – you are not always right and others are not always wrong.

Be a respectful listener.

Remember that your tone of voice matters: It's not what you say, it's what others hear!

Annual Calendar of Events

Name of Event	Month
Performance Management Development Process (PMDP) Mid-Year Review	January
Take Our Daughters & Sons to Work Day	April
Benefits Open Enrollment (May 16 - 24, 2018)	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
Westchester Staff Picnic (<i>Save the date! Scheduled for June 6, 2018</i>)	June
Law School Staff Picnic (<i>Save the date! Scheduled for June 6, 2018</i>)	June
New York Staff Picnic (<i>Save the date! Scheduled for July 13, 2018</i>)	July
PMDP reviews and Goals Due	September
YES Bi-Annual Events <i>September 20, 2018 - PLV</i> <i>September 25, 2018 - NYC</i>	September
Lee National Denim Day <i>Friday, October 5, 2018</i>	October
Staff Development Day	October

Consider how your use of technology (email, social media, etc.) helps or hinders a respectful work environment.

Make an effort to have difficult conversations in person or by telephone, not electronically.

Embrace a positive and solution-oriented approach to resolving conflicts or expressing complaints.

Show appreciation by saying please and thank you.

Keep in mind that kindness has a ripple effect – treat everyone with respect and consideration.

(Save the date! Scheduled for October 19, 2018)

Employee Recognition Ceremonies

November

Holiday Party for Faculty, Staff and Students
(Save the date! Scheduled for December 7, 2018)

December



Want two free movie tickets?? Just answer these 3 questions, click on the link below, and be one of 2 winners selected at random from those who provided the correct responses! Answers can be found in this issue!!

- 1) Who is featured in the *Be Well! And Tell!!* section, and what was the success?
- 2) What is the date of the upcoming Staff Development Day? Also, name a program you would like to see added.
- 3) When will the Employee Recognition Ceremony be held on the PL campus?

[Submit your responses by clicking here](#) no later than Wednesday, May 23.

Last issue's winners were:

Nicole Harrow - iPace
Nasreen Hussain – Division of Student Success
Abigail Smith – Residential Life, PL

Congratulations, and thank you to all participants!!



HR's Comings and Goings....

- Welcome **Jasmine Campos**, Staffing Specialist, who started on March 26. Jasmine is located in our Valhalla office.
- We wished **Betsy Garti**, Associate Vice President, Human Resources, a fond farewell on April 6, as she left for a wonderful opportunity. She is greatly missed!
- Congratulations to **Matt Renna**, who was promoted to Vice President, Human Resources!

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>Talent 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	<u>Matt Renna</u> VP HR x22738 <u>Karen Buckwald</u> Director of HR Initiatives x22755 <u>Janice Russo</u> X22710	<u>Carolyn Ventura Lengers</u> x22714 <u>Nydia Delgado</u> x22770 <u>Diana Saraiva</u> x22480 <u>Tammy Frary</u> x22742 <u>Ida Matthews</u> X2728	<u>Ann Courtien</u> X22658 <u>Beth Buls</u> X22765	<u>Bernadette Baumann</u> Director x11303 <u>Sia Bundor</u> x11869 <u>Luciana Ziegler</u> x22786 <u>Rosemary Mulry</u> x22645	<u>Susan Donahue</u> Director x22766 <u>Julie Werkheiser</u> x22637 <u>Rich Carthew</u> X22299	<u>Lisa Dash-Grimes</u> Director x22708 <u>Meghan O'Mara</u> x22771 <u>Jasmine Campos</u> X22673 <u>Eva Edokpayi</u> x11630 (NY Campus)

Pace Human Resources is on Facebook!

To receive the most recent updates please:
 visit our Facebook page at www.facebook.com/paceuniversity/hr
"Like" us on Facebook if you are a fan of our page!

