



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 2017 Year in Review And a look at 2018!!

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

Facts and Figures for 2017:

Talent Development (formerly OL&D)

30 different professional and management training programs were delivered in

79 separate sessions for **988** participants.

7 different technical training programs were delivered in **20** sessions (1 major roll out) for **162** participants.

Staff Development Day

The Annual University-Wide Staff Development Day was a success, with **210** registrants and **163** staff members attending **35** Programs (up from **24** the year before!) with **45** standalone sessions. Overall satisfaction rate for the

Event was **4.61 out of 5**. Programs offered included Team Building – Why and How to use with your Team, Using Google Forms to Plan Events, Registration and Collect Feedback, Panapto Lecture Capture, Supplier Diversity, LinkedIn Workshop and many workshops related to Health and Wellness such as Yoga and Eating Healthy.

Staffing & Recruitment

We hired **841** students in 2017.

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 (2016-2017), **384** CIGNA enrollees participated. Pace paid **\$87,580!**

One-on-One On-Campus

Retirement Plan Counseling Sessions

Last year, **202** faculty and staff attended TIAA's [one-on-one counseling sessions!!](#)

Employee Relations

Employee Recognition Ceremony satisfaction rated **96%** in 2017!

Employee Recognition Nominations

In 2017, there were **1,087** YES nominations submitted (up from **622** the year before!) and there were **107** Special Awards nominations submitted.



Reminder: FY2018 Mid-Year Review!

As part of Pace University's Performance Management and Development Process (PMDP), an FY2018 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 review your goals. (Staff not required to complete goals are not required to access the PMDP/Goal Setting system as part of their mid-year review, but should still have a performance discussion with their supervisor.)

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

OL&D (Organizational Learning & Development) is now Talent Development!

Click [here](#) for a brief introductory video

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.

Setting the Pace

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



Welcome PeopleAdmin SelectSuite 7.0!

Our new and exciting version of our Position Management and Applicant Tracking system has received an upgrade and is now available via the Pace Portal link. PeopleAdmin SelectSuite has the following new features to offer:

- Easier user interface navigation
- More streamlined recruitment
- Advanced applicant review tools
- Improved transparency in the workflow process
- More intuitive interface
- Full integration with Banner
- More attractive and user friendly Applicant Portal. Check it out [here!](#)

If you have not signed up for training yet please do so by accessing our [training calendar](#).

We are also excited to announce that our **new electronic paperwork system, On-Board**, is now being utilized. All new hires will be receiving an email upon hire with instructions on how to access this site. Forms they previously completed in person at HR can now be completed online. **PLEASE NOTE: New Hires must still visit one of our Human Resources locations to present their identification in person in order for their paperwork to be processed. Please encourage all new hires to do so before their start.**

Update to Minimum Wage effective December 31, 2017

Effective December 31, 2017, the New York State minimum wage increased to \$11.00 per hour in Westchester, and \$13.00 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 impacted the January 31, 2018 paycheck.

If you have any questions about this change or how your student or part time staff employees were/will be



The 2017 graduates of Setting the Pace are: **Patti Boustany**, Administrative Director, Provost's Office; **Alyssa Caffarelli**, Residence Director, Office of Residential Life, Westchester; **Nancy Campoverde**, Associate Director, Student Support Services, School of Education; **Katie Chase**, Director, Administrative Budgets, Finance & Administration; **Mitchell Chavez**, Director, Undergraduate Admissions NY, Enrollment Management; **Michael Cordova**, Associate Director, SDCA, NY, Student Affairs; **Keith Gorman**, Assistant Director of Housing, NY Campus, Office of Residential Life, NY; **Charles Hessler**, Institutional Research Analyst, Planning/Assessment/Research, Institutional Research; **Maria Lewis**, Creative Director, University Relations; **Ann Marie McGlynn**, Senior Academic Advisor, Dyson College; **Richard Miller**, Associate Director, Instructional Technology, Dyson College; **Inita Mix**, Manager, Grants/Special Programs, Dyson College; **Meghan O'Mara**, Staffing Manager, Staffing & Recruitment, Human Resources; **Mary Louise Santoli**, Enrollment/Events Coordinator, Enrollment Management; **Erika Valle**, Associate Director, Enrollment Operations & Technology, Enrollment Management; **Alex Weisman**, Manager, Client Support Services, ITS.

affected, please reach out to either Ann Courtien at acourtien@pace.edu, or Beth Buls at bbuls@pace.edu.

Employee Recognition Ceremonies

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.

In 2017, two faculty members, Charles North and Louis Quintas, were each recognized for 50 years of service! Congratulations!!

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!

T-Bone, Charles North and President Krislov;



T-Bone, Louis Quintas, and President Krislov



For more information on employee recognition, awards, and nominating employees, please [click here](#), or contact Rosemary Mulry at rmulry@pace.edu.

Staff Training Opportunities

Fiscal Year 2018 is more than half way over! Make sure your Individual Development Plans (IDPs) are accomplished by signing up for training.

Management & Professional Skills Training

[Click here for the Management and Professional Skills Training Calendar and Registration.](#)

Come and experience the classes for yourself from both the Management & Professional Skills Curriculum. Some classes being offered include but are not limited to:

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

Just to name a few...

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

Technology Training

Learn more about technology 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 NEW Technology Training Manager, Rich Carthew at rcarthew@pace.edu. Rich joined us in April, 2017 and came with a background in software development which he successfully weaves into his evolving role.

Want to Make a Difference in '18? Volunteer!



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, at dbotting@pace.edu for volunteer opportunities.

Reminders



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



2018 - Annual Calendar of Events

Name of Event	Month
Performance Management Development Process (PMDP) Mid-Year Review	February
Take Our Daughters & Sons to Work Day <i>(Save the date! Scheduled for April 26, 2018)</i>	April
Benefits Open Enrollment	Early-Mid May
Recognition Networking Breakfast (by invitation upon completion of one-year of service) May 1, 2018	May
Civility Awareness Month	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

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 [2018 University Holiday Calendar](#) to know when Pace will be closed.

Law School Staff Picnic	June
New York Staff Picnic	July
PMDP reviews and Goals Due	September
YES Events (September 20 in PL; September 25 in NYC)	September
Lee National Denim Day October 5, 2018	October
Employee Recognition Ceremonies	November
Holiday Party for Faculty, Staff and Students December 7, 2018	December

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 2018 Holiday Calendar](#)

HR's Comings and Goings....

We are Rolling Out the Welcome Mat For...

- **Ida Matthews**, who joined our staff as a part-timer, assisting several departments in HR.

We Bid a Fond Farewell To...

- **Jessica Aulakh**, Staffing Specialist in Westchester, who started with us as a student employee, and left us on February 12. Jessica will be working in career services as Assistant Director of Student Employment at NYIT.



In 2017, the YES Your Excellence Shows program was rebranded to YES I Make It Happen Customer Service Program to reflect the inclusion of the University's important I Make It Happen initiative. The same great program with a new name, provides recognition to staff and student workers who are: **Accessible, Respectful, Professional, Accountable, Proactive.**

Divisions/departments whose staff completed the Service Standards training have now embraced recognition at the divisional/departmental level. [Click here](#) to view their winners.

[Recognize a Pace staff member or student worker!](#)
Rosemary Mulry at rmulry@pace.edu

For additional information, please contact



Be Well! And Tell!! 

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

The road to improved health can be a difficult one – but not impossible. We are asking you to **submit your success story** so that you might inspire one of your colleagues. We will select one submission for each newsletter, and highlight their success story to the Pace community. In hopes of inspiring others to wellness, we are excited to introduce this new section of the newsletter “Be Well! And Tell!!” because **it is all about you and how you can help inspire others** to become successful in their wellness quest.

Our first submission is from our very own in Human Resources, Matt Renna. This is Matt’s journey, in his own words:



I had been overweight my entire life. I was a 13-pound baby. My earliest memory of my weight was during my physical exam going into 6th grade. I weighed in at 220 pounds. In high school my weight ballooned to the low 300’s.

Fast forward to July 10th, 2015 when I had my annual physical exam. I had been experiencing numbness in my thigh, pains in my calves, more shoulder discomfort and other general maladies. Before my bloodwork and the bad news, the nurse gets me on the medical scale. She moves the large weight to the 300 (no surprise). Another slide of the small marker and we’re leveling off at 354 pounds. I don’t know why being north of 350 was the line but it was. I remember that moment and will for the rest of my life. I did see my life flash before my eyes – or what could have been left of it. I saw my wife and my (then 10-year-old) standing over my casket, looking at me and

thinking, he’s dead because he couldn’t stop eating. **I knew at that point I had to do something.**

I had a long conversation with my doctor. My pains were related to my weight. He helped me develop a plan. Starting that Monday, July 13th, I decided to change my life. I committed to walking each and every day. I cut out junk food and focused on high protein, lean meat, and a healthy array of vegetables. Soda, bread and starches were out. **I was focused on success.** I bought a mini-stepper and walked on it in my office and at home. I decided to engage my friends and family. One thing I found about myself was that I was okay with letting myself down, but not my friends and family. Once they knew I was doing this, it would be a disappointment to them if I failed, and I couldn’t have that.

I stuck to the program. Walking during lunch. Planning ahead for nutritious meals. So much of this is mind over matter. **You have to want to do this** with your mind, heart and soul. Two years later, I was down to 195 pounds

having lost 159 pounds. My shirt size went from 3XL-Tall to a large; 22 neck to 16; waist from a 46 to 32. Cholesterol and blood pressure were down. The pains across my legs were gone.

In May, 2017, I ran my first 5K. My friends were there to cheer me on. It was one of the most special moments of my life. Since then, I've run two more 5K's, and I plan to run more in the future and perhaps even a 10K. To be honest, I don't love running. What I love is that I CAN run.

Losing weight and getting healthy is a tough road. I have failed more times than I can count. But **it's the one success that I've had that has changed my life forever.** I love that I can buy clothes at any store. I love the way I look and feel in them. Most of all, I love the fact that I have done what I can do to make sure that I will live to see my daughter grow up. **I won't ever go back to the way I was.** And because I did it, I know I can continue to do it. **And if I can do it... SO CAN YOU!**

Submitted by Matt Renna, Associate VP, Human Resources

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

If I Only Had a New Year's Resolution I Could Keep!!

Dr. Richard Shadick, Director of the NY Counseling Center suggests the following for making and keeping your new year's resolutions:

1. **Keep them small and manageable**
2. **Don't abandon the resolution after one set back. Keep at it!**
3. **Partner with another to help keep you on track with the resolution**

Wellness Programs

Wellbeing Day – register for February 26!

As part of the Wellness Team, HR is partnering with the Dean for Students, PLV and other departments to bring **Wellbeing Day** to the Pleasantville campus on Monday, February 26 from 10am – 2pm. You are highly encouraged to attend and participate! Please register for some of the programs listed below.

- Bird of prey presentation ([click here to register](#))
- Change your mindset, change your life ([click here to register](#))
- Mindfulness tools ([click here to register](#))
- Office ergonomics ([click here to register](#))
- Tai chi class ([click here to register](#))
- Yoga class ([click here to register](#))
- Stress-free painting and much more!!

For more information or if you have any questions, please email Sasha-Gay Scott sscott@pace.edu.



Stress Management Program

The NY Counseling Center in partnership with Human Resources invited staff and faculty to our Stress Management Program, which took place on January 12 in NY. An eating healthy demo with tastings was presented by Chartwells (shown to left). Stress and Anxiety Management; Improving Sleep; and Emotional Intelligence were presented by Drs. Richard Shadick and Brian Petersen.

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) What is the new name given to OL&D (Organizational Learning & Development)?
- 2) What is the name of our Position Management and Applicant Tracking system?
- 3) What is the deadline for sharing your "Get Well! Do Tell!!" success story?

[Submit your responses by clicking here](#) no later than Wednesday, February 28, 2018.

Last Issue's Trivia Answers

- 1) When will Staff Development Day be held? **October 13th, 2017**
- 2) Please provide a date/location of one of the Employee Recognition Ceremonies. **November 2, 2017 in Elizabeth Haub School of Law; November 9th, 2017 in NYC; November 14 in PLV**
- 3 a) 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!**
- 3 b) Name at least one wellness program/activity you would like to be added. **No wrong answers!**

Last issue's Trivia Winners

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

Norma Quiridumbay, Director of Operations, Center for Undergraduate Research Experiences (CURE)
Natalie Scarpelli, Staff Associate, College of Health Professions, Physician Assistant Program, Pleasantville
Grace Somoza, Sr. Staff Accountant – Grants, Finance & Planning

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>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	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 Richard Carthew x22299 Ida Matthews X22728	Lisa Dash-Grimes Director x22708 Meghan O'Mara x22771 Eva Edokpayi x11630 (NY Campus)

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

