



HR Newsletter - February 2019

Welcome to the **newly formatted** HR News and Highlights, Pace University's Human Resources newsletter. The goal of our newsletter is to provide staff and faculty with news and information about Human Resources' programs, events, and people. 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](#).



We are here for you! [Contact your HR specialists](#) based on their area of expertise.

Visit the HR website often to:

- Stay up to date on [HR News and Announcements](#)
 - Watch training videos or read helpful guides about the [Performance Management and Development Process](#)
 - Download and Print [Forms](#)
 - Review our [Policies](#)
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▪ Check out the [HR Annual Calendar of Events](#) ▪ Explore the [Manager's Toolbox](#) ▪ View the [2019 Holiday Calendar](#) ▪ Read about the [Staff Mentoring Program](#)

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Facts and Figures for 2018

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 (2017-2018), **354** Cigna enrollees participated. Pace paid **\$82,100!**
 - **369** faculty and staff attended TIAA's [one-on-one counseling sessions!!](#)
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Employee Relations:

- **1,096** YES I Make It Happen nominations were submitted and **110** Special Awards nominations were submitted!
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- The Employee Recognition Ceremonies had a satisfaction rate of **97%** in 2018!
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Talent Development:

- **47** different professional and management training programs were delivered in **75** separate sessions for **990** participants.
 - **5** different technical training programs were delivered in **32** sessions (1 major roll out) for **341** participants.
 - The Annual University-Wide Staff Development Day was a success, with **205** registrants and **180** staff members attending **29** Programs (up from **24** the year before!) with **43** standalone sessions. Overall satisfaction rate for the Event was **4.4 out of 5**.
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Benefits and Compensation Information and Updates

- For calendar year 2019, [Preventive Care exams](#) must be completed between January 1, 2019 and December 31, 2019. The completed Preventive Care Incentive Program Payment Form (and corresponding Cigna Explanation of Benefits) is due no later than February 28, 2020. Payment will be made, all at one time, on March 31, 2020. You must be actively employed, full-time, on March 31st to be eligible for this payment (unless you retire as a qualified retiree during the plan year).
 - Effective December 31, 2018, the **New York State minimum wage** increased to \$12.00 per hour in Westchester, and \$15.00 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, 2019 paycheck. If you have any questions about this change or how your student or part time staff employees were/will be affected, please reach out to either Ann Heitmann at aheitmann@pace.edu, or Beth Buls at bbuls@pace.edu.
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FY2019 PMDP Mid-Year Check-In

As part of Pace University's Performance Management and Development Process (PMDP), an FY2019 [mid-year discussion](#) between each staff member and their supervisor is recommended. This mid-year check-in provides an opportunity for supervisors and staff members to discuss progress on goals and for supervisors to provide feedback on performance to date.

Beginning in FY2019, the mid-year performance check-in will include an electronic acknowledgement of the performance discussion between the supervisor and employee. This will be done through the PMDP system and will be submitted to Human Resources.

A quick online training video explaining the mid-year check-in performance discussion, including navigational instructions to indicate completion of the process in the PMDP system can be accessed by [clicking here](#).

The mid-year check-in should be completed by February 28, 2019.

Employee Recognition Ceremonies

Each year, Human Resources coordinates the Employee Recognition Ceremonies on the Law School, Pleasantville and New York Campuses to recognize those employees who have earned a special award or are being recognized for years of service.

In 2018, Barbara Egidi and George Levine were each recognized for 50 years of service and Sherman Raskin was recognized for 55 years of service! Congratulations!

The recognition ceremonies are followed by receptions, making it the perfect opportunity to join in the festivities with colleagues. A fun time was had by all who attended!



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.

Fast Paced Leadership Development Program

The Fast Paced Leadership Development Program is an 18 month program that provides leadership development for our senior staff, director and AVP level, who are ready to move from functional leaders to more strategic leaders. Selection for and participation in the Fast Paced program is the result of a rigorous nomination process and the support and commitment of senior management.

Congratulations to the [third cohort of the Fast Paced program](#) that graduated in January 2019!

Setting the Pace



Congratulations to the [2018 Setting the Pace cohort](#) that graduated in January 2019.

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 to the [Setting the Pace cohort](#) that kicked off on Friday, February 1st, 2019!

Staff Training Opportunities

Fiscal Year 2019 is more than half way over! Make sure your Professional Development Plans are accomplished by signing up for training. [Click here to register for any of our scheduled training programs!](#)

Come and experience the classes for yourself from both the [Management](#) and [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

NEW - Banner 9 training videos

We have five new online, self-paced video clips, covering:

- 1: Full Banner 9 Overview
- 2: Main Menu Overview
- 3: Related Pages / Drilling Down
- 4: My Banner (Shortcuts)
- 5: Page / Form Navigation – quick start

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

If you have questions about any of our staff training programs please contact [Talent Development](#).



What's Your Financial IQ Challenge 2.0 begins

on Friday, March 1!

You could win one of three Apple® iPad® Mini 4 tablet computers!

As we believe that financial wellness is as important as physical and emotional wellness, we have teamed up with TIAA (Teachers Insurance and Annuity Association of America), our defined contribution retirement plan, to offer this financial challenge. Our first Financial IQ Challenge, held in October 2018, had more than 200 registrants over the course of the challenge. All participants were entered into a sweepstakes for a min iPad. On November 1, TIAA identified the three lucky winners: **Nicole Spring, Kellie Moran** and **Ana Figuereo**. We trust that all employees who participated in the challenge found the information valuable and are now closer to meeting their financial goals.

Due to the interest in the contest, we are launching the TIAA "What's Your Financial IQ Challenge 2.0" **beginning on Friday, March 1!** You could win one of three Apple® iPad® Mini 4 tablet computers, with Wi-Fi, just for participating! A new quiz will open every day for the first fifteen days beginning on March 1, 2019 and will remain open until the end of the promotional period on March 31, 2019. Each time you play, you are entered for a chance to win!

Based on the average scores by topic, we will work with TIAA to plan seminars that focus on general investment principles as well as retirement savings strategies. Even if you don't win the iPad Mini, consider yourself a winner for the financial knowledge you will have gained.

Visit our [Wellness](#) website for more information!

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 a success story to the Pace community. In hopes of inspiring others to wellness, we are excited to present this 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.

Submitted by Susana “Suzy” Munoz, Asst Dir, Data/Online Systems, Alumni and Donor Systems

The Development and Alumni Relations (DEVAR) team has taken part in some great health and wellness activities over the past year in an effort to not only support individual health and wellness, but also to bring together more members.



With the help of Karen Buckwald in HR, who liaised with the Confucius Institute, we were able to bring the Tai Chi instructor to the NY campus for a dedicated session with the DEVAR team. The session was great! We learned that not all of us are able to just go slow and take our time through the movements – some of us just wanted to dance through the movements. Anyone who has taken Tai Chi knows that the movements are intentionally slow, so it was quite an effort to get us all on the same page ... or speed.

One of the best things that we have been able to do is set up sessions with Professor Spirit. We set up a full afternoon of ½ hour sessions where Professor Joanne Singleton made us note our anxiety level prior to having some fun time with Spirit and then again after. It’s amazing what a little puppy-time does to your energy.



The team also established a monthly book club where we have read everything from crime fiction, to historical fiction, to memoirs. This has been a great way for team members to get out of their comfort zones of what they would normally read. It has also helped with getting the team away from their desks during their lunch hour to participate in the book club discussion – something we all need to do more often.

As a team we are looking forward to another year full of activities that will continue to support our overall physical and mental health and wellness!

Would you like to share YOUR success story? Please send it to alert-hr@pace.edu by April 1st, and use the subject line “Be Well! And Tell!!”



The **YES I Make It Happen Customer Service Program** reflects the inclusion of the University’s important I Make It Happen initiative. The program continues to provide recognition to staff and student workers who are: **Accessible, Respectful, Professional, Accountable, Proactive.**

Divisions/departments whose staff has 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!](#)

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

Event

Take Our Daughters and Sons to Work Day (TODAS) is right around the corner! Mark your calendars for Thursday, April 25, 2019. [Click here](#) for further information.



Reminder

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



HR's Comings and Goings

Farewell...

Eva Edokpayi, Staffing Specialist (NY) has left Pace to pursue another opportunity. She will be missed.

Welcome...

Marquise Stewart, student assistant in Staffing and Recruitment (NY). Marquise is a human resources management major with a minor in marketing. He is on track to graduate in May 2020. His schedule is Monday and Thursday 9am – 5pm and Friday 9am – 12pm.

Congratulations...

Jasmine Campos was promoted to the Sr. Staffing Specialist (Valhalla). Jasmine will continue to work closely with our staff, students and faculty and provide guidance on hiring the best and brightest talent at Pace University.

Meghan O'Mara was promoted from Staffing Manager in Human Resources to Assistant Director, Administrative Information Systems. We are happy for her promotion within Pace!

Karla Ramirez was promoted to the Staffing Specialist (NY).

Karla started in staffing and recruitment as a student assistant while pursuing her master's degree in Human Resources Management. Please let her know how she can assist you with any recruitment and staffing needs you may have.



Trivia Time!

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

[Submit your responses by clicking here](#) no later than Friday, March 8.

1. This is a newly formatted HR Newsletter – true or false.
 2. The FY2019 PMDP mid-year check-in should be completed by what date?
 3. Name two wellness programs you would like to attend, whether they are currently offered or something new.
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