

HR

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:

Thursday, May 11, 2017

through

Thursday, May 25, 2017

for an effective date of July 1, 2017.

- [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.

Benefits Statements for 2016 for FT Staff and FT Faculty

Watch your mailbox and/or go to the Portal (beginning mid-May) to download your Personalized 2016 Compensation & Benefits Statement

- All full-time staff and full-time faculty should have received their personalized 2016 Compensation & Benefits Statement in the mail by early-May. You may also access your statement online through the Pace Portal. The statements will be available online beginning mid-May.
- This statement provides information concerning your total compensation from January 1, 2016 through December 31, 2016, including the value of the benefit contributions that the University made on your behalf.
- Benefits are an important part of your compensation, as they provide financial protection from extraordinary healthcare expenses and financial security throughout your career at Pace.
- This personalized statement provides the necessary information to understand and manage the comprehensive benefits that the University provides to you and your family.



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.

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, 2016 through June 30, 2017). [Please click here to access the program details.](#)

Networking Breakfast for New Hires!



The Recognition Networking Event was held in Pleasantville, in the Butcher Suite on May 4, 2017.

Each year, Employee Relations recognizes and celebrates full time staff upon one year of service completion. This is a recognition event with developmental attributes that supports HR's retention and engagement goals. The individuals invited were not only recognized for their 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, Christine Shakespeare, Assistant Vice President of Continuing/Professional Education, gave attendees insights of her own career path.

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



Pace HR Gives Cancer the Pink Slip!!



On April 21, HR participated in Pace's Relay for Life, benefitting the American Cancer Society. Karen Buckwald, team captain of *Pace HR Gives Cancer the Pink Slip*, led the fundraising efforts. The team raised more than \$2,000!!

Here's to your health!



HR sponsored healthy cooking demonstrations in New York and Pleasantville, presented by Chartwells chefs.

Participants watched demonstrations, learned about "superfoods" and devoured the tasty and creative dishes prepared by the chefs! Menu items included: Avocado spinach salad with honey, olive oil, and lemon vinaigrette; vegan banana and hemp seed sushi; three seed-crusted chicken with a sundried cherry sauce; shaved Brussels sprout salad topped with seared tuna steak, to name just a few of the many tasty dishes that were demonstrated and served to participants!

Visit our Wellness Website!

Many of our [wellness programs](#) either have no cost or actually reward you in cash for participating! Here are just some of the programs:

- **Preventive Care Incentive Program** - Receive up to \$240 for annual physical and other wellness exams!
- **Healthy Pregnancies, Healthy Babies!** – Receive up to \$150 for joining; 24/7 support and education!
- **Smoking Cessation program** – Participate in the Great American Smokeout to kickstart your healthy habit!
- **Wellness Walking Club** – It's called a club, but you do not need to be a club member to participate in this walk, held on Tuesday in Valhalla, and on Thursday in New York.

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.

University Holidays

Enjoy up to 15 paid holidays! [Click here](#) to view the 2017 University Holiday Calendar. *This year, there is a floating holiday, date to be approved by your supervisor.*

Please note: There is no carryover of any paid time-off (vacation, personal, floating holidays).

Staff Development Day – Watch for a “Save the Date”



This year, Staff Development Day will be held on Friday, October 13! All Pace University staff and faculty will be invited to participate in a large selection of training programs being offered by various Pace departments and outside vendors, such as TIAA.

We want to hear from you! Please tell us what training sessions you would like to see, even if they have not been offered in the past! Examples of programs from past years include:

- Tips for Presenting Effectively
- Stress Management & Meditation
- Advanced Excel

Please send your suggestions to orglearndev@pace.edu.

[Click Here to access OL&D Calendar & Registration site](#) for other programs!

If you have any questions, please contact Julie Werkheiser at jwerkheiser@pace.edu or x22637.



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, November 2, 2017 3–5pm
Law School Tudor Room

Thursday, November 9, 2017 3–5pm
NYC Union/Bianco Room

Thursday, November 16, 2017 3–5pm
PLV Gottesman/Fern Dining Hall



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!

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.



Take Our Daughters & Sons to Work Day

Thursday, April 27, 2017

Educational and exciting events were held on the NYC and PLV campuses with a record number of participants! Children of staff and faculty participated in interesting activities including making slime, painting a birdhouse, learning about wildlife, creating a career collage, gaining a Sense of World Cultures with the English Language Institute, and a tour of the Schimmel Theatre on the NY campus, to name just a few! It was a fun-filled time for all!

[Click here for more information.](#)



FY17 PMDP Review Process

The FY16 PMDP Review Process Training, and FY 18 Goal Setting Training will open on June 1, 2017.

We have made some changes to this year's PMDP to both stream-line the process and improve the quality of the review discussion.

We will be providing training on these changes during the summer. There will be on-line system training for all staff, and in person **required** management training for all supervisors. Training will be available in New York and Westchester, so please do not hesitate to register for the session of your choice. The dates will be communicated shortly.

Dedicated department training is also available and can be scheduled by contacting Adèle MacKinlay, HR Change Consultant, Organizational Learning & Development, at amackinlay@pace.edu or x22794.

Starting the Pace: A Professional & Career Development Program Congratulations to the 2016 Cohort!

Last year, Organizational Learning & Development introduced a new development program, Starting the Pace. This intensive, nine month development program was designed to provide professional staff with career, personal awareness, and career-decision making skills.

Administrative Staff Councils



Officers of the Westchester Administrative Staff Council for 2016/2017:
Danielle Catalano-Taylor, Lisa Faillace, MaryEllen Humphrey, Michele Camardella

The program kicked off in May, 2016. The following individuals who were selected by a committee from a pool of 50 applicants, graduated from the program on March 9, 2017:



Back row, left to right: Katy Luk, Scheduling Analyst Tech Coordinator, OSA;
Katie Olsen, Senior Academic Advisor, Office of the Dean, Dyson College;
Kathi Reczek, Sr. Staff Associate, Health Care Units; Ivy Riddick, Associate Director Budget/Admin Operations, University Relations;
Jennifer Ross, Manager, Scheduling/Office Operations, Office of the President; Deborah Sassano, Coordinator Scheduling/Administration, Office of the Dean, CHP, Pleasantville; Susan Donahue (Starting the Pace Facilitator, from Organizational Learning and Development, Human Resources)
Front row: Danielle Catalano-Taylor Assistant Director-F&A/Capital Budget Management, F&A

For more information about this and the other leadership, management, and career development programs, please contact Susan Donahue, Director, Organizational Learning & Development, at sdonahue@pace.edu or x22766.



Officers of the New York Administrative Staff Council for 2016/2017:
Denise Moreno, Iraida Garcia, Marc Potolsky, Mary Stambaugh

The Administrative Staff Councils (in Westchester and New York) serve as the voice of the staff of Pace's campuses. The chairs/co-chairs represent the interests of the Council at meetings of Pace's Board of Trustees.

Administrative Staff Council meetings meet once a month during the academic year. Each meeting includes guest speakers, who update attendees on the initiatives taking place in their division. It is a great opportunity to learn about the University, get involved, and get to know your colleagues. We welcome new attendees! If you would like to speak at a future meeting, please contact any of the officers from the respective campus.

On May 5, the attendees of the Westchester Administrative Staff Council meeting approved the following slate of officers for 2017/18 (effective July 1):

Co-chair: Michele Camardella
Co-chair: Justin Santore
Treasurer: Danielle Taylor
Secretary: Amanda Scully

We thank MaryEllen Humphrey (co-chair) and Lisa Faillace (secretary) for their service!

The NYASC officers remain unchanged.

Save the dates for the annual administrative/staff picnics:

Westchester - Wednesday, June 7
New York – Monday, July 10

More details will follow!

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 11 - 25, 2017)	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 (<i>Save the date! Scheduled for June 7, 2017</i>)	June
Law School Staff Picnic (<i>Save the date! Scheduled for June 8, 2017</i>)	June
New York Staff Picnic (<i>Save the date! Scheduled for July 10, 2017</i>)	July
Women's Professional Development Forum	TBD
PMDP reviews and Goals Due	September
Staff Development Day (<i>Save the date! Scheduled for October 13, 2017</i>)	October
YES Events	September/October
Lee National Denim Day	October
Employee Recognition Ceremonies	November
Holiday Party for Faculty, Staff and Students	December

HR's Comings and Goings....

- Welcome **Rich Cartew**, Technology Training Manager in OL&D, who started on April 24!



- We wish **Ann Courtien** all the best on her upcoming nuptials!
- **Matt Renna** was appointed to the board of directors of the AFCU
- On Friday, April 21st the LGBTQA and Social Justice Center held their fifth annual Lavender Award Ceremony to recognize Pace University students, staff, faculty, and alumni who have made lasting contributions to the lesbian, gay, bisexual, transgender, queer, and ally community. Two of our very own, **Bernadette Baumann** and **Sia Bundor**, were awarded the "Employee Advocate of the Year" Award which recognizes employees who use their position at Pace to provide an extraordinary level of support to the LGBTQA community on campus.

Hats Off to our Graduates!!



- **Jessica Aulakh** – MS in General Counseling
- **Lisa Dash-Grimes** – MS in General Counseling (Dec 2016)
- **Adèle MacKinlay** –MSc in Organizational Leadership (Quinnipiac University)
- **Diane Saraiva** - MS in Environmental Science
- **Bhargav Adapala**, graduate student assistant – MS in Human Resource Management
- **Mariah Jusino**, student assistant - BBA, Business Management
- **Nadia Polanco**, student assistant - BBA, major in Human Resource Management and minor in Marketing

Congratulations to all!!



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 from those who provided the correct responses! Answers can be found in this issue!!

- 1) What are the dates of the annual benefits Open Enrollment period?
- 2) Name one current officer who serves on either of the Administrative Staff Councils.
- 3) True or false: HR made some changes to the PMDP form this year and supervisors will be **required** to take classroom training.

[Submit your responses by clicking here](#) no later than Wednesday, May 17.

Last issue's winners were:

Donna Kowal – Academy for Applied Environmental Studies

Fran O'Gara – Office of the Dean, Seidenberg

Dr. Richard Shadick – Counseling, 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	<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 Fray</u> x22742	<u>Matt Renna</u> Associate VP HR x22738 <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>Adèle MacKinlay</u> x22794 <u>Rich Carthew</u> X22299	<u>Lisa Dash-Grimes</u> Director x22708 <u>Meghan O'Mara</u> x22771 <u>Jessica Aulakh</u> X22673 <u>Charlmane Colter</u> x11630 (NY Campus)

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