



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](#).



## Performance Reviews 2018 & Goal Setting 2019 for Staff

The FY2018 Performance Management and Development Process (PMDP) and the FY2019 Goal Setting process opened June 4, 2018.

Please [click here](#) to access the system.

The review period runs through September 30 and it is expected that all full-time employees will have had their annual performance review discussion with their supervisor during this period.

**Your FY2018 PMDP review and FY2019 goals should have been submitted to Human Resources by September 30, 2018.** New in FY2017, the FY18 PMDP review and FY19 Goals are on the same form. **If you have not submitted them, please do so today!**

If you have any questions, please contact Susan Donahue, Director, Talent Development, at [sdonahue@pace.edu](mailto:sdonahue@pace.edu).

## You're Invited!

The Pace University Community is invited to attend the

### Employee Recognition Ceremonies and Receptions

Please join us at your campus event to celebrate the success of colleagues who are being recognized for their excellence in 2018.

#### Law School

Thursday, November 1, 2018  
3:00pm–5:00pm  
Tudor Room  
Preston Hall

#### New York City

Thursday, November 8, 2018  
3:00pm–5:00pm  
Bianco Room  
One Pace Plaza

#### Pleasantville

Monday, November 12, 2018  
3:00pm–5:00pm  
Gottesman Room  
Kessel Student Center





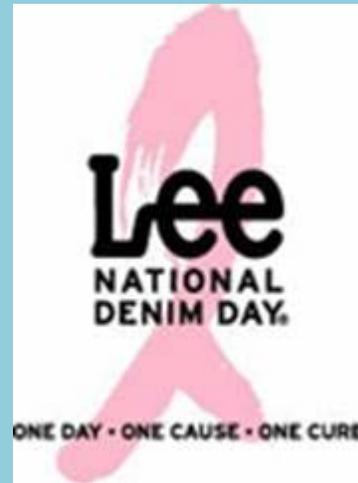
**Congratulations to the College of Health Professions for being the first at Pace to reach 100% completion of the FY2018 PMDP and FY2019 Goals!**



## **STAFF DEVELOPMENT DAY FRIDAY, OCTOBER 19<sup>th</sup>**

This fun and informative day of learning is open to all Pace University staff and faculty. **Registration closed October 8. Walk-ins are welcome ONLY for classes that have not reached full capacity.** All walk-ins MUST go to the registration table located outside of Gottesman. Please let our staff know you have not registered, and they will let you know what classes are still available.

Programs are offered in conjunction with Human Resources, ITS, Finance & Planning, University Relations, Continuing & Professional Education, Multicultural Affairs



**Pace raised \$425!!**

Pace University is proud to continue taking part in this movement aimed to end breast cancer. THANK YOU to those who joined us in helping Lee®

Jeans and the American Cancer Society® improve the everyday lives of those affected by breast cancer – past, present and future.

It's not too late to help! Please consider making a donation no later than October 31 to the Pace team at [www.denimday.com](http://www.denimday.com) by going to *Register a*

& Diversity Programs, College of Health Professions, Academic Federal Credit Union, TIAA, Ivy Rehab and WB Mason, just to name a few. A shuttle bus will be available for NYC staff and faculty.

Course offerings include:

- Taking Advantage of Google Voice
- Challenging Conversations: Political Discourse in our Contentious Political Moment
- Best Practices for serving Transgender, Genderqueer, and Non Binary Stakeholders
- Smart Storytelling Through Social Media
- Adobe Sign, and many more!

[Click here](#) for more information. If you have any questions, please contact Julie Werkheiser, Talent Development Training Manager, at [jwerkheiser@pace.edu](mailto:jwerkheiser@pace.edu) or dial x22637.

#### Wellness Programs at Staff Development Day!

In addition to the many topics that will be presented that day, we are happy to offer several wellness programs, including but not limited to 25 Simple Tips to Make Your Diet Healthier, Enhancing the Quality of Your Life through Self Hypnosis; Mindfulness Tools to Reduce Stress; HIIT Pilates with Combo Bands, and a wellness booth with giveaways from Cigna!

*Team/Join a Team/Pace Setters.* Your donations help the American Cancer Society save lives by funding groundbreaking breast cancer research; providing free, comprehensive information and support to those touched by breast cancer; and helping people take steps to reduce their breast cancer risk or find it early when it's most treatable.

If you have any questions, please contact Rosemary Mulry, Employee Relations Specialist, at [rmulry@pace.edu](mailto:rmulry@pace.edu) or dial x22645.



Pace HR has been active in ensuring that faculty and staff engage in a variety of wellness activities to improve their physical and mental well-being.

This academic year, in addition to the [Preventive Care Incentive Program](#) where you can receive up to \$240 a year for well visits, and the [Wellness Walking Club](#) in New York, we will be offering some ad hoc programs. Watch for more programs, and be ready to Pace Yourself to Wellness! Please visit our [wellness website!](#)

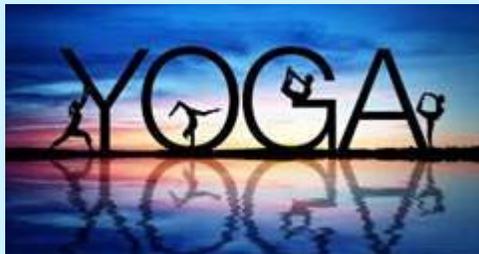
## **“What's Your Financial IQ?” Win one of three Apple® iPad® Mini tablet computers, with Wi-Fi!**

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 unique challenge. Put your financial know-how to the test, and **you may win one of three Apple® iPad® Mini tablet computers, with Wi-Fi!**

**The challenge began October 1, but you can catch up on the past sessions of the challenge and be awarded with chances to win for each session taken in addition to the chance earned from today's session!** To enter, and for more details, [click here](#). Complete the registration form with all required information (including your email address) to create your account and to access the "What's Your Financial IQ?" Quiz. The Quiz consists of seventy-five (75) questions in total and is divided into fifteen (15) different sessions comprised of five (5) questions each. Each session focuses on a particular aspect of personal finance (e.g., retirement planning, investment decisions). Each day, from 10/01/2018 to 10/15/2018, the website will feature a new session. Complete each session, answering each question to the best of your ability within approximately sixty (60) seconds. Each time that you complete a session by answering all five (5) questions, during the month of October, you will receive one (1) entry in the random drawing.

Complete all questions by October 31, 2018. Each time you play, you are entered for a chance to win one of three mini iPads®! The more days you play - the better your chance of winning!

## **Yoga and Tai Chi: Free Classes! Back by Popular Demand!**



**Yoga classes will be offered at the Goldstein Health and Fitness Center on the following remaining Wednesdays, from 12:10 pm – 1:00 pm: November 7 and December 5**

Human Resources has partnered with Athletics to offer a yoga class, free of charge, once a month, in the fall semester. You do not need to be a member of the Goldstein Health and Fitness Center. Please present a valid Pace ID when you enter the building. Mats are provided. Any level of experience is welcome at any time!

**Yoga is offered in the gym in New York year round on Tuesdays from 12:45 pm – 1:45 pm on the gym's basketball court.**

Mats are provided. Any level of experience is welcome at any time!



Human Resources has partnered with the Confucius Institute to offer tai chi, free of charge, for the upcoming dates. If you are looking for a way to reduce stress, consider tai chi (TIE-CHEE), an ancient Chinese tradition that was originally developed for self-defense. Tai chi has evolved into a graceful form of exercise that's now used for stress reduction and a variety of other health conditions. Tai chi is a noncompetitive, self-paced system of gentle physical exercise and stretching.

**Tai chi classes will be offered on the Pleasantville campus on the following Thursdays, from 12:00 pm – 1:00 pm:**

**October 25 – Goldstein Athletics Center, Aerobic Studio  
November 1, 8, 15 – Kessel Student Center, Multipurpose Rm**

**New!** Tai chi classes will be offered in the gym in New York on the following Fridays, from 12:00 pm – 1:00 pm on November 2 and December 7.

**Boot camp is offered in the gym in New York on Mondays from 12:00 pm – 1:00 pm through December 10.**

## **Pottery Painting for a Cause!**

On August 22, we enjoyed a relaxing afternoon of painting which also gave back to the community! We partnered with *Empty Bowls*\* to each paint a bowl which will be distributed during a fundraiser that fights to end hunger.

\*For more information on *Empty Bowls*, e-mail [CHAPPAQUACARES@gmail.com](mailto:CHAPPAQUACARES@gmail.com).



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**Be Well! And Tell!!**

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

**This is Melissa Grant's story about training for runs, in her own words:**

No matter how much you try to prepare yourself, sometimes you wake up to find that life threw you a dozen curveballs at once. I was turning 40 while pursuing a second graduate degree, had just started a new job at a different university, moved out of the Brooklyn neighborhood I adored for decades to one further out, had a baby, and my husband's business closed so I became the primary breadwinner as he went back to school. Hello stress! It may seem counterintuitive to cope with all these changes by adding something new to my life rather than booking a time out somewhere, but the latter wasn't really available to me. In the midst of warding off a meltdown with an endless slew of mocha lattes, I came across an ad for a women's half marathon in Central Park. I had been extremely active all of my

life until that last year. I had been a soccer player, dancer, yoga devotee, pilates teacher and personal trainer. Now I found myself out of shape and utterly exhausted with no clue how to get back to a semblance of my former self or – more importantly - cope with my new world. So, against all logic, I signed up.

I trained for just three months with slowest runs imaginable and worked up to only one 9 miler. Despite managing a hundred fears at once, I showed up for the race. I was astonishingly slow, particularly because I hadn't been running on hills (have you even walked up those Harlem hills?!) but once I crossed that finish line I experienced the best feeling in the world. That evening, I signed up for the Brooklyn half marathon which was a few months later. Then the Staten Island half. Then the Manhattan half. I found ways to run at night when my husband was home and son asleep. In between activities on weekends. Before sunrise. Any chance I got. I learned to run no matter what was going on – in my life, in my body, or in the world around me. I got stronger, faster, and even started placing in the top of my age group. I raced in snow storms, heat waves, and most memorably, a wind storm in which the mayor had warned everyone to stay indoors. You just haven't lived until you've run a half marathon into 60 mph gusts along the Brooklyn waterfront! (Slowest time ever and the one I'm most proud of).

I had running and racing in a comfortable place with no plans of pushing for further distances until my cousin's 7 year old son was diagnosed with leukemia. With obviously no medical skills and no trust fund to help with expenses, I felt absolutely helpless... until I saw a notice about the inaugural Brooklyn Marathon. Runners are well known for not just an addiction to racing long distances in terrible conditions at ungodly hours, but also for raising funding for meaningful causes. So, I signed up and quickly discovered that while half marathon training can be taxing on the body, full marathons are taxing on the mind. Every training mile over my typical 13.1 was a psychological battle to keep going. I thought of my cousin with every step and made it through my 26.2 "Running for Liam" with incredible ease - one day after my cousin was declared cancer free! Afterwards, I thought "That's it. I've hit a top achievement. No more racing!" and happily drifted back into my comfort zone for a few more years. During this time, I went through another move, another big job change, a major injury that slowed me down almost to the pace at which I began, and the lovely effects of getting closer to 50. Although I refused to stop, I started to think that receiving finishing medals was finally behind me, until another child close to my family fell ill. Diagnosed with FOP (fibrodysplasia ossificans progressiva), this 11 year old was facing a life of progressive and permanent lack of mobility. Hospitalized for over a year, the medical expenses and emotional toll on her family were staggering. I couldn't stand just sending "thoughts and prayers" but I was back to a slow pace for maybe 3 to 4 miles. What could I possibly do to be of service? Naturally, at this exact time the NYC marathon lottery opened up. What are the chances? I couldn't imagine I'd get in but I entered anyway on a whim. A few weeks later, I checked my inbox. "CONGRATULATIONS! You've been accepted to the 2017 NYC Marathon". OMG. After a speechless few minutes of staring at the message in disbelief, I changed my Facebook cover photo to "Running for Erin" and hit the pavement to raise awareness, funding, love, and hope as best I could. Despite my long commute, hot summer, and the zillions of typical life curveballs that try to throw us all off our game, I kept getting up, lacing up, and showing up. Without question, having a gym right here on campus for all Pace community members was indescribably helpful. I cannot fathom how I would have trained without it. Running the NYC marathon was without question one of the most rewarding experiences for my life – and was made even sweeter when six months later, Erin was finally released from the hospital to once again live in her home!

**It's great that a major side benefit of running is saying in shape, but that's not all it's about. Running can remind us how to show up. It can train us in persevering through challenges from every direction and teach us how to adapt to changing situations without giving up on a goal. Most importantly for me, it can also show us how to be there – in some small way – for people in need.** Just so you know, there's always a spare treadmill downstairs in the Pace gymnasium. Hope to see you next to me sometime!

Melissa Grant, Assistant Dean  
Graduate Academic Advisement & Student Development  
Lubin School of Business

## 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 2019 University Holiday Calendar.

**Please note, for the upcoming holiday closing, the University will reopen on Wednesday, January 2, 2019.**

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



**The Great American Smokeout – November 15**

Every year, on the third Thursday of November, smokers across the nation take part in the American Cancer Society Great American Smokeout. If you use tobacco, consider using the date to make a plan to quit, or plan in advance and then quit smoking (or using other tobacco products) that day.

Watch for a communication coming from Human Resources, inviting you to participate in the smokeout (whether you use tobacco or not).  
You may even win a prize!

***Did you know?***

Nearly 38 million Americans still smoke cigarettes, and smoking remains the single largest preventable cause of death and illness in the world.  
Smoking causes more than 480,000 deaths every year, or about 1 in 5 deaths. For information on the Great American Smokeout, please [click here](#).

## **HR's Comings and Goings and Honors**

- Congratulations to **Sia Bundor**, Employee and Labor Relations Manager, who earned her ATIXA Civil Rights Investigator Level One and Level Two Certifications!
- **Ann Heitmann**, Associate Director of Compensation, completed her first half marathon - the Franklin Lakes Scenic Half Marathon in Franklin Lakes, NJ - on September 30th, finishing the race in 2 hours and 21 minutes! Good going, Ann!



## Program Goal

The goal of the YES I Make It Happen Recognition Program is to support the [University's Service Standards Initiative](#) by providing special recognition to Pace staff and student workers who are:

- Accessible
- Respectful
- Professional
- Accountable
- Proactive

This is intended to be a customer generated recognition which will improve both internal and external customer service.

Such achievements may include:

- Contributions that have a positive impact on customer service;
- Extraordinary efforts above and beyond the normal duties of the position;
- Performance substantially beyond expectation on a specific assignment, task or goal.

For more information on the YES I Make it Happen Program, please [click here](#)



## Pace Employees Deserve a Tiffany Anniversary



Pace University is partnering with Tiffany & Co. to honor 5 through 50 year service milestones, at 5 year increments. We want you to know that your commitment to the University is recognized and valued.

If you are celebrating an anniversary milestone this year, look for a personalized e-mail from Tiffany & Co. with information on how to select and order your gift.

For questions regarding your anniversary milestone, please contact Rosemary Mulry, Employee Relations Specialist, at [rmulry@pace.edu](mailto:rmulry@pace.edu) or dial x22645

## Check Out Our Training Calendar

The new academic year is a perfect time to refresh or enhance your professional or supervisory skills.

The Talent Development Department offers training programs to help you build the necessary skills to be successful in your current role or your next role.

[Click here](#) to view and register for training and development programs being offered. Check back often as new courses and dates will be added throughout the summer and fall.

### Technology Training

#### PeopleAdmin SelectSuite 7.0 – New training

Talent Development is continuing to offer engaging hands-on instructor-led training for the new and improved PeopleAdmin application for all hiring managers through November.

Please visit the training registration site for session times [here](#) and sign up today!

#### NEW! Videos:

We have 6 new online, self-paced video clips for staff, covering:

- Quick Overview of Updated Interface (1 minute only!)
- Creating a New Staff Position Description
- Modifying a Staff Position Description
- Creating a Student Posting
- Creating a Staff Posting
- Reviewing and Managing Applicants

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

## 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
PMDP Self-evaluation and Reviews Begin	June
Annual Goal Setting Begins	June
Pleasantville / Valhalla Staff Picnic	June
Law School Staff Picnic	June
New York Staff Picnic	July
PMDP reviews and Goals Due	September
Lee National Denim Day	October
Staff Development Day <i>Save the date! October 19</i>	October
Benefits Open Enrollment	Early-Mid November
The Great American Smokeout <i>Save the date! November 15</i>	November
Employee Recognition Ceremonies	November
Holiday Party in Westchester for Faculty, Staff and Students <i>Save the date! December 7</i>	December
Preventive Care Examinations to be completed for Plan Year <i>(Paperwork is due to Benefits by February 28, 2020; Payment will be made on March 31, 2020.)</i>	December *

Banner 9 – new look & feel - new training coming soon to your campus!

Talent Development will be offering hands-on training for the new Banner 9 application this Fall covering new layout and navigational features.

Once training is finalized a communication with a link to the training site with session dates will be available for registration.

If you have questions, please contact us at [talentdev@pace.edu](mailto:talentdev@pace.edu).

**\*Note: The Preventive Care Incentive Program is moving from a fiscal year to a calendar year, as reflected in the calendar above.**

## 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 &amp; 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**

<p><u>Matt Renna</u> VP HR x22738</p> <p><u>Karen Buckwald</u> Director of HR Initiatives... x22755</p> <p><u>Janice Russo</u> X22710</p>	<p><u>Matt Renna</u> VP HR x22738</p> <p><u>Carolyn Ventura Lengers</u> Assoc Dir., Benefits x22714</p> <p><u>Nydia Delgado</u> x22770</p> <p><u>Diana Saraiva</u> x22480</p> <p><u>Tammy Frary</u> Assoc Dir., HR Compliance/Rep... x22742</p> <p><u>Ida Matthews</u> X22728</p>	<p><u>Matt Renna</u> VP HR x22738</p> <p><u>Ann Heitmann</u> Assoc Director X22658</p> <p><u>Beth Buls</u> X22765</p>	<p><u>Bernadette Baumann Sr.</u> Director x11303 (NY Campus)</p> <p><u>Sia Bundor</u> x11869 (NY Campus)</p> <p><u>Luciana Ziegler</u> x22786</p> <p><u>Rosemary Mulry</u> x22645</p>	<p><u>Susan Donahue</u> Director x22766</p> <p><u>Rich Carthew</u> x22635</p> <p><u>Julie Werkheiser</u> x22637</p>	<p><u>Lisa Dash-Grimes</u> Director x22708</p> <p><u>Meghan O'Mara</u> x22771</p> <p><u>Eva Edokpayi</u> x11630 (NY Campus)</p> <p><u>Jasmine Campos</u> X22673</p>
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**Pace Human Resources is on Facebook and Twitter!**

To receive the most recent updates please:  
visit our Facebook page at [www.facebook.com/paceuniversityhr](http://www.facebook.com/paceuniversityhr) and Twitter at [www.twitter.com/paceu\\_hr](http://www.twitter.com/paceu_hr)  
"Like" us on Facebook if you are a fan of our page!



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

- 1) When will Staff Development Day be held?
- 2) Please provide a location and date of one of the Employee Recognition Ceremonies.
- 3) What is the last day you may play “What’s Your Financial IQ?” and what are the prizes?
- 4) Have you played at least one session of “What’s Your Financial IQ?” If no, why not?

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

Last issue’s winners were: Kit Lee-Demery – Safety and Security, and Amanda Miranda – Financial Aid (NY)

Congratulations, and thank you to all participants!