

The Whole You

Human Resources Highlights



Spring 2019

Meet the Human Resources Team

Carolyn Slaboden, Assistant Vice President/Director of HR and EO, cslabode@wellesley.edu , x2216

Carolyn directs all Human Resources activities for the College and is responsible for all human resources policies, compensation, employee relations, overall union/management relations, EEOC, benefits and systems as well as training and strategic planning.

Sarah Staley, Associate Director of Talent Management and Development, sstaley2@wellesley.edu, x2214

Sarah leads the talent management and development function, implementing a strategy that attracts, retains, and develops an excellent and inclusive workforce. Sarah is responsible for managing the employment team.

Sue Daganhardt, Assistant Director of Employment and Employee Relations, sdaganha@wellesley.edu, x2248

Sue manages all activities related to recruitment, hiring and meeting long-term employment goals for administrative staff and supports the hiring process for faculty. Sue plays a key role in implementing strategies for minority recruitment and retention.

Cristina DeGaetano, Human Resources Employment Specialist, cristina.degaetano@wellesley.edu, x3303

Cristina oversees the union recruitment process and supports the administrative staff recruitment process by sourcing and screening candidates using internal and external advertising, and provides logistical support throughout the interview process.

Sandra Murga Zuniga, Office Coordinator, smurgazu@wellesley.edu x3202

Sandra serves as the first point of contact for the Human Resources Office. She is a source of information and referrals to the College community and visitors. She also assists the Human Resources staff on daily administrative logistics and supervises student workers.

Dashawn Butner, HR Assistant, dashawn.butner@wellesley.edu, x2210

Dashawn is responsible for processing pre-employment and on boarding requirements for all staff and temporary workers. He provides day-to-day administrative support of the Whole You initiative.

Jen Jackson, Development and Engagement Specialist, jj3@wellesley.edu, x2211

Jen focuses on implementing employee engagement, wellness, and professional development initiatives that cultivate a robust and inclusive work environment. She coordinates related programming, events, and communications.

Kelly Robinson, Associate Director of Benefits and Operations, krobins5@wellesley.edu x2215

Kelly is responsible for directing the College's benefits and compensation programs to ensure that they are competitive and administered according to College policy and federal and state regulations. She is responsible for overseeing benefits, compensation and HR technology.

James White- Benefits Specialist, jwhite8@wellesley.edu , x 2212

James assists in the administration of the College's health, welfare and retirement benefit programs for faculty and staff employees. This includes facilitating benefits orientations, Workday enrollments and Open Enrollment.

JoAnne O'Beirne, Human Resources Data and Compliance Analyst, jobeirne@wellesley.edu , x 2231

JoAnne is responsible for the oversight of the Workday Human Resources database for all administrative and union employees. JoAnne partners with LTS to review, test and launch HR Workday functionality. She also administers the Leave of Absence process and workers compensation in addition to ensuring annual reporting compliance.

Develop & Recognize You New in 2019

Wellesley employees can now search for administrative jobs in Workday. To view internal employment opportunities, simply search “Find Jobs” in the Workday search bar. If you find a position for which you would like to apply, you can push the orange “apply” button, and you will be taken to a screen where you can upload your resume and cover letter and click “submit”. When applying, you will also see fields for your job history, education, languages, and skills. If you would like to update these fields, you can create a new Worklet on your home page called “Careers” or access this page from the left side bar. From the Careers page in Workday, you can also find jobs and view your applications, as well as update your job history, education, languages, and skills to complete your internal career profile.

To support internal employees with their career development, we are also rolling out two career development programs alongside the updates to the recruiting platform. Please sign up for the programs below here:

<https://www.signupgenius.com/go/5080945AFAE2EA1FE3-career>.

- **It’s Your Career:** This session will help employees gain new perspective on today’s career landscape and effective career management, as well as clarity on their own career drivers, strengths, and differentiators and improved understanding of the conditions under which they do their best work. The session will provide ideas for exploring opportunities within Wellesley and a discussion plan and tools to enlist support for career development.

Date: Tuesday, June 11th **Time:** 8:30 am – 4:30 pm **Location:** Library Lecture Room

- **Career Coaching for Managers:** This session is designed to equip managers to have purposeful career conversations that benefit the organization as much as they benefit the person being coached. Managers can use these skills to learn what employees want out of their careers and how to support them.

Date: Thursday, June 13th **Time:** 9:00 am – 12:00 pm **Location:** Multi-faith Room

Please attend our Development and Engagement Fair on Thursday, April 25th in the Tishman Commons!

From 11:00 am to 1:00 pm on Thursday, April 25th, stop by Tishman Commons to learn about the variety of development and engagement programming available to Wellesley employees. Stop by the Cow Chair room for drop-in sessions on Workday Recruiting and Performance Management, or to ask your learning and development questions. Learn about current programmatic offerings including our SEED Program (Seeking Educational Equity and Diversity), Community Conversations, and other Develop and Recognize You programming. In particular, this is an opportunity to learn more about our new administrative leadership and management programming beginning next fall:

- **CALL (Collaborative Administrators Learning Leadership) program:** This four day program for Individual Contributors will focus on self-awareness and leadership skills, diversity and inclusion, communications skills and relationship building, and managing personal and organizational change.
- **EXCEL (Executive Coaching for Effective Leadership):** In this year-long coaching program, experienced leaders will learn and hone leadership skills.
- **MEET (Management Education and Engagement Training) program** is a three day program for managers focused on the role of the manager, effective managerial communications, delegating, and managing performance and understanding the basics of employment law and administrative policies at Wellesley.

Develop & Recognize You Spring/Summer Programs

To register for these programs, sign up here: <https://www.signupgenius.com/go/5080945afae2ea1fe3-develop>. Please visit <https://www.wellesley.edu/hr/thewholeyou/developandrecognizeyou> for more information.

• **Working Smarter (Not Harder):** We all wish we had one more hour in the day. While a day is, and always will be, 24 hours, there are ways to maximize those hours to create greater productivity. Learn to tap into more of the brain's potential. This seminar takes a psycho-educational approach to improve focus, attend to details, minimize distractions, and have better quality of control. Expect to engage and practice new skills for better time management.

Date: Thursday, April 11th **Time:** 10:30 am – 12:00 pm **Location:** Library Lecture Room

• **Speaking Up With Confidence:** Communication is all about impact, and frequently our message does not make the impact we had hoped. The goal of this seminar is to help the employee send intentional, impactful messages. The session will help participants differentiate between passive, aggressive, and assertive styles, and will review assertiveness skills that can be used in both personal and professional situations.

Date: Tuesday, May 14th **Time:** 10:30 am – 12:00 pm **Location:** Library Lecture Room

• **Habits, Happiness, and Human Nature:** This seminar will explore concepts from Gretchen Rubin's book *The Four Tendencies*. Our tendencies shape our behavior, so understanding this framework lets us make better decisions, meet deadlines, suffer less stress and burnout, and engage more effectively. By the end of this seminar, each participant will be able to identify at least three strategies to change behaviors and be able to identify the motivation for and benefit gained by doing so.

Date: Wednesday, June 12th **Time:** 10:30 am – 12:00 pm **Location:** Library Lecture Room

Develop & Recognize You Ongoing Initiatives

What will you do to develop yourself next year? There are a variety of leadership development programs available to administrative staff who are interested in improving their leadership skills. The Wellesley College Leadership Development Program is for emerging leaders at Wellesley interested in strengthening supervisory and management skills as well as developing leadership skills through cross-functional learning projects. The Susan Vogt Fellowship Program is available for functional leaders and employees in supervisory roles and connects, develops, and supports emerging leaders within the schools of The Boston Consortium. The HERS (Higher Education Resource Services) Program focuses on leadership and management development for women in higher education administration. Please find information including deadlines and how to apply at <http://www.wellesley.edu/hr/empdev/othertraining> and feel free to contact Sarah Staley at sstaley2@wellesley.edu with questions.

Service Anniversary Program: We are so thankful for the expertise and contributions of our incredibly dedicated group of faculty and staff. Every spring, we celebrate the contributions of those celebrating service anniversaries from 5 years and every 5 years thereafter. If you are celebrating one of these milestones, please save the date for this year's Service Milestone Celebrations, which will take place on Thursday, May 16th from 3:00 to 5:00pm. Your service makes a tremendous impact on the mission of the college.

Performance Management Annual Reviews for Administrative Staff: Now have a new look in Workday in 2019 to simplify the process. The focus is on easily capturing and communicating your key contributions to the College in 2019. The annual fiscal year-end performance review period is now open through June 14th. During this period, supervisors and administrative employees should have an in-person review discussion about progress on goals set for FY19 and complete the review portion of the performance module on Workday. Please check your Workday inbox for a message about starting your review. All are welcome to attend training on annual performance reviews in the HR conference room at these times (click [HERE](#) to sign-up): Tuesday, April 23rd at noon, Monday, May 6th at 11:00 am, and Thursday, May 9th at 1:00 pm. Our performance management program is designed to promote clear communication and aligned expectations between employees and their supervisors throughout the year.



2019 Summer Hours for Administrative Staff

Flexible summer hours begin on Monday, June 10 and end on Friday, August 16.

The flexible summer work week for full-time administrative employees will be 35 hours or four 8.75 hour days. This means working from 8:00 am to 5:30 pm with 45 minutes for lunch which equals one 8.75 hour day.

Given the nature of work in some offices, they may decide to be open and fully staffed Monday through Friday. Some offices may decide to be open and fully staffed Monday through Friday. Some offices may decide to participate in summer hours by remaining open 5 days per week with staggered staff. In both of these cases, office hours and staffing needs will be determined at the discretion of the department division head.

Visit the HR Spotlight on the Human Resources website for more information about employees who work less than full-time and the July 4th Holiday week.

2019 – 2020 Holiday for Administrative Staff

Patriots Day – Monday April 15, 2019

Christmas – Wednesday, December 25, 2019

Memorial Day – Monday May 27, 2019

New Year's Day – Wednesday, January 1, 2020

Independence Day – Thursday, July 4, 2019

Martin Luther King Jr Day – Monday, Jan. 20, 2020

Labor Day – Monday, September 2, 2019

Presidents Day – Monday, February 17, 2020

Columbus Day – Monday, October 14, 2019

Patriots Day – Monday, April 20, 2020

Thanksgiving – Thurs. Nov. 28 – Fri. Nov. 29, 2019

Memorial Day – Monday, May 25, 2020

2019/2020 Academic Year schedule for Administrative Employees

Typical Schedule Include:

39 Week (9month) appts: 8/26/2019 through 5/23/20

41 Week (9 1/2 months) appts: 8/26/19 through 6/6/20

43 Week (10 month) appts: 8/26/19 through 6/20/20

Employees should confirm their start and end dates with their supervisors.

Important Dates:

New Student Orientation Start –
Sunday, Aug. 25 2019

Spring Break – Monday, March 23 to 27, 2020.

Labor Day – Monday, September 2, 2019

Last day of exams for spring 2020 semester –
Friday, May 15, 2020

Classes Start– Tuesday, September 3, 2019

Commencement- Sunday, May 31, 2020

Engage You Upcoming Program

Exploring Inclusive Excellence, Part Two: This session follows the well-attended December 2018 program; which focused on the student experience and how our informed behaviors and practices can create and support more inclusive environments for them across campus. This program shifts the focus to view the Inclusive Excellence work through the lenses of administrators, staff and faculty. The central questions are: What is the experience of these individuals on campus and how, through our individual and collective efforts, might we consciously work to create a more inclusive and supportive culture for them? What would have to change? How can we work together to make this happen? What would success look like and how will it be rewarded? As always, the program will include large and small group work and a series of exercises intended allow for personal reflection and team planning. We look forward to seeing you and hope you will invite others to join us as well. **Presenters:** Ines Maturana Sendoya, Ed.D., Associate Dean of Students for Inclusion and Engagement and Helen Wang, Director of Residence Life and Housing.

Date: Tuesday, April 16, 2019

Time: 4 – 6 PM

Location: Library Lecture Room

Sign up here: <https://www.signupgenius.com/go/5080945AF4E2EA1FE3-exploring>



Please check out our webpage <https://www.wellesley.edu/hr/thewholeyou/healthyyou> to learn more about all of the Healthy You programs we will be offering this semester.

Healthy You Onsite Spring Programs

Positive Psychology – the Science of Happiness To register for this program, please sign up [HERE](#)

Presented by Pam Garramone, M.Ed, Founder of Thrive Now Boston. This session has come highly recommended so we hope you can attend. The very smallest changes can make the biggest difference to truly help you become happier. Feeling happier is simple when you know and practice healthy habits.

Date: Monday, April 29th

Time: 12:30 pm to 1:30 pm

Location: Library Lecture Room

Coming Soon.... Walk this Way to a Healthier You, edHEALTH Colleges Compete

During this upcoming Walking Challenge, we will compete against other colleges and universities that are part of edHEALTH. (edHEALTH is the employee health insurance collaboration Wellesley College has joined to harness our power in numbers to successfully offer quality health care at lower costs).

As an individual, your goal is to meet or exceed a step count of either 5,000 or 10,000 steps per day, seven days a week, throughout the 4-week challenge. If for any reason you cannot meet the goal of the walking challenge, you are still invited to participate. There will be two prizes per week per school, a grand prize per school for top stepper and an ice cream social for the school that wins the challenge.

This Walking Challenge begins June 3, 2019. Stay tuned for additional details. If you have any questions, please contact Human Resources at ext. 3202.

Healthy You Ongoing Initiatives 2019

To support your wellness journey, Wellesley College offers all benefits eligible employees the opportunity to earn 200 points towards a \$200 Amazon gift card through our Healthy You program.

Complete at least three of the following activities by June 30, 2019 to earn the \$200 Healthy You Incentive (please note: in order to comply with IRS requirements, you will be taxed on this dollar amount):

- Earn a Gold Badge for completing activities with meQuilibrium
- Download the meQuilibrium Mobile App
- Complete two online activities through the new Harvard Pilgrim portal launching in March
- Attend one of the three 2019 onsite Healthy You sessions: Taking Care of Aging Parents (Feb 2019), Aromatherapy and Essential Oils (March 2019) or Positive Psychology (Monday, April 29th, 2019)
- Attend the Onsite meQuilibrium CalmCast Webinar —A Special Self Care Action Plan (Dec., 2018)
- Participate in the HPHC Biometric Screening (Benefits Fair — Tuesday, October 23, 2018)

Onsite Wellness Classes: <https://www.wellesley.edu/wellness/courseofferings> All instructor led wellness classes will be drop-in and FREE for employees and their spouses/partners. Classes are scheduled throughout the academic year through June 21.

Employee Onsite Wellness Classes

Class	Time	Location
Yoga with Susie Masters	Tues. and Fri. 12:30 - 1:30pm	KSC Studio 202
Pilates with Jan Taylor	Wednesday 12:30-1:15pm	KSC Studio 201
Tai Chi with John Bailes	Thursday 12:30-1:15pm	Academic Council Room
Barre with Monica Verity	Thursday 12:30-1:15pm	KSC Studio 201
Also free to employees...		
Yoga with Helen Wang	Monday 12:30-1:30pm	Multifaith Center



Our Prosperous You programs give you financial and retirement planning guidance —to help you make wise decisions now and for the future. Visit our website for more information at <https://www.wellesley.edu/hr/thewholeyou/prosperousyou>.

Our certified financial planners can help you plan for retirement: To make an appointment, call Human Resources at ext. 3202.

Meet with a TIAA representative on campus: To schedule an appointment, call 1-800-732-8353 or go to <https://www.tiaa.org/public/support/contact-us/consultations-seminars>

Prosperous You Onsite Spring Programs

To register for these programs, please sign up [HERE](#)

Paying Yourself: Income Options in Retirement

You've made a lot of sacrifices in order to put away enough money to retire. When it's finally time, do you know how to get the money back? There are lots of considerations, rules and tax implications that make these decisions very important and more complex. Tammy Kayata from TIAA will help simplify retirement income:

Date: Monday, April 22nd **Time:** 12:30pm to 1:30pm **Location:** Library Lecture Room

Social Security: Hear from the Expert and Leverage the Most from your Benefit

Presented by Francine Kollias. Francine is an expert at explaining how to navigate the Social Security process. She'll talk about retiree, survivor and disability benefits available and she'll review filing options and planning strategies.

Date: Tuesday, April 23rd **Time:** 12:30 pm to 1:30 pm **Location:** Library Lecture Room

TIAA Webinars

Below is a list of upcoming webinars in April, 2019. Click [HERE](#) to see the second quarter webinar schedule. To register for these programs, please click [HERE](#).

Tax planning in 2019 – Tuesday, April 16 at 12 p.m. (ET)

It is that time of year, when taxes are on our minds. Many of us will have just filed our income tax return and will want to think about income tax planning strategies for 2019. You may also want to know if estate, gift or generation skipping transfer (GST) will impact your planning. Join us to learn some common strategies to help leave more for you and your heirs.

Quarterly economic and market update – Wednesday, April 17 at 12 p.m. (ET)

TIAA's Chief Investment Strategist will discuss economic and market developments that may impact your retirement savings strategy.

All about IRAs – Thursday, April 18 at 3 p.m. (ET)

You can learn the facts about IRAs, how and IRA may help you meet your retirement savings goals and which one may be right for you.

Millennial financial literacy and fin-tech use – Thursday, April 25 at 12 p.m. (ET)

If you have ever felt a little lost when it comes to your finances, you are not alone. In a recent study, a financial literacy gap was found to exist amongst millennials. Researchers from TIAA Institute discuss this study and how it may shape the future of finance and technology.