

The Whole You Human Resources Highlights

Summer 2018



DEVELOP & RECOGNIZE YOU
WORKING TOGETHER FOR JOB OPPORTUNITIES & FULFILLMENT

2018 Administrative Staff Performance Management and Merit Process

This is a reminder that the fiscal year-end performance review period will be open until June 30th. During this period, supervisors and administrative employees should have an in-person review discussion about progress on goals set for FY18 and complete the review portion of the performance module on Workday. New training dates have been added for Wednesday, June 13th at noon and Thursday, June 14th at 2 pm in the HR Conference Room – please sign up to attend on our [SignUp Genius](#). Reach out to ssaley2@wellesley.edu with questions.

In addition, your 2018 Merit Statement will be available to administrative staff in Workday on July 3, 2018. The Merit Statement is official notification from HR of the changes to your salary effective the beginning of the next fiscal year. Merit statements are produced for those employees who were hired prior March 31, 2018. Grant funded employees and those who may have schedule or other changes that will take place on July 1st will receive an email with a merit statement. To learn how to access your Merit Statement please visit: <https://www.wellesley.edu/hr/salary-increase-and-bonuses>.

Congratulations and Celebrations at Wellesley

We had a wonderful Service and Recognition event on May 14th celebrating service milestones for 130 employees. The event celebrated service anniversaries from 10 years to 45 years and collectively nearly 3000 years of service. We are so thankful for the expertise and contributions of this incredibly dedicated group of faculty and staff.

The event also recognized staff award winners: Erin Konkle, recipient of our agent of innovation award, and the Division Administrators Meeting group, including Janneen Alves, Paula Budlong, Kelly Chilson, Ann Cronin, Yolanda Tong, Kim Lancaster, Chelsea Levine, Melissa Saporetti, and Cindy Verdelli. For more information on the program, to become a part of the nomination committee this fall, or to view this years winners and nominees please go to: www.wellesley.edu/hr/recognition.

Congratulations to our Wellesley College Leadership Development Program graduates who successfully completed the yearlong program and presented on their projects on May 16th: Leading at Wellesley: Courtney Soucar, Elizabeth Siwo, Kristiana Graves, Lindsay Darling, Marci Hahn-Fabris, and Rob Hale; From Handshake to the Hive: Alison Sobel, Hui Xiong, Jack McCarthy, Kristi Wilson, Lesley Robertson, Mared Westort and Sarah Barbrow; and Framing Free Speech: Amira Quraishi, Deanna Doughty, Elaine Harvey, Mike Lane, Pamela Landis, Rebecca Garcia, and Tara Henrichson.



PROSPEROUS YOU
WORKING TOGETHER FOR FINANCIAL WELLNESS

- Enjoy a variety of informative webinars by TIAA to help you with your financial planning
 - View the [full list of webinars](#) or call Human Resources at ext. 3202
- Meet with a TIAA representative on campus - Call 800-732-8353 or Visit TIAA.org/schedulenow
- Our certified financial planners can help you plan for retirement - Call Human Resources at ext. 3202





Spring 2018 Active You Walking Challenge

Thank you to all who participated in the Spring 2018 Active You Walking Challenge. Congratulations to the winners: Top team-WCIO- Deborah Kuenster and Andrea Quinn; Top 3 walkers Lisa Barbin, Kevin Reardon, Catherine Haslam

Summer Walking Challenge

Walk this Way to a Healthier You, [edHEALTH](#) Colleges Compete - Registration opens June 27 through the [Harvard Pilgrim portal](#) and the Challenge will run from July 11 through August 8. Stay tuned for details.

Healthy You Incentive Reminder

We would like to thank everyone who has completed the activities to earn the 2017/18 Healthy You Incentive \$200 Amazon Gift Card. Although the onsite workshops and Spring Walking Challenge have wrapped-up, if you still need to complete either an online workshop or meQuilibrium Gold badge, you have until June 28th to do so. Gift cards will be sent out via email the month following the date of earning 200 points.

Please visit: <https://www.wellesley.edu/hr/benefits/healthyyou> for more information.



Community Conversations

We are excited to offer four Community Conversations programs this summer. Please sign up for these programs on our [SignUp Genius](#). Feel free to bring lunch; light refreshments will be served.

Cross-Cultural Mentoring: This program will explore the concept of cross-cultural mentoring more deeply and begin (for some) or continue (for the others) the challenging work of developing the knowledge, skills and attitude needed by mentors to influence these outcomes -- whether working with colleagues or students. There will be a pre-work assignment and homework. Our guest speaker is the nationally renowned Stacy Blake-Beard, Ph.D. – noted author and Professor of Management – Simmons College **Date: June 27, 2018. Time: 11 am – 1:30 pm**

From Safe Spaces to Brave Spaces: During this session we will look at developing the knowledge and skills needed to have “brave space” conversations. This workshop will explore more fruitful, honest ways to engage, allowing for different life experiences to be explored, important issues to be addressed and, more importantly, rigorous conversations about underlying causes and possible solutions. Our presenter is Katherine Lampley, Director - Office of Diversity, Bentley University and founder of their Bentley Brave initiative. **Date: July 11, 2018 Time: 11 am – 1 pm**

From #MeToo to #NotMe Continued: We cannot change what we don't understand, so the goal of this program is to look at sexual harassment/abuse from first the female and then from the male perspective. Our goal is to both understand the factors that contribute to these power dynamics and to develop appropriate responses to keep ourselves and others safe, growing and empowered. Date: TBD. Time: 11 am – 1 pm

Exploring Inclusive Excellence: Three recent AACU studies looked at how students across all lines of difference can have rewarding and successful academic careers, enabling them to learn in environments that challenge, support, and value them, their cultures and their heroes and “sheroes”. Knowing that the academic experience extends beyond the classroom, this session will explore the underlying pillars of our theme (Inclusive Excellence) with an eye toward how the administrative and staff functions can and do contribute to the hoped-for outcomes. Date: TBD. Time: 11 am – 1 pm

Did you Know?

- It is important to update your campus address and phone extension in Workday in case of emergency. How do update this?
- [Step by Step instructions](#)
- Where to dine on campus during the summer?
- www.WellesleyFresh.com
- Curious about the Davis Museum Summer Film series that starts on 6/28?
- www.Wellesley.edu/davismuseum/events/upcoming