



From the desk of  
**Cynthia Springer, M. M.**  
Associate Vice Chancellor for HR-OIE

## HR-OIE HAS MOVED!

### LOOKING FOR US?

We have moved to the 3<sup>rd</sup> floor of the **Richard T. Doermer School of Business** building on the South Campus.  
Our office hours are 8am – 5pm, Monday – Friday.

**PURDUE FORT WAYNE  
HUMAN RESOURCES AND OFFICE  
OF INSTITUTIONAL EQUITY**

**HAS MOVED TO  
SOUTH CAMPUS**

*"I commit to empower our talent to explore uninhibited excellence in their work, for their well-self, and for one another."*

*- Cynthia Springer, M.M.*

**Employee Relations**

**Employee COVID-19 Self-Reporting Form**

Purdue Fort Wayne faculty and staff who wish to self-report their positive COVID-19 test or need to self-quarantine may now use this [confidential self-report form](#). Employees can also use this form to request assistance from Human Resources in completing necessary leave or remote work forms. If assistance is requested, the employee will be contacted by Melissa Helmsing, associate director of human resources, or Amy Jagger, senior benefits administrator, who are the only university personnel who will have access to submitted self-report forms.

Data on employee positive cases and self-quarantines will be anonymously aggregated each Friday for inclusion in the university's [COVID-19 data dashboard](#).

**Office of Institutional Equity**

**Thank you, Advisory Committee on Equity members!**

Members of this committee are faculty and staff who, after nomination by the Chancellor and appointment by the Vice President of Ethics and Compliance, serve a vital function in resolving complaints of discrimination and harassment. The Office of Institutional Equity values the input and advice of these committee members who give so generously of their time and talent.

Thank you to the 2020 Advisory Committee on Equity members:

**Faculty members**

- Jeff Anderson
- Curtis Crisler
- Jeannie DiClementi
- Isabel Nunez
- Kim O'Connor
- Barton Price
- Terri Swim
- Karla Zepeda

**Staff members**

- Sam Battistone
- Philip Davich
- Christina Egbert
- Nicholas Gray
- Cheryl Hine
- Jordyn Hogan
- Greg Justice
- Shubitha Kever
- Rhonda Meriwether
- Rachel Holycross
- Julie Nothnagel
- Todd Raines
- Alisa Thompson
- Megan Underwood
- Karen Van Gorder



**Payroll**

**Time to Review and Update Your Information!**

It's not quite tax time, but it is time to verify that your mailing address is correct. Whether you receive your W-2s electronically or in the mail, a current mailing address is necessary. You are able to view and update your address in SuccessFactors. The guide, [managing your employee profile in SuccessFactors](#), provides you with directions on how to make this update. It only takes a couple minutes!

If you have questions or need guidance, please reach out by email at [payroll@pfw.edu](mailto:payroll@pfw.edu). A team member will respond within 1 business day.

**Mental Health Corner**

**Bowen Center Virtual Workshop - Managing Holiday Stress and COVID: How to Support Yourself and Others**



In this year of social distancing, quarantining and so much uncertainty, it is not uncommon to feel extra stress. Adding holiday stress to the mix means that we need to equip ourselves with more tools to manage and cope with our stress.

Attendees will learn key skills for managing predictable holiday stressors & skills to manage the additional stress for the "unique" 2020 holiday season, as well as coping with grief during the holiday season and taking a look at how this year is different.

This workshop will take place via Microsoft Teams on December 11<sup>th</sup> at 2:00, see Teams meeting information, [HERE](#).

## Healthy Boiler Program

### December Employee Wellness Initiatives

To sign up to participate in any of these wellness initiatives, please contact Health Coach, Lindsay Bloom at [lbloom@pfw.edu](mailto:lbloom@pfw.edu).

#### Employee Yoga

Join employee health coach, Lindsay Bloom to de-stress, deep breathe, and increase flexibility, balance and muscle tone. All levels welcome!

The class will be held in the Fitness Studio, Gates Athletics Center on Wednesdays December 2, 9 and 16 from noon-1pm.

#### Healthy Boiler Webinar – Don't Just Sit There – Move More!

Most of us spend half of our awake hours sitting down, which over time can cause health issues and increase risk of chronic disease. Join health coach Lindsay Bloom on December 8<sup>th</sup> from 12:00 – 1:00pm to learn strategies to reduce sitting time, improve health, and increase energy.

#### [Zoom Meeting Link](#)

Password: **MOVE!**

#### Healthy Boiler Webinar – Aging Well

We all are growing older every day. The daily decisions you make influence your habits and your lifestyle. Aging well is a choice for most people, and it's always the right time to choose health. On December 15 at 12:00 – 1:00, join us to learn about small changes you can make today related to nutrition, physical fitness, and emotional wellness that will help you to age well.

Register on the [Healthy Boiler Portal](#). Zoom meeting link will be sent prior to the event

#### December Healthy Boiler Challenge – Stand Up

The StandUp Challenge invites you to get up and move around every hour – 8 times a day, for 20 days. That may sound like a lot, but the average office worker spends nearly six hours a day sitting at a desk. Now, that's a lot!



## Learning & Development

### Call for Spring Mask-a-Don Volunteers

To continue helping our Mastodon community practice healthy habits, the Mask-a-Don Ambassador Volunteer program will again hand out paper face masks upon our Spring 2021 return to campus. Face mask distribution sites will be set-up inside various buildings across campus on **January 11, 12 and 14**. Volunteers are needed to ensure the Spring effort is successful. Choose the available day/time that works best for you and [sign-up](#) to be a Mask-a-Don Ambassador Volunteer. Your support makes practicing healthy habits possible! [Click here and sign up to be a Mask-a-Don Ambassador](#).

### OUR VALUES

- P** People-centered Exceptional Foundation
- E** Excellence Standard
- O** Operational Business Partners
- P** Purposeful, Flexible Services
- L** Leading with Respect
- E** Effective Learning & Development Culture

## HR-OIE Team Spotlight

### RACHEL GIBSON

Talent Acquisition Assistant  
[gibsonr@pfw.edu](mailto:gibsonr@pfw.edu)



Rachel joined the HR-OIE team in May 2018, as Human Resources Assistant and recently moved into the role of Talent Acquisition Assistant. Rachel has worked in higher education in a support role since 2005. She was previously employed with the School of Polytechnic and prior to that, at Valencia College in Orlando, Florida, her hometown.

Rachel graduated Cum Laude with a Bachelor's degree in Humanities with a minor Organizational Communication from Rollins College (Mr. Roger's alma mater), while working full-time. She is currently continuing her education by working toward a Graduate Certificate in Human Resources from Purdue Global. Rachel thoroughly enjoys the seasons Indiana has to offer and going back to Orlando to visit her family and friends, when possible.



## Learning & Development

### Goals Due Date Extended to February 26th

We are proud of how our employees moved outside of norms and embraced what was necessary for students and the university to remain successful during these times. To give employees and leaders more time with the performance evaluation season, we are modifying the date by which goals are due to February 26<sup>th</sup>. Goals can be entered at any time. Once entered, managers and employees can continue to work together so that goal plans are on target.

The annual evaluation cycle spans from May 1, 2020 – April 30, 2021. Design your pathway forward by setting your goals, and grow with them as you move throughout the evaluation season. **Need help or** more information as you create your goals? Watch for upcoming goal planning sessions, review the [SuccessFactors Tutorial videos](#), or contact Dimples Smith at [smid@pfw.edu](mailto:smid@pfw.edu). Our goal is Employee Success!

## Office of Institutional Equity

### Affirmative Action Plan

The Office of Institutional Equity recently completed Purdue Fort Wayne's 2020-2021 Affirmative Action Plan for Race, Gender, and Ethnicity as well as the Affirmative Action Plan for Individuals with Disabilities and Veterans. These plans provide valuable data and insights on how we can continue to advance diversity, equity, and inclusion within our community.

Please watch the OIE website, as both plans should be published there by the end of the year.



## #HelloPFW Contact Us

Human Resources and Office of Institutional Equity  
**Doermer School of Business Building, Suite 300**

Main Phone: 260-481-6840

Email: [hr@pfw.edu](mailto:hr@pfw.edu)

HR Services Email: [payroll@pfw.edu](mailto:payroll@pfw.edu)

Looking for more information about a specific topic?

See our [Contacts by Topic Guide](#).

## Learning & Development

### Learn Verbal De-escalation Techniques

In collaboration with the Purdue West Lafayette Police Department, Verbal De-escalation (aka Verbal Judo) training will be offered online via WebEx. The training teaches skills for remaining calm and reacting more effectively when confronted with anger. The goal of the training is to provide techniques that can reduce the chance of a situation escalating. It will emphasize the importance of appropriate body language and empathetic verbal language. Verbal De-escalation skills can be helpful both personally and professionally. The two-hour sessions will be offered *December 8<sup>th</sup> and 14<sup>th</sup> at 2:00 pm; December 10<sup>th</sup> at 3:00 pm; and December 16<sup>th</sup> and 17<sup>th</sup>, at 9:00 am.* Sessions are duplicate sessions, so participants should only register for one.

To register for a session, email Lieutenant Sarah Clark at [sclark32@purdue.edu](mailto:sclark32@purdue.edu) with the date and time of the session you would like to attend.

