

#HELLOPFW

Purdue Fort Wayne's HR-OIE Newsletter



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

**Join Us TOMORROW,
 07/13/22, 1:00pm
 #HelloPFW Town Hall**

"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.

The HR-OIE Leadership Team invites all faculty and staff to the **#HelloPFW Town Hall**.

This quarter, the **Agenda** will showcase why the best place to work is PFW, including an overview of what we hear from faculty and staff related to **Start With us, and Stay With Us**. Come discuss this important agenda:

- Kirk Tolliver will discuss important compensation initiatives.
- Melissa Helmsing will review campus Inclusive Hiring efforts.

The Town Hall will be facilitated by Ken Christmon, University Ombudsperson.

WHEN: July 13, 2022

TIME: 1:00 pm

LINK: <https://purdue-edu.zoom.us/j/98936122423>

NOTE: *this is a change to the previously published link*

If you have advanced questions **related to the Agenda of the town hall**, you may submit a question prior to or after attending the town hall via this **Town Hall Topic** inquiry form. **Agenda related questions will be responded to during the town hall, time permitting.**

Did you miss one of our previous Town Halls? See our archived #HelloPFW Town Hall Sessions:

- [September 8, 2021 – #HelloPFW Town Hall](#)
- [January 12, 2022 - #HelloPFW Town Hall](#)
- [April 13, 2022 - #HelloPFW Town Hall](#)

Learning and Development

Your Success Begins With You

Taking an active role in your professional development helps synthesize your career and personal growth paths. This synthesis begins with goal setting. The first step in the university's annual evaluation process is for staff employees to enter their goals into SuccessFactors. The 2022-2023 Goal Plan is now available for goal entry and HR-OIE Learning and Development will offer goal-setting sessions on **August 15 and 23**. These sessions will share best practices for developing and/or refining performance goals, cover how goal setting connects to performance ratings, and give participants will have an opportunity to receive help with setting goals.



Employees can **register to attend a session**, or departments can request a session for their specific area. If you have questions regarding goal setting or annual evaluations, contact Dimples Smith, learning and development director, at smid@pfw.edu.

PURDUE UNIVERSITY
FORT WAYNE

**Human Resources
 and Office of
 Institutional Equity**

Employee Relations

Difficult Conversations

There is a common perspective that feedback is a one-way street between supervisors and employees. Feedback is an opportunity of providing constructive ideas between colleagues with the goal of improving performance, recognizing and reinforcing good concepts and behaviors, as well as improving morale and workplace culture.

Employee Relations is here to empower departments, supervisors, and employees to resolve workplace conflicts at the lowest level possible. This equips PFW employees to courageously have difficult conversations in order to foster relationships, improve understanding, possibly prevent future conflict, and provide an opportunity for personal and professional growth.

Things to consider when having a difficult conversation or providing feedback:

- 1) Seek understanding – enter the conversation seeking understanding. A misunderstanding simply means that one or both parties just didn't understand.
- 2) Be direct – have a clear point to having the conversation and be specific, offering examples, with your feedback.
- 3) Watch your language – words matter; this includes providing a positive outlook, establishing desired outcomes, and using civility and empathy as part of the conversation.
- 4) Clarify – encourage and ask questions to check understanding.
- 5) Provide solutions – feedback and difficult conversations should not be a complaining session. Seek resolution for both parties and how to move forward with a positive outcome.

Employee Relations is here to help PFW employees on all levels through both formal and informal avenues. If a difficult conversation needs to be facilitated, or if you need guidance, we are available to assist with providing professional consultation, and in some circumstances mediated discussions. We are strongest as an organization when we are united together as a team.

HR OIE Employee Relations:
<https://www.pfw.edu/offices/human-resources/employee-relations/>

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

Payroll

Public Service Loan Forgiveness Program (PSLF)

Do you have student loan debt? Are you aware of the Public Service Loan Forgiveness (PSLF) Program?

The PSLF program, first launched in 2007, was designed to help public servants pay off their loans faster. The program works by offering loan forgiveness to eligible public servants, including Purdue employees, who have made 120 qualifying student loan payments.

After rule changes in [October 2021](#) and [again in April](#) of this year, student loan forgiveness was extended to even more people who may have previously been ineligible for the PSLF program. If you want to apply for forgiveness through the expanded PSLF waiver, you have until Oct. 31, 2022. But if you have Perkins or FFEL (federally backed loans made through private lenders) loans, you'll need to first consolidate them into Direct Loans before filing your application.

You can consolidate qualifying federal student loans into a Direct Loan online at the Federal Student Aid website. This will combine your existing federal loans into one Direct Loan with one interest rate and one monthly payment. By consolidating into one Direct Loan and then applying for the expanded PSLF waiver, your past payments can now count toward loan forgiveness, as long as you are in a qualifying public service job.

Federal student loan payments have been on pause for over two years, currently slotted to expire [on Aug. 31](#). Under the PSLF, each of those paused payments counts as a qualifying loan payment during this time.

For more information about certifying your service at Purdue for the PSLF program, email payroll@pfw.edu.



Faculty and staff can recognize colleagues across campus by nominating them for a RIPPLES Award. Your RIPPLES submission communicates to your peers the ways that they make a difference and that their contributions help to make PFW a great place to work.

To nominate someone today, please visit:
<https://www.pfw.edu/offices/human-resources/compensation/ripples>.

Mental Health Corner

Benefits of Mindfulness


Mindfulness is the quality or trait of being aware of what's happening, in the present moment, without judging your experience or needing to change it. When you're being mindful, you have greater awareness of the present moment, within you and around you.

Through mindfulness training, we learn to observe our thoughts and emotions with a sense of openness and curiosity, without judgment or shame. This can be a powerful ally for better mental health by reducing rumination, obsessive thinking and worrying, depression, and anxiety.

Mindfulness helps us become more aware of our habits and work toward changing those that don't serve us. By increasing our self-awareness, we more clearly recognize triggers that lead to unwanted behaviors. We are also better able to explore those triggers and our reactions with a curiosity that deflates their power over us.

Mindfulness can help you at work. In the same ways that mindfulness supports overall health and well-being, these benefits of being present are useful at work. It can make you more aware of your physical needs for a break. It can also increase self-awareness and help you to notice triggers so that you can pause before you react.

To set an EAP appointment simply go to www.bowencenter.org or call 1.800.342.5653. Make sure to inform the scheduling specialist that you have EAP coverage through PFW.



Learning and Development

Inclusive Hiring Workshops

Multiple perspectives, opinions, beliefs, skills, and experiences are just a few key factors that contribute to cultivating a value for diversity. Having an inclusive hiring search process is only one of the building blocks that supports diversity. If you are currently part of, if you want to be prepared, or if you just want to learn about what it means to be on a Hiring Search Committee, we encourage you to [register for one of the coming workshops](#). Your desire to help keep moving Diversity, Equity and Inclusion FORWARD at PFW is appreciated and valued. Please reach out to Dimples Smith, Director of Learning & Development, smid@pfw.edu, should you have any questions.



Benefits

Pay Increase and Medical Premiums

As announced in Purdue Today, the salary tier for medical benefit premiums for 2022-23 was indexed to reflect salary increases. In 2021-22, employees whose annual base pay was below **\$46,900** paid lower medical premiums for their medical insurance. Effective July 1, for 2022-23, the new base pay threshold is **\$48,800**.

As a result of this indexing, a small number of Purdue Fort Wayne employees will see a shift in premiums, either to a lower health premium tier or to the standard health premium tier as a result of the July 1, 2022 pay increases. Questions about benefit-related items can be directed to Amy Jagger, jaggera@pfw.edu.

The employees impacted by this change, paid biweekly, will see a partial effect in their July 13, 2022, pay, and the full effect of any premium adjustment in their July 27, 2022, pay. Impacted employees, paid monthly, will see the effect of any premium adjustment in their July 29, 2022, pay.

Office of Institutional Equity

Title IX Distinguished Service Award

Nominations sought for Title IX service award

In honor of the 50th anniversary of the enactment of Title IX, nominations are solicited to recognize and honor individuals who have made significant contributions to the advancement of gender equity in education. The recipient of this award shall demonstrate sustained accomplishments in one or more of the following:

1. Maximizing institutional and/or societal resources to broaden access and opportunity to women in higher education.
2. Expanding the range and quality of the female undergraduate or graduate student experience at Purdue University.
3. Contributing to the achievement of gender equity at all levels of the academic community.
4. Contributing to the advancement of women in intercollegiate athletics.
5. Providing local and/or national leadership on issues related to gender equity in education at all levels.

A letter of nomination and supporting materials should be sent to vpec@purdue.edu or to the Office of the Vice President for Ethics and Compliance, Ernest C. Young Hall, Room 1029, 155 S. Grant St., West Lafayette, IN 47907-1295 by August 31, 2022

HB Wellbeing

June Healthy Boiler Wellbeing Events

Theme: Health is Wealth

Healthy Boiler Pillar: Financial Health



Employee Yoga

**Wednesdays, July 6, 13 (no class on the 20th or 27th)
12 - 1 p.m.**

**Fitness Studio, Gates Athletics Center and virtually
via Zoom**



Yoga incorporates movement with deep breathing techniques to de-stress, maintain or develop good balance and flexibility for life. Learn poses and techniques to practice yoga anytime, anywhere. Participants work at their own level guided by health coach Lindsay Bloom. Class meets in-person and virtually every Wednesday. All levels welcome. Open to all faculty and staff.

In-person class: Space is limited. Meet at the Fitness Studio in the Gates Sports Center.

Virtual class:

[Join the ZOOM presentation:](#)

Meeting ID: 971 2106 0966

Passcode: Relax

Strength Training

Fridays July 1, 8, 15, 22, 29

Noon-12:45 p.m.

**Fitness Studio, Gates Athletic Center and Virtually via
Zoom**

Strength training is any type of exercise that involves your own body weight or equipment to build muscle mass, endurance, and strength, and is important for flexibility, mobility, improved performance, and lower injury risk. Join health coach Lindsay Bloom as she leads the in-person and virtual full-body strength training workout every Friday in July. You will need light to medium dumbbells for some exercises in this class.

In-person class: Space is limited. Meet at the Fitness Studio in the Gates Sports Center.

Virtual class:

[Join the ZOOM presentation:](#)

Meeting ID: 959 3530 0006

Passcode: Strong

Healthy Boiler Workshop: Set Yourself Up for Success

Monday July 11 (in-person) noon – 1 p.m.

Monday, July 18 (Virtual) noon – 1 p.m.

Learn how to support healthy habit formation by making the healthy choice the easy choice.

[Register](#) for the in-person workshop by noon on Wednesday July 6. If you can't make the in-person workshop, join the virtual workshop on Monday, July 18 at noon.

To register for the virtual workshop: Benefits-eligible employees and their covered spouses should log in to the [Healthy Boiler Portal](#). Registration link can be found under the "Healthy Boiler Workshops" section on the portal's home page. Hover over the workshop's square and hit "Submit" to register.

Healthy Boiler Workshop: Healthy Hydration

Wednesday, July 27

noon – 1 p.m.

Virtual via Zoom

Our bodies are comprised of nearly 70% water. It is an essential nutrient that is involved in every single one of the body's functions. Join Whitney Soto to discuss the in-depth discussion of how consuming water can improve your mood, digestion, nutrient absorption, energy, cognitive function and more.

To register: Benefits-eligible employees and their covered spouses should log in to the [Healthy Boiler Portal](#). Registration link can be found under the "Healthy Boiler Workshops" section on the portal's home page. Hover over the workshop's square and hit "Submit" to register. If you haven't registered for the Healthy Boiler Program, [learn more about how this program can work for you and register](#). All other employees: Please [email Lindsay](#)

#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

Payroll Services Email: payroll@pfw.edu

Looking for more information about a specific topic?
See our [Contacts by Topic Guide](#).

HR-OIE Team Spotlight

CYNTHIA SPRINGER

Associate Vice Chancellor of Human Resources and Office of Institutional Equity

springec@pfw.edu

260-481-6677



Cynthia joined Purdue University Fort Wayne, five years ago this coming September, amid the Purdue University Fort Wayne rebranding shift to just Purdue University.

Currently as the Associate Vice Chancellor of Human Resources and Office of Institutional Equity, Cynthia's has held senior leadership roles at all levels of education. Prior to joining the university, she held the role as Superintendent and Chief Executive Officer, for seven years, at a ground-breaking K-12 Charter School District that achieved great academic success utilizing an arts-integrated academic model, while partnering with community arts organizations and higher education, the Kendall School of Arts and Design. Cynthia also served as the Vice President of Human Resources (and Labor Relations) at Michigan's largest Community College, where she achieved exceptional leadership and strategy alignment as part of Cabinet leadership that instituted a college-wide integration of performance excellence using the Malcolm Baldrige National Quality process. In addition to her 25-year career in education at the K-12, Community College and Higher Education levels, Cynthia also have held corporate and legal industry roles, including Director of labor relations, senior human resources administrator, paralegal where she shared skills in organizational development, talent management, and leadership oversight for institutional policy development and litigation support.

In her pastime, this December, Cynthia will fulfill her board appointment, after ten years, as a Board of Trustee for Mercy Health Hospital in Michigan. Also, in December, she will complete her 2L (second year law student) standing at Concord Law School, an affiliate law school under Purdue University Global, and will earn her Executive Juris Doctor law degree this time next year. Cynthia is married to Bobby J. Springer, spouse of 17.5 years, and they are excited to have officially gained "empty nest" status this summer when her youngest daughter graduated from Purdue University – Fort Wayne with a BA degree in Business from our Doermer School of Business. Her children embrace the importance of education, having earned their own degrees, including a Master in Kinesiology, a Bachelor of Hospitality, and Associates of Architecture Design. Cynthia enjoys travelling and her five grandchildren who call her "Nana."

"I am passionate for the campus community of faculty, staff, and students at the university. We bring challenges and a warm culture that sustains my passion as a "people" leader and keeps me highly dedicated to you. Thanks for the journey!"



Employee Relations

Employee COVID-19 Self Reporting Form – Reminder

As COVID-19 cases continue in our area, we want to remind you that Purdue Fort Wayne faculty and staff should self-report their positive COVID-19 test or need to self-quarantine using this [confidential self-report form](#).

Employees can also use this form to request assistance from Human Resources in completing necessary leave forms. If assistance is requested, the employee will be contacted by Melissa Helmsing, Associate Director of Human Resources, or Amy Jagger, Benefits Director, who are the only university personnel who will have access to submitted self-report forms.