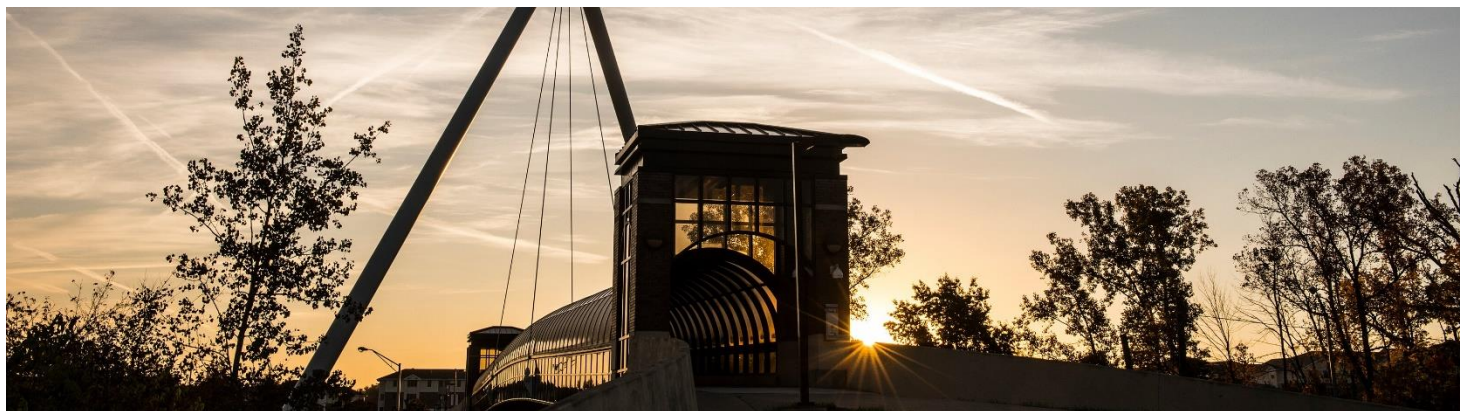


Purdue Fort Wayne's HR-OIE Newsletter



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

Join Us 1/12/22, 1:00pm
#HelloPFW Town Hall Session

The HR-OIE Leadership Team is delighted to announce our next quarterly **#HelloPFW Town Hall** that will on Wednesday, January 12 at 1:00. Join us for the “what’s the strategy buzz” quarterly Town Hall, facilitated by Ken Christmon, University Ombudsman. Login via the [Zoom link](#).

Join Zoom Meeting:

<https://purdue-edu.zoom.us/j/98211035706?pwd=em5ZcHlnWittYkR2Ky9nckJhZEIwZz09&from=addon>

Meeting ID: 982 1103 5706
 Passcode: 626826

Agenda:

Workforce data, engagement, and employee retention focus on strategies that support “Start With Us, Stay With Us” efforts.

If you have questions about our workforce data or employee engagement efforts, you may submit a question prior to or after attending the town hall via this [Town Hall Topic](#) inquiry form. **Due to the limited time for the town hall, please, all questions should be related to the theme of the town hall. We will respond during the 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.

Benefits

Open Enrollment is Coming!

2022 Open Enrollment is October 26 –November 9. Enrollment profiles close at 6:00pm EST on November 9th. [Purdue’s Open Enrollment website](#) houses all 2022 benefits information, including your [Enrollment Guide](#). The Enrollment Guide provides information on your primary benefits as well as plan comparisons, premiums and details on HSAs (Health Savings Accounts), HRAs and FSA (Flexible Spending Accounts).

Local presentations will be held virtually:

- October 12th at 2:00pm
 - WebEx Link [HERE](#)
 - Password: OE2022
- October 18th at 10:00am
 - WebEx Link [HERE](#)
 - Password: OE2022
- October 22nd at 11:00am
 - WebEx Link [HERE](#)
 - Password: OE2022

Can’t make it to a presentation or need to review? No problem! A recorded version of the presentation will be available soon.

Also again this year, virtual one-on-one sessions will be offered. These one-on-one sessions allow time for you to ask any open enrollment related questions you have. To sign up for a virtual one-on-one slot, please visit the SignUpGenius site located [HERE](#). If you are in need of an in-person one-on-one session or need a time that is not listed on the sign up sheet, please email jaggera@pfw.edu to set up an appointment.

In addition to the information above, the [Resources](#) page on the Purdue benefits website houses numerous videos, learning opportunities, information on additional benefits, education forms and guides to assist you in preparing for your 2022 enrollment.

Questions? Please contact Amy Jagger at jaggera@pfw.edu.



From the Desk of the Ombudsperson

A Positive Winning Work Attitude

Being positive is a choice! In an academic environment, we relish the milestone moment of graduation. Along the way, students settle for smaller victories like being admitted, passing multiple tests, completing the first semester or year, and the moments of winter or summer break.



Now that we are in a new semester, we must all choose to practice the rudiments of positive attitudes! Even when things become overwhelming, and there are more tasks than minutes on the clock, we must choose to be positive. Listed below are some Ombudsperson Tips to Positivity:

- Get a list and write down your weekly accomplishments - share with others
- Spruce up your environment with a nice scent, a new picture or a motivational quote
- Write down problem, put it on your agenda and bring a solution
- Communicate positively, be a good listener, be consistent in word and actions
- Be honest, express empathy and be inclusive
- Regardless of title, rank or position, respect others and express sincere appreciation
- Be honest

Along the way, I've kept a few inspirational quotes to illuminate my day. They are as follows:

"Be more concerned with your character than your reputation, because your character is what you really are, while your reputation is merely what others think you are." - **John Wooden**

"I've learned from experience that the greater part of our happiness or misery depends on our dispositions and not on our circumstances." — **Martha Washington**

Our workplace is a culture developed by us all. Our students and employees are counting on YOU! Be a positive contributor! We are Purdue University Fort Wayne.



Kenneth.Christmon@pfw.edu
 University Ombudsperson
 260-481-6177

Supervisor Corner

How Much Employee Absence is Too Much?

Managing absences can be one of the most challenging things a supervisor faces. In the course of a year, one employee has an absence of 10 days following a medical procedure, while another has missed 4 times for a combined total of 10 sick days at various times during the year, and a third employee has missed 6 times for the same total of 10 sick days. Which is more likely to become a problem?

Most HR professionals believe that multiple short-term absences (other than such things as vacation and bereavement) cause more problems and are a better predictor of future problems than fewer longer-term absences. In order to assess absenteeism, manager often use the "Bradford Factor":

$$S^2 \times D = B$$

Where S equals the number of occurrences, D equals the total number of days absent, and B equals the Bradford score. The higher the Bradford score, the more likely there is to be an absenteeism problem. In the first example, the Bradford Factor score would be calculated as 1² occurrence x 10 days = 10. In the second example, the score would be 3² occurrences x 10 days = 90. In the third, the score would be 6² x 10 = 360. Any score over 50 may be a reason for concern.

Of course, the Bradford Factor score is simply one tool to use to help track trends and address situations before they become problems. If you think you have a problem with managing absences in your area, please contact HR.

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



Employee Relations

Communication is Key



Effective communication is essential in paving the way for the success of any company. Although everyone may know how to talk, and how to have a conversation or send an email, unfortunately, some people may not know how to carry out those tasks effectively.

In this segment of the HR-OIE newsletter, the employee relations team will provide tips and advice on ways to communicate effectively.

Communicate often

- Make sure you and your team are getting together often to discuss hot topic issues within the department, and make sure one-on-one meetings are being scheduled to discuss more personalized issues related to the department.

Don't address personal issues in front of an audience

- If you know a topic may cause a heated discussion/debate, or you sense a group conversation is headed in that direction, save the discussion for a one-on-one meeting, if possible.

"Raise your words, not your voice"

- Try not to yell or use harsh words when addressing a tough issue. Use more impactful words that will resonate with the listener, instead. Generally, it's not what you say, it's how you say it.

Ask clarifying questions if you don't understand something

- Do not assume that you know what someone is saying. If you do not understand, ask questions to help get a better understanding.

Be mindful of your non-verbal cues

- Sometimes your body language could be signaling to the speaker that you are uninterested or bored with what the message being delivered. Try to sit up straight in your seat, eyes on the speaker, and be mindful of your body language and what it may be relaying to the speaker.

Don't wait until a problem boils over to address it

- Take proactive measures to address issues of concern instead of having to react once the issue is to the point of no return.

Create an agenda so meetings stay on task

- It is easy to lose focus in meetings, so create a checklist to make sure to get through as many issues as the meeting time allows. Place the pressing issues at the top of the agenda, and stick to the script.

Approach conversations with a positive attitude

- Even if the topic of conversation is expected to be displeasing, do not approach it with a negative attitude. If you approach it with a negative attitude, chances are, it will produce a negative outcome.

Don't interrupt the speaker

- Practice active listening where you are not formulating a response in your mind while the speaker is speaking; instead, listen actively. If you have questions, ask the speaker once he/she has finished his/her complete thought.

Exercise the form of communication that matches your level of comfort

- There are various forms of communication; verbal, written, visual, non-verbal. If you are not comfortable speaking about a topic, or to someone in particular, send an email. Find the communication style that works for you, and that is still effective in communicating the message.

Try these basic effective communication tips with your team to see which ones work for you! If you are already implementing some of these methods, be mindful of which methods work, and be sure to try others!

Employee Relations

Flexible and/or Remote Work Process

Reminder - Employees whose supervisor and VC have approved a flexible work or remote work agreement need to complete the Flexible or Remote Work Agreement process and related forms located on the [Human Resources website](#).

Questions on this process? Contact Andia Walker at walkat01@pfw.edu or 481-6106.



HB Wellbeing

October Healthy Boiler Wellbeing Events

Theme: Women's Health

Healthy Boiler Pillar: Physical



Employee Yoga

Wednesdays, October 6, 13, 20, 27

12 - 1 p.m.

Fitness Studio, Gates Athletics Center

Virtually via Zoom

Maintaining your balance as you age helps prevent falls and yoga is an excellent way to develop good balance for life. Join employee health coach, Lindsay Bloom on Wednesdays to de-stress, deep breathe, and increase flexibility, balance, and muscle tone. All levels welcome. Open to all faculty and staff.

In-person class registration: Please email [Lindsay Bloom](mailto:Lindsay.Bloom) to reserve your spot. Space is limited to 6 participants.

Join the ZOOM presentation:

- Meeting ID: 971 2106 0966
- Passcode: Relax

Healthy Boiler Workshop: Healthy Backs

Thursday, October 7 (in-person)

Noon – 1 p.m. – Walb G-08

Friday, October 8 (virtually via Zoom)

Noon – 1p.m.



Join Health Coach Lindsay Bloom to learn lifestyle tips and exercises to keep your back healthy, strong, and pain free. A light lunch will be provided for the in-person workshop.

Register for the **in-person workshop** on October 7 by noon on Friday, October 1.

To register for the virtual workshop on October 8: Benefits-eligible employees and their covered spouses should log in to the [Healthy Boiler portal](#), select Engage> Wellness Events. If you haven't signed up for the Healthy Boiler Program, [learn more about how this program can work for you](#) and [sign up](#). All other employees: Please [email Lindsay](#).

Flu Shots

This year's on-campus flu shot clinics will be provided by Super Shot. To allow for social distancing and overall flow, participants will be required to [reserve an appointment online](#) through the Super Shot scheduling system. Follow these [step-by-step instructions](#).

Flu shot clinic dates:

- [Tuesday, October 12](#), 11 am.–2 p.m. | Walb Union, Room 114
- [Thursday, October 14](#), 11 a.m.–2 p.m. | Student Housing Clubhouse
- [Thursday, October 21](#), 3–6 p.m. | Walb Union, Room 114

Mental Health Week

Purdue Fort Wayne will be observing Mental Health Awareness week October 11-15, 2021. We believe Mental Health is an important part of caring for the whole person and their total wellbeing. Join us for events and activities designed to educate, reduce stigma, and provide support. [View a complete listing of events](#).

Blood Health Screenings

Tuesday, October 12

7 – 10 a.m.

Walb Union, Suite 222-226

Blood Health Screenings are an important part of maintaining good health. That's why Purdue Fort Wayne partners with Lab Corp to provide confidential health screenings throughout the year. A Wellness Panel is being offered for FREE** to all campus employees/spouses and retirees/spouses (one per calendar year), as well as other single non-fasting tests.

[Learn more](#) and view a [complete listing](#) of screenings and their cost. [Register for a screening](#). Questions? Email wellrec@pfw.edu for more information.

Mastodon Market

Thursdays in October

11 a.m.–2 p.m.

Under Sky Bridge, close to Walb Union Circle Drive and upper level of Alumni Plaza

Come to the Mastodon Market every Thursday to buy fresh produce from local farms. Enjoy the convenience of shopping on campus for your seasonal fresh vegetables and fruits for your meals and snacks. The market will be located under the Sky Bridge close to Walb Union Circle Drive and the upper level of Alumni Plaza.

Questions? Contact Eric Manor at manore@pfw.edu or 260-481-6647.

Healthy Boiler Workshop: Oral Health
Wednesday, October 20
noon – 1 p.m.



Virtual via Zoom

Presented by Whitney Soto, R.N. Health Coach, Purdue Center for Healthy Living

Good oral and dental health are known to help prevent bad breath, tooth decay and gum disease. It is also very beneficial in reducing your risk of heart attack, stroke, poorly controlled diabetes and more. Join today to discuss how our oral health contributes to several aspects of our lives that we may have overlooked.

To register: Benefits-eligible employees and their covered spouses should log in to the [Healthy Boiler portal](#), select Engage> Wellness Events. If you haven't signed up for the Healthy Boiler Program, [learn more about how this program can work for you](#) and [sign up](#). All other employees: Please [email Lindsay](#)

Healthy Boiler Book Club

Thursday, October 28

3:30-4:30 p.m.

Virtual

The [Healthy Boiler Virtual Book Club](#) meets virtually the last Thursday of each month to discuss the book of the month. We are currently reading [The Comfort Crisis: Embrace Discomfort to Reclaim Your Wild, Healthy Self](#) by Michael Easter. Parts 1&2 were discussed September. It's not too late to join us in continued discussion:

October: Part 3

November: Part 4

December: Part 5 and epilogue

Led by health coach Lindsay Bloom, we will discuss the book, share tips, and explore ways to integrate health and wellness ideas into our daily lives. Open to employees.

Meeting link will be sent prior to the event.

For questions, book suggestions, or to join us, [email Lindsay](#).

October Healthy Boiler Challenge

The Good Intro Challenge invites you to give a good, thorough introduction for five people who you know. You can introduce anyone you know to someone else. When you introduce the person you know, share interesting facts—point out some of their strengths, and express appreciation for them. Join the challenge and track your activities by going to the [Healthy Boiler Portal](#) and clicking on Engage > Competitions.

Mental Health Corner

Stress in the Workplace: Breathe

(article provided by Ted Westerhof at Bowen Center, your EAP Provider)



Finding ways to manage stress in the workplace requires creativity and skills that accommodate your workday. Perhaps the most effective and accessible skill is *focusing on your breathing*. Why? Practicing deep breathing exercises can be an effective way to reduce stress and anxiety. It can also [improve](#) lung function and blood pressure. How do you do it? Here are some tips:

4-7-8 technique: Breathe in for **four seconds** with the nose, **hold your breath for seven**, and **breathe out for eight** through the mouth.

Equal time breathing: Count your breaths in equal time of **five seconds** for inhaling and exhaling.

Belly breathing: Love your belly! With one hand on the belly and one on the chest, feel the belly move and the chest remain still while breathing in through the nose and out through the mouth.

Struggling to focus or feel overwhelmed? EAP therapists walk alongside many employees to practice guided breathing and relaxation to become more effective at their person stress response. Set a private and confidential appointment today! 1.800.342.5653 or www.bowencenter.org

BOWEN
 CENTER

WE HAVE MOVED

Human Resources and Office of Institutional Equity
 is now located in the
 Richard T. Doermer School of Business,
 Suite 300



Office of Institutional Equity

16 Days of Action Against Domestic Violence



In 1991, activist at the inaugural Women’s Global Leadership Institute started 16 Days of Activism against Gender-Based Violence. The 16 Days of Activism against Gender-Based Violence is an annual international campaign that starts November 25 and runs through December 10th, Human Rights Day. It is used as an organizing strategy by individuals and organizations around the world to call for the prevention and elimination of violence against women and girls.

According to the National Coalition Against Domestic Violence, college-aged women (between the age of 16-24) have the highest per capita rate of intimate partner violence. Twenty-one percent of college students report having experienced dating violence by a current partner, and thirty-two percent of college students report experiencing dating violence by a previous partner.

Don’t be a bystander, Bringing awareness to one of the most widespread and devastating human rights violations.

Resources:

PFW University Police
260-481-6827

Sexual Assault Treatment Center
260-423-2222

Campus Health Clinic
260-481-5748

Dean of Students
260-481-6601

Title IX Office
260-481-6109

HR-OIE Team Spotlight

PATRICIA GRIME

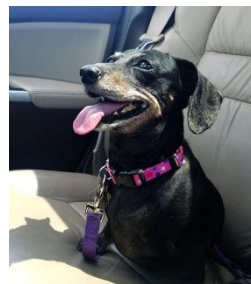
Wellness Communication Specialist
grimep@pfw.edu
260-481-6217



A native of Fort Wayne, Patty’s connections to the university began as a student when she received a full art scholarship from IU-PU Fort Wayne, now Purdue Fort Wayne. She graduated cum laude and earned her Bachelor of Fine Arts degree with concentrations in Painting, Printmaking and Metalsmithing and minors in Art History and French. One of her permanent ties to the campus hangs on the outside wall of Neff Hall—the “Indiana Landscape” mural—which she helped create with other art students.

She returned to the campus to take some graphic and web design classes after working 8 years in elementary school libraries which she really enjoyed, but she wanted to change her career to one which incorporated her art background. She then worked 15 years in the insurance industry honing her marketing skills as a graphic/web designer and web content writer/editor before returning to the university about 5 years ago where she accepted a part-time position in Wellness. As part of the Healthy Boiler Employee Well-being team, she uses her knowledge and skills to promote well-being programs and events.

In her spare time, she likes to read, walk, bike, garden, paint, draw, be outdoors in nature, listen to various genres of music, watch all kinds of movies, and spend time with loved ones.



She is the official “giver of car rides” or “doggie taxi driver” to her mom’s 15-year-old mini dachshund.



#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](#).

