

# #HELLOPFW

## Purdue Fort Wayne's HR-OIE Newsletter



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

### **HR-OIE Announces Change in Payroll Director Position**

Congratulations to Vanessa Mettler, outgoing Payroll Director, who has accepted a new position outside of the university. Vanessa's last day was June 30, 2021. We wish Vanessa much success in her new career, although she will be missed.

While a national search is underway, Kirk Tolliver will serve as the Interim Payroll Director. Many will remember that Kirk held the Payroll Director position at PFW for 17 years immediately prior to Vanessa.

All questions about payroll may be submitted to Kirk Tolliver, or Christi Hall who will also be instrumental in a smooth payroll transition as we move forward with the national search.

Kirk Tolliver, in addition to payroll responsibilities, will continue as the Associate Director of Compensation and Classification. Feel free to contact Kirk or Christi Hall for Payroll and Kirk or Pooja Singh for compensation or classification inquiries.

The Payroll Director position has been posted on the university's website and national job boards, including Inside Higher Education.

The search committee listed below held our first meeting this week to plan the search process. Many thanks to the following search committee members:

- Tim Potts, Chief of Police
- Greg Justice, AVC Facilities
- Mia Starr, Executive Assistant to VC Development
- Rachel Gibson, Talent Acquisition Specialist
- Jennifer Pilkington, Business Services/Finance
- Linda Baer, Purdue West Lafayette Payroll Department
- Dr. Prasad Bingi, DSB Chair

**Thanks for your support and patience as we navigate the search process.**

*"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.*

### Payroll

#### **Completing Personal Information Changes in SuccessFactors**

Have you recently moved and need to change your address? Do you have a new bank account and need to change your direct deposit? Do you need to change your tax withholdings?



You can make these changes and several others through your employee profile in SuccessFactors. [Managing your employee profile in SuccessFactors](#) guide provides you with step by step instructions on updating your information.

Do you need additional assistance not covered in the guide or having trouble making updates? Reach out to your payroll team at [payroll@pfw.edu](mailto:payroll@pfw.edu)

**Benefits**

**How to Find In-Network Providers**

Utilizing in-network providers is an important part of finding cost effective care. On top of that, by utilizing HealthSync providers within Anthem’s top tier network, you can find even more savings on your health care expenses. For more information on HealthSync and how it works, please see [April’s issue](#) of #HelloPFW for an article detailing the benefits of using HealthSync.

To find an in-network medical or dental provider with **Anthem**, visit [www.anthem.com](http://www.anthem.com) and click on “Find Care” at the top of the screen. If you are already a covered member, click on “members” and provide your login information if you’re a returning member or register. To search using our plan without logging in, you can provide your member ID number as well. From there, you’ll be able to enter your search criteria and click “Search” to be provided with a list of in-network participating physicians and dental providers.

While looking over your search information, please note that in-network medical providers are listed as either “Tier 1” or “Tier 2” providers. Tier 1 providers are participants in the HealthSync network as mentioned above. To find in-network participating eye doctors on the vision plan through **VSP**, you’ll want to first visit [www.vsp.com](http://www.vsp.com) and click “Find a Doctor” at the top of the screen. You can then enter your search criteria to be connected with a list of local, in-network, VSP providers.

Questions? Please contact Amy Jagger, Benefits Director at [jaggera@pfw.edu](mailto:jaggera@pfw.edu).

**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

**Office of Institutional Equity**

**World Friendship Day is July 30<sup>th</sup>**

In 2011, the General Assembly of the United Nations declared July 30 as International Day of Friendship aka World Friendship Day.

Bringing people of different backgrounds together in the name of friendship can foster a culture of inclusion and tolerance, important values to the PFW community. Celebrate friends by reaching out on social media, introducing yourself to someone new, or performing random acts of kindness.

<https://www.awarenessdays.com/awareness-days-calendar/world-friendship-day-international-day-of-friendship-2021/>



**We are One Community**

Build an inclusive Purdue Fort Wayne by:

- Expanding your knowledge base.
- Becoming aware of our own biases.
- Being mindful of the language we use.
- Allowing individuality by refusing to ask others to speak for a group.
- Avoiding stereotypes.
- Interrupting insensitive remarks.
- Speaking up when someone offends you.
- Using resources on campus.
- Stepping outside our comfort zone.
- Smiling, listening, and saying hello.

**Drop-in Hours**

Institutional Equity has walk-in hours for employee and student consultations every Thursday 1:30-4:30 in Walb 111. Stop by to talk through any concerns or just to say hi.

## Healthy Boiler Program

### July Healthy Boiler Wellbeing Events

*Theme: Hydration*

*Healthy Boiler Pillar: Physical Health*



#### Healthy Boiler Walking Group

**Mondays, July 12, 19, 26**

**Alumni Plaza, Lower Level by the Mastodon sculpture**

The Healthy Boiler Walking Group is a great way to get together with your friends on campus, meet new people, and take a 30-minute break from sitting. **Group will meet on Mondays in July.** Employee health coach Lindsay Bloom will meet you at noon at the Mastodon sculpture outside the Helmke Library.

In case of rain, we will meet at the Java Spot in Walb Union to walk indoors. Please wear comfortable walking shoes. [Learn about the benefits of walking.](#) Open to all employees.

Questions? Email [Lindsay Bloom](#).

#### Employee Yoga

**Wednesdays, July 7, 14, 21, 28**

**12 - 1 p.m.**

**Fitness Studio, Gates Athletics Center**

Join employee health coach, Lindsay Bloom to de-stress, deep breathe, and increase flexibility, balance, and muscle tone. All levels welcome! Space is limited to 6 participants. Please [email Lindsay](#) to reserve your spot.

#### Virtual Healthy Boiler Workshop: Yoga

**Tuesday, July 13**

**12 - 1 pm**

**Zoom**

Join employee health coach, Lindsay Bloom to de-stress, deep breathe, and increase flexibility, balance, and muscle tone. All levels welcome. Meeting link will be sent prior to the event. Open to all employees.

[Learn how to register for this workshop.](#) Meeting link will be sent prior to the event.

Questions? Email [Lindsay Bloom](#).

#### InBody Health Screenings Room 218, Walb Union

Go beyond the scale. The results of an InBody test, a non-invasive body composition analysis, can help you understand your weight, set goals, measure your strength, and track your overall health progress.

These 20-minute, private screenings are held in-person; please follow the campus mask policy. Screenings are open to all campus employees on these dates:

Monday, July 19: 1-3 p.m.

Wednesday, July 21: 9-11 a.m.

Thursday, July 22: 3-5 p.m.

[Register here.](#) For questions, email [Lindsay Bloom](#).

#### Virtual Healthy Boiler Workshop: All About Agua Wednesday, July 28

**Noon-1 p.m.**

**Virtual**

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 us today for an in-depth discussion of how consuming water can improve your mood, digestion, nutrient absorption, energy, cognitive function and more. Presented by Whitney Soto, RN, health coach at the Purdue Center for Healthy Living. Open to all employees.

[Learn how to register for this workshop.](#) Meeting link will be sent prior to the event. Questions? Email [Lindsay Bloom](#).

#### Healthy Boiler Book Club

**Thursday, July 29**

**3:30 p.m.-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. Our book for July, [Atomic Habits](#), an easy-to-understand and practical guide on how to create good habits, break bad ones and get 1 percent better every day. According to author and one of the world's experts on habit formation, James Clear, bad habits repeat themselves not because you don't want to change but because you have the wrong system for change.

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](#).

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## Healthy Boiler Program

### July Healthy Boiler Wellbeing Events (continued)

#### July Healthy Boiler Challenge

The **Water Wake-up Challenge** invites you to drink a glass of water when you wake up first thing in the morning for the next 30 days. If you forget, drink a glass as soon as you remember. Complete this challenge and be entered into a drawing to win Healthy Boiler promo items. Join the challenge and track your activities by going to the [Healthy Boiler Portal](#) and clicking on Engage > Competitions.

#### Healthy Boiler Portal – Learn Tab

The Learn tab, as its name suggests, offers a wide-range of health and wellness educational materials. Each tile within the Learn tab provides a resource library filled with information and tips for each category.

- Get Active Tile: Increase your physical activity.
- Eat Right Tile: Find ways to eat better.
- Live Healthy Tile: Incorporate healthy choices into your lifestyle.
- Calculators Tile: Monitor your health and wellness progress and stay on track using the Body Mass Index, Calories Burned and Time to Reach Goal Weight calculators.

Overall, the Healthy Boiler Portal is a well-rounded resource conveniently accessible via your computer, smart phone, tablet, and other devices that can assist you in not only earning the 2021 Healthy Boiler incentive, but also to help you in all areas of your health and wellness journey as well. Login to the [Healthy Boiler Portal](#).

## Reminder: WE HAVE MOVED

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

## Payroll

### Free Parking for Long-Term Employees

In order to say thanks to those who “start here and stayed here”, the university will again provide complimentary “A” parking permits to those faculty and staff who have completed 25-or-more years of service.

Honorees will be receiving a notification letter from the Chancellor in July. If you receive such a letter, just take it to University Police to receive a free “A” permit. Congratulations to all of our recipients, and thank you for your years of service.



## Mental Health Corner

### Meet our Employee Assistance Plan Coordinator from Bowen Center

Ted Westerhof is Purdue Fort Wayne’s dedicated Employee Assistance Plan (EAP) Coordinator at the Bowen Center. Ted can personally assist employees in accessing their prepaid counseling sessions, resolve billing questions or if you have general questions about *how EAP services can benefit you*.



Remember that all employees and eligible family members have access to private and confidential prepaid counseling at any Bowen Center location or via tele counseling. To schedule an appointment today please call **1.800.342.5653** or [www.bowncenter.org](http://www.bowncenter.org).

#### Did you know?

Ted encourages employees to contact him at 574.453.1207 or email [ted.westerhof@bowncenter.org](mailto:ted.westerhof@bowncenter.org) regarding any questions about the EAP benefit. All conversations are **private and confidential**.

## #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)

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

Looking for more information about a specific topic?

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

## Compensation & Classification

### What Does a Manager Do?

The term manager is used widely in the world of work, but what does a manager do? Every organization is different, but good managers share these common responsibilities:

- **Plan** – A manager is responsible for visualizing and planning the function and day-to-day operation of the assigned area of responsibility in a way that supports the organization
- **Organize** – The manager hires a qualified team and assigns tasks and workflows to meet goals.
- **Provide** – A manager ensures that the team has the equipment and resources necessary to complete the tasks on hand.
- **Train** – The manager is a teacher who shares with the team the skills and knowledge acquired on the way to being a manager.
- **Motivate** – The manager is responsible for making sure that the staff under his or her charge are engaged and function as a team.
- **Follow up** – The buck stops with the manager. The manager communicates frequently with team managers to make sure that obstacles are being overcome and that goals and objectives are being met.
- **Review** – The manager reviews the accomplishments of the team in light of the original goals and assesses the success or shortcomings of the process.
- **Reward** – A good manager is generous with praise and, if possible, monetary compensation for the work of the team.

## HR-OIE Team Spotlight

### LINDSAY BLOOM

Health Coach

[imbloom@pfw.edu](mailto:imbloom@pfw.edu)

[Lindsay.Bloom@121.health](mailto:Lindsay.Bloom@121.health)

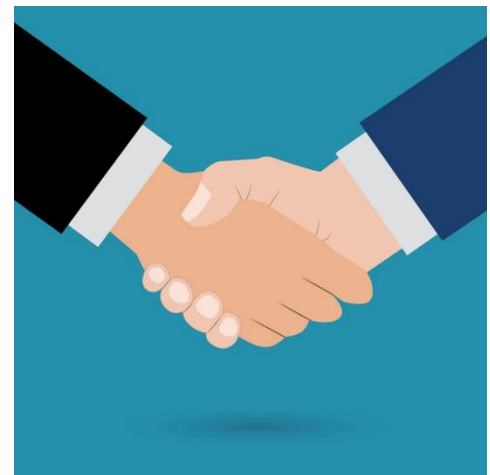


Lindsay joined the HR|OIE team in December of 2019 as a Health Coach, employed by One to One.

Prior to joining the HR|OIE team, she served as Workplace Wellness Manager at Parkview and Community Health Specialist at PHP. She has over 20 years' experience in the health and wellness field and has held positions throughout her career as a personal trainer, group fitness instructor, adjunct instructor, and health and wellness coach.

Lindsay holds a bachelor's degree in Exercise Science with minors in Biology and Health Education from Huntington University. She is also a Certified Exercise Physiologist through the American College of Sports Medicine, a Certified Worksite Wellness Program Manager through the National Wellness Institute, and a Certified Health and Wellness Coach through Real Balance.

Lindsay will celebrate 19 years of marriage this summer to her husband Jake, and they stay very busy raising 4 children, from age 15 down to 4. She enjoys running, yoga, kayaking, reading, watching the Cubs, and spending time with her friends and family.



**Employee Relations**

**2021 Award Honorees**

Congratulations to this years' service anniversary honorees and degrees earned honorees!

Due to the COVID-19 pandemic, we were unable to gather this year and celebrate our service anniversary honorees, degrees earned honorees, and APSAC and CSSAC honorees. While we cannot gather as we would like, we do not want to miss the opportunity to highlight and honor these dedicated employees. Your service to the University is greatly appreciated. Congratulations on your well-earned honors!

**CSSAC Pride Plus Award:**

Nominees: Danielle Zimmerman, Christi Hall, Colleen Krohn, Latif Bichai, Tom Garrett, Melissa Dalman, Bill Tisdale and Abbie Regedanz

Nominee and Winner for Service Staff: **Melissa Dalman**  
 Winner for Support Staff: **Christi Hall**

**Degree Earned Honorees:**

**Laurie Colchin**, BS in Business Administration, Purdue Global

**Vanessa Mettler**, MS in Management and Leadership, Purdue Global

**Service Awards**

**45 years**

Jana Lese

**40 years**

George Curry  
 Anna Martin  
 Georgia Ulmschneider

**35 years**

Bruce Arnold  
 Julie Litmer Schwaller  
 Charles Showalter

**30 years**

Jeffrey Eley  
 Edward High  
 George Kalamaras  
 Carol Lawton  
 Vincent Maloney  
 John Minton  
 Hossein Oloomi  
 Yifei Pan  
 Caroline Ward

**25 years**

Prasad Bingi  
 Patricia Bodinka-Gibson  
 Mary Ann Cain  
 Amy Harrison  
 Suzan Kersey High  
 Dina Mansour-Cole  
 Max Montesino  
 David Reynolds

**25 years (cont.)**

Mike Slaubaugh  
 Jacqueline Warfield

**20 years**

Latif Bichai  
 Laural Dailey  
 Susan Domer  
 Deborah Hein  
 Jayla Heller  
 Bongsu Kang  
 Julie Yoder Meyer  
 Sandra Michels  
 Jeffrey Nowak  
 Stephanie Phillips  
 Kenneth Saylor  
 Richard Weiner

**15 years**

Betsy Berry  
 Thomas Bibe  
 Chao Chen  
 Leslie Clark  
 Jens Clegg  
 Augusto De Venanzi  
 Michelle Drouin  
 Nancy Ellert  
 Cheryl Hine  
 Nancy Jackson  
 Shubitha Kever  
 Daniel Lin  
 Yanfei Liu  
 Ann Livschiz

**15 years (cont.)**

Daniel Miller  
 John Mitchell  
 Lee Roberts  
 Suin Roberts  
 Sean Ryan  
 Daryoush Tahmassebi  
 Karen Vangorder  
 Yvette Zahir

**10 years**

Dawn Adams  
 Dawn Barnes  
 Shannon Bischoff  
 Brenda Blazier  
 Laurel Campbell  
 Jacques Chansavang  
 Jonathan Coffman  
 Farah Combs  
 Johnathan Decker  
 Daniel Freese  
 Regina Gordon  
 Denise Guingrich  
 Timothy Hamilton  
 Melissa Helmsing  
 Arthur Herbig  
 Vicki Hollinger  
 Jennifer Hunter  
 Buck Jordan  
 Andrei Lacsan  
 Jeffrey Malanson  
 Jordan Marshall  
 Leah Mau  
 Allyson Mills  
 Justin Mills  
 David Momoh  
 Andres Montenegro  
 Assem Nasr  
 John Nicklin  
 Becky Notestine  
 Michael Phillips  
 Mary Popovich Gerding  
 Mary Remenschneider  
 Steve Rowley  
 Douglas Rupert  
 Gordon Schmidt  
 Abe Schwab  
 Wesley Shie  
 Barbara Smith  
 Tanya Soule  
 Peggy Speshyock  
 Steven Stevenson  
 Kevin Stoller  
 Pam Thompson  
 William Tisdale  
 Yuriko Ujike  
 Kate White  
 James Williams  
 Thomas Wilson

**5 years**

Gayle Bellam  
 Jenna Biggins  
 Zoe Bluedorn  
 Andrew Boggs  
 Lisa Brodasky  
 Zesheng Chen  
 Steven Cody  
 Eve Colchin  
 Maureen Davey  
 Gerald DeBolt  
 Joe Francis  
 James Hess  
 Julie Hill-Lauer  
 Teri Hogg  
 Cheryl Ibarra Cervantez  
 Xiaokai (Katie) Jia  
 Merrell Johnson  
 Kristen Kampfe  
 Jeffrey Kimmel  
 Shaketah Ledford  
 Ann Marshall  
 Vanessa Mettler  
 Irah Modry-Caron  
 Atefeh Mohammadpour  
 Jason Moyer  
 Russell Murray  
 Kim Myers  
 Fawad Niazi  
 Haeik Park  
 Kelsey Passaglia  
 Ricardo Payne  
 Matthew Perkins Coppola  
 Katherine Piercy  
 Kaye Pitcher  
 Lucas Rodesiler  
 Shannon Sauro  
 Lee Shannon  
 Michelle Shaw  
 Julia Smith  
 Carolyn Stumph  
 Cassey Suthers  
 Regina Trout  
 Michael Van Huisen  
 Gary Wolgast  
 Tao Yang  
 Matt Zedrick  
 David Zuber

