

#HELLOPFW

Purdue Fort Wayne's HR-OIE Newsletter



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

Join Us 9/8/21, 1:00pm
(NEW) #HelloPFW Town Hall Sessions

The HR-OIE Leadership Team is delighted to tell you about a **(new)** quarterly **#HelloPFW Town Hall** that will launch September 8, 2021. 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/4068493304?pwd=bWtjUCtNd05HcnBHKzI5R3Nvb1Z6dz09>

Meeting ID: 406 849 3304
Passcode: HelloPFW

Agenda:

Talent Management focus on DEI strategies that support recruitment, retention, and “Start With Us, Stay With Us” efforts.

Special Guests:

- **Glen Nakata**, Vice Chancellor for Finance and Administrative Affairs. Meet and Greet
- **Dr. MarTeze Hammonds**, Chief Diversity Officer. The hiring process collaboration with DEI

If you have questions about Talent Management, you may submit a question prior to or after attending the town hall via this [Talent Management](#) 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.

HR-OIE Role Changes

Kirk Tolliver, Payroll Director, plus Data Analytics

Dimples Smith, Compensation and Classification, plus Learning & Development

OUR VALUES

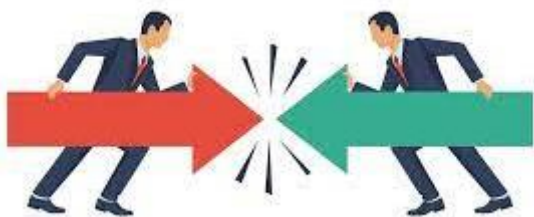
- P** People-centered Exceptional Foundation
- E** Excellence Standard
- O** Operational Business Partners
- P** Purposeful, Flexible Services
- L** Leading with Respect
- E** Effective Learning & Development Culture

PURDUE UNIVERSITY | Human Resources and Office of Institutional Equity
FORT WAYNE

From the Desk of the Ombudsperson

Causes for Conflict in the Workplace

Conflict is often the manifestation of an unresolved series of disputes. The workplace is a series of inter-dependent relationships. In short, it takes all of us to attract, admit, educate, engage and support students to graduation. At the center of success for all such relationships is positive and constructive communication. The better we communicate, the better we achieve the mission of our institution.



At the heart of conflict is challenged communication. Assumptions, avoidance, pre-determined outcomes and turf can evolve into narratives that exacerbate conflict. For employees, unclear communication, unstated expectations, a lack of voice for input or patterns of tone can cause most any manager or leader to be misinterpreted; thus, communication is multi-dimensional series of pathways require listening as a part of communicate. Equally, gaining feedback is essential for persons in leadership.

Other causes of workplace conflict are as follows:

- Increased workloads or unrealistic expectations
- Lack of training, skills or understanding of the required tasks
- Opposing personalities
- Negative work environments
- Poor leadership and/or management
- Unfair or inconsistent treatment of various employees
- Harassment (all forms)

To assist students, employees and faculty in working through such challenges, the Office of the Ombudsperson has been established as a core component of Human Resources.

Contact your Ombudsperson or Employee Relations group today to work through common misunderstandings, communication challenges, and all efforts needed to resolve conflict in a positive, collaborative and confidential manner.

We are here to help us all to manifest our mission on behalf of our students!

Kenneth.Christmon@pfw.edu

University Ombudsperson
260-481-6177

Office of Institutional Equity

PFW – We Are One Community

We value you!

We value the PFW community for its commitment to inclusivity, and we invite you to do your part by committing to these actions each day.

- **Expand our knowledge base**
 - Step out of our comfort zone to learn about something unfamiliar
- **Be aware of our own biases**
 - Notice the impact of our thoughts and impressions
- **Be mindful of the language we use**
 - Watch out for common expressions that may be hurtful to some
- **Avoid assumptions about groups**
 - Know that there is diversity within all groups
- **Avoid stereotyping remarks**
 - Avoid blanket statements that ignore individuals
- **Interrupt insensitive or hurtful remarks**
 - Take a stand as an ally
- **Speak up**
 - Say something when something is not right
- **Use resources**
 - Know you are not alone in supporting inclusion
- **Listen**
 - Hear others, be friendly, and engage those around you

Together, we will continue to build an inclusive Purdue Fort Wayne.

Employee Relations

Employee COVID-19 Self Reporting Form

As we begin a new semester, we want to remind you that Purdue Fort Wayne faculty and staff who wish to self-report their positive COVID-19 test or need to self-quarantine should use 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.

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

HR-OIE Team Spotlight

CHRISTINE MARCUCCILLI

Title IX Coordinator / Associate Director of Compliance

marcuccc@pfw.edu

260-481-6107



Christine Marcuccilli is the Associate Director of Human Resources, Compliance, and Title IX Coordinator for Purdue University Fort Wayne. In that role, she oversees the Office of Institutional Equity; advises and trains the PFW community on issues of discrimination and harassment; serves as the campus Public Information Officer; manages complaints for the Fort Wayne campus; and advises the campus on issues of equal opportunity, equal access and affirmative action.

Christine earned a J.D. from Valparaiso University School of Law, *magna cum laude*, and a B.S. in political science from Ball State University. Prior to joining IPFW in 2011, Christine completed a judicial clerkship for the Honorable Norman E. Baker of the Allen Superior Court and practiced law in the areas of commercial litigation and civil appeals in Fort Wayne, Indiana.

As an active member of the Fort Wayne community, Christine is a Board member of YMCA Camp Potawatomi, past President of the Junior League of Fort Wayne, and a 2014 graduate of Leadership Fort Wayne. Christine enjoys serving the campus community as a member of University and campus policy committees, the LGBTQ+ Task Force, and compliance committees. In her spare time, you might find her practicing yoga or attending book club.

Please contact Christine with your questions about Institutional Equity at marcuccc@pfw.edu; 260-481-6107; or during office hours:

- Second and fourth **Mondays** of the month from 10:00 a.m. – 12:00 p.m. in Kettler G62
- First and third **Wednesdays** of the month from 1:00 p.m. – 4:00 p.m. in Gates 217
- **Thursdays** from 1:30 p.m. – 4:30 p.m. in Walb 111

Benefits

Road to Retirement Virtual Sessions

This article taken in part from Purdue HR email sent 9/1/21 – for full article, please click [HERE](#).



On September 22nd, 23rd, and 24th, Purdue Human Resources will be sponsoring a three-day virtual event supporting the financial wellness pillar of the Healthy Boiler program, called “Road to Retirement”. The program will include presentations from representatives from many organizations such as Fidelity, HSA Bank, INPRS (PERF), TIAA, and more.

Presenters will be discussing topics such as budgeting, learning about your retirement program, tackling student loan debt, maximizing social security, retiree health benefits, and more.

For more information, please watch for articles in upcoming editions of Purdue Today and announcements sent via email. You can also check out the [Road to Retirement web page](#) which includes links to retirement resources as well as recordings from past events.

If you have questions about Purdue’s retirement program, please contact Amy Jagger in HR at jaggera@pfw.edu or the PWL HR office at hr@purdue.edu.

#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](#).

HB Wellbeing

August Healthy Boiler Wellbeing Events

Theme: The Great Outdoors

Healthy Boiler Pillar: Behavioral Health



Employee Yoga

Wednesdays, September 1,8,15,22,29

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

Blood Health Screenings

Tuesday, September 7

7 – 9:45 a.m.

Walb 114

LabCorp is partnering with Wellness to provide confidential blood health screenings to employees. One free Wellness Panel per calendar year is available to Purdue Fort Wayne and IU Fort Wayne employees/spouses and retirees/spouses only. You must fast for 10-12 hours for the Wellness Panel. Non-fasting tests are also available. Payment methods include cash and checks only; no credit cards or HSA cards. Employees may submit receipts to the HSA for reimbursement.

Please note the following:

- The last available appointment is at 9:45 a.m.
- Walk-ins are not available to maintain social distancing. Visit pfw.edu/pfw-ready for latest updates on university mask policy.
- Online registration is required. Register early to reserve your spot.

- If you need to change or cancel your appointment time after you have registered, please change your time or remove your name from the [sign up form](#) so others can fill the empty time slot.
- Results will be available online only at LabCorp's patient portal: patient.labcorp.com.

Visit the [Wellness web site](#) for the Blood Health Screenings schedule for the Fall and Spring semesters.

[View complete listing of screenings, descriptions, and cost](#)

Mastodon Market

Thursdays in September

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: Fort Wayne Outdoor Trails

Friday, September 10

12 - 1 pm

Walb G-08

Whether you like to hike, jog, bike, float, or play—take advantage of being outdoors on the various trails in the Fort Wayne and surrounding area. Join health coach Lindsay Bloom for the Healthy Boiler In-person Workshop: Fort Wayne Outdoor Trails as she discusses the local opportunities to move, get fresh air, and connect with others who share your interest. A light lunch will be provided. Open to all faculty and staff.

Space is limited. [Register for the workshop by 1 p.m. on Tuesday, September 7.](#)

Francine's Friends Mobile Mammography

Monday, September 20

9 a.m. – 3 p.m.

Walb Circle

The best protection is early detection and Francine's Friends Mobile Mammography coach makes getting a screening mammogram quick, easy, and convenient for women. It is recommended that if you are age 40 or older, you should have a preventive screening mammogram every year.

(Continued on next page)

Please call the team at the Breast Diagnostic Center at 260-483-1847 or 800-727-8439, ext. 68120 to schedule your appointment in advance. They will be scheduled to follow safety guidelines and social distancing. This event is open to faculty, staff, and the public as well.

Additional Resources:

- [View Mobile Mammography COVID-19 Precautions for the Coach Schedule](#)
- [FAQs](#)

Healthy Boiler Book Club

Thursday, September 30

3:30-4:30 p.m.

Virtual

The Healthy Boiler Book Club will begin its new book, [The Comfort Crisis: Embrace Discomfort to Reclaim Your Wild, Healthy Self](#) by award-winning journalist Michael Easter who examines how leveraging the power of discomfort may improve your health and happiness. The book will be read and discussed from September to December. The club, led by health coach Lindsay Bloom meets virtually the last Thursday of each month and is open to all employees.

Reading schedule:

- September: Parts 1 and 2
- October: Part 3
- November: Part 4
- December: Part 5 and epilogue

Meeting link will be sent prior to the event. For questions, book suggestions, or to join us, [email Lindsay](#).

September Healthy Boiler Challenge

The Fresh Air Challenge invites you to walk outside for 20 minutes each day for the next 30 days. Walking is good for us, and there are tremendous health benefits to spending time outdoors. Being out in nature can help you relax and clear your mind. You can get valuable vitamin D if it's sunny or be invigorated by inclement weather. Join the challenge and track your activities by going to the [Healthy Boiler Portal](#) and clicking on Engage > Competitions.

Mental Health Corner

September is Suicide Prevention Awareness Month

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

The National Alliance on Mental Illness (NAMI) challenges people to use September as “a time to raise awareness on this stigmatized, and often taboo, topic... Our goal is ensuring that individuals, friends and families have access to the resources they need to discuss suicide prevention and to seek help.” The workplace is a great place to plant seeds of hope for you and your coworkers. Here are some tips for supporting yourself & other in September:

Fight stigma. Many people speak openly about seeking help for physical ailments. We understand that we are not physically well all the time. Why would it be different for mental health? Remove the stigma by telling your story if you have overcome struggles. Lead by example.

Help others. The workplace brings people together. 80% of people who die by suicide are within the working ages of 18-65. If someone you know is struggling with work or home issues don't hesitate to offer hope. Persuade them to get help. Ask about ways to get trained on suicide prevention. Don't treat your concern for their mental health as a taboo subject. Be bold.

Get the help you need. Your workplace provides resources. You have private & confidential prepaid counseling through your Employee Assistance Program. Consider talking with a trusted supervisor or human resources. Due to stigma many people wait months and years after the onset of mental health issues before seeking help. Don't wait any longer. Make this the month you seek help. Call today to set an appointment **1.800.342.5653** or online www.bowencenter.org



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