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**Sent:** Wednesday, March 30, 2022 12:10 PM  
**To:** Cheryl-Ann Tubby <ctubby@wesleyan.edu>  
**Subject:** Human Resources – In the Loop: March 2022

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March 2022

Dear Colleagues,

I hope that you have had an opportunity to read the message from President Roth regarding the WesThrives initiative. In line with that message, I am reminded almost daily of the challenges that we have overcome to get to today where we are back on campus and having important conversations about what I call a “reset” of the workplace. As Michael shared, WesThrives is about building a stronger Wesleyan community. I’ve been in Human Resources for many years (more than I sometimes care to admit) but I still get excited when I see an organization taking bold steps and demonstrating a willingness to engage in dialogue with us about our work, our culture and the important aspects of our mission together. In some ways, we are already on this path.....the creation of Success at WES, a more intentional focus on orientation for new staff, an enhanced mortgage benefit, and a more robust analysis of staff compensation are just a few of the ways in which we are striving to be a stronger university. However, there is more to do. I hope that we all take the opportunity this fall to participate in the climate survey as an important step in helping to create a place where we can all thrive.

Stay Wesleyan Strong,  
Lisa

### **New Event – “WesDay!”**

Mark your calendars for Thursday, May 5th from noon to 5 pm on Andrus Field and Foss Hill. **WesDay** is a combination of the Ice Cream Social and the Spring Fling and will be open to students, staff and faculty with a focus on fun! This new event will be a great opportunity to interact with the whole campus community.



In addition to free ice cream and tie dye, we'll enjoy carnival rides, games, wellness activities and novelties such as stuff-a-bear and pot your own succulent plant. Lunch will be available from a variety of food trucks with the ticket revenue going to a local charity. Fried dough, popcorn, and cotton candy will be provided by the carnival vendor at no charge to attendees. Students and faculty will perform music all afternoon at the base of Foss Hill.

Please plan to join us for this fun event. (This event does not include children or pets, as noted previously in the Argus). We welcome feedback on your experiences at the event.

Joanne Rafferty ([jrafferty@wesleyan.edu](mailto:jrafferty@wesleyan.edu))  
Cheryl-Ann Tubby ([ctubby@wesleyan.edu](mailto:ctubby@wesleyan.edu))  
Co-Chairs

## **Talent Acquisition and Employment**

### **Employees on the Move**

Human Resources welcomed 11 new staff members to the university in January and February. For a complete list of new staff and departures in this period, visit [Employees on the Move](#).



### **New Employee Orientation**

The next new employee orientation is scheduled for April 18th starting at 9am.

This event includes information from Human Resources, Public Safety, Payroll, ITS and Equity & Inclusion. Topics include employee resources at Wesleyan, benefits, and training opportunities. Any University employee may attend.....even those who have been here for a while and would like a refresher! If you are interested in attending, please contact Lauren Stumpf at [lstumpf@wesleyan.edu](mailto:lstumpf@wesleyan.edu).



## Recognition

Nine employees celebrated a Wesleyan anniversary since January 1st. A complete list of this year's employee anniversaries can be found at [Employee Service Recognition](#) .

### Cardinal Achievement Award Recognition Program

This program provides Wesleyan faculty and staff the opportunity to recognize colleagues who have demonstrated extraordinary initiative or service that advances the mission of the University. Congratulations to the following staff who were recognized in January and February:

- Ying-Fei Chen, Administrative Assistant III, Jewett Center for Community Partnerships
- September Johnson, Health Education Specialist
- Linda Mascaro, Administrative Assistant V, Economics
- Rachel Schnepfer, Director of Academic Technology
- Karen Warren, Deputy CIO, Information Technology Services



### Virtual Individual Drop-In Benefits Consultations with Human Resources

Have questions concerning your benefits plans, leave management, retirement savings plans, or other benefit offerings? You can schedule a 20-minute session

with a Benefits Specialist to discuss your questions.

**Pre-registration** is required. You will receive a Microsoft Teams meeting link in a confirmation email and a reminder email the day before your scheduled meeting time.

### **2021 Flexible Spending Account (Medical and Dependent Care) Grace Period**

**Extension:** As communicated during open enrollment, the grace period to incur charges using your 2021 spending accounts is extended to December 31, 2022. Those claims must be submitted to GDI by April 1, 2023 for reimbursement. This change is allowed by The Consolidated Appropriations Act of 2021 due to COVID and is not planned to extend to future plan years.

Please email [benefits@wesleyan.edu](mailto:benefits@wesleyan.edu) with questions.

### **Cigna Medical Plan Rapid Test Coverage**

HR has received reports that a few in-network pharmacies (CVS locations in particular) are not familiar with Cigna's new in-network pharmacy coverage of FDA-approved rapid tests at 100%. Please be assured that Cigna is reaching out these pharmacies to provide additional training upon notification of the problem. If you are at an in-network pharmacy and the pharmacist or pharmacy technician informs you that they don't know how to process the claim, please let them know they can reach out to the Cigna help desk for assistance.

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### **Retirement Planning**

Wesleyan welcomes Dionnie Edwards who joins the Wesleyan Fidelity team as a Workplace Financial Consultant. Dionne is a registered securities and licensed insurance representative and holds a Bachelor of Arts degree in political science from Morgan State University.



Dionnie will host a "Power of One" workshop on April 26th. The session will review the advantages of enrolling in your workplace savings plan. The following will be discussed:

- How to reach your retirement savings goals
- How much you should aim to save
- Diverse ways you can manage your investments

- How a slight increase in your contribution may make a powerful difference to your overall plan.

You can register for the “Power of One” workshop through [Success@Wes](#). One-on-one in-person consultations will also be available after the workshop in Usdan 108 (Taylor Meeting Room). [Sign up in advance](#).

### TIAA and Fidelity Webinars

TIAA and Fidelity host several webinars each month to assist you in managing your retirement and personal financial goals. Log into the [TIAA website](#) or the [Fidelity site](#) to view the list of live and recorded workshops.

## Wellness Resources

### Exercise at Work

Many people have heard the recommended weekly amounts of physical activity to strive for. However, more evidence is showing that adding bouts of physical activity, even if it does not total recommended levels, improves health. Sitting less is one simple way to get health benefits while at work. Office workouts like [Deskerercise!](#), seated exercises like [chair yoga](#), and walking discussions during meetings or workshops are some of many ways to incorporate physical activity into your day. We encourage you to find an activity that works for you and start incorporating it into your workday. All you need is 5-10 minutes!



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## Professional Development

The revised Performance Review form will be available in WesPortal on April 1st. In response to feedback from staff and supervisors, Human Resources redesigned the form with more of a focus on goals, and professional growth and development. New features include:

- Questions to help jump start the annual conversations – with a focus on understanding what keeps the staff member engaged at Wesleyan.
- A focus on professional growth and development
- A move from a five-category to a four-category rating
- Ability for staff and supervisors to enter in upcoming fiscal year goals beginning April 1st.
- Human Resources is hosting the following sessions on the staff performance review process:

- For supervisors: April 5 from 9:30 – 11:00am and April 13 from 1:30-3:00pm
- For employees: April 6 from 10:00 – 11:00 am

To register, visit [Success at Wes](#). Questions can be directed to Lauren Stumpf [lstumpf@wesleyan.edu](mailto:lstumpf@wesleyan.edu).

## Success at Wes

### Session Spotlight

#### **The Art of Feedback**

The Art of Feedback will provide supervisors strategies for delivering feedback and opportunities to practice these skills using real life scenarios. Facilitated by Lisa Brommer, *Associate Vice President for Human Resources*, and Israela Brill-Cass, *University Ombudsperson*, [The Art of Feedback](#) is scheduled for April 7<sup>th</sup> at 10:00am.

Visit [Success at Wes](#) to register for this session or to view the full list of offerings. If you are not on campus, VPN is required. Instructions for connecting to VPN can be found [here](#).

Is there a topic or session you wish was offered through Success at Wes? Let us know! Contact Lauren Stumpf at [lstumpf@wesleyan.edu](mailto:lstumpf@wesleyan.edu). We look forward to continuing to learn with you!

#### **HR Advisory Team Welcomes New Members**

The Human Resources (HR) Advisory Team welcomed 11 new members to the team! HR Advisory is comprised of administrative staff members from each division who meet quarterly to discuss and share ideas on topics related to working at Wesleyan. Members serve a one or two-year term and nominations are accepted each spring. The Team had their first meeting on March 24<sup>th</sup> where they began prioritizing their work for the upcoming year.

HR Advisory Team Members for 2022.

#### **Academic Affairs**

Drew Gray, General Manager, Center for the Arts

Joy Vodak, Associate Director, Office of Academic Affairs

Rachel Ludwig, Deputy Director of Athletics

#### **Admissions & Financial Aid**

Cruz Cruz, Assistant Dean of Admission

Sebastian Ivory, Assistant Dean of Admission

**Advancement**

Cecilia Pohorille McCall, Associate Director of Alumni & Parent Relations  
Deborah Treister, Director of Planning & Administration

**Equity & Inclusion**

Deborah Colucci, Assistant Vice President for Equity and Inclusion / Title IX  
Coordinator

**Finance & Administration**

Jeff Murphy, Facilities Business Manager  
Prashanie Silva, Senior Budget Analyst

**Information Technology Services**

Bonnie Solivan, Academic Technologist  
Paul Turenne, Systems Analyst

**Student Affairs**

Kevin Butler, Assistant Dean of Students/Director of Community Standards  
Shelissa Newball, Associate Director, Student Activities and Leadership  
Development

Jennifer Wood, Dean for the Class of 2023

**University Communications**

Dennis Hohne, Video Producer  
Patricia Leone, Manager of Web Services

Questions can be directed to Lauren Stumpf at [lstumpf@wesleyan.edu](mailto:lstumpf@wesleyan.edu).

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**Ask HR!**

This new section of the Loop provides answers to some of the most frequently asked questions to the HR team.

**How do I get an ID card for my medical/dental/vision insurance?**

Cigna (Health and Vision coverage) – Go to [myCigna.com](http://myCigna.com). Log in and scroll to the bottom of the page where you will see a link to ‘Get an ID Card’.

Delta Dental – Go to [DeltaDentalCT.com](http://DeltaDentalCT.com). Log in to MySmile and download your ID card from your dashboard.

EyeMed (lenses and frames) – Go to [Member Web](#). Log in and follow the instructions to print an ID card. You can also load the EyeMed Members App through App Store or Google Play instead.

**Where can I find the current University Holiday Schedule?**

Wesleyan will observe 9 holidays plus three floating holidays in 2022. The [schedule](#) is published in December of each year and can be found under the Quick Links on the [HR website](#) landing page.

**When is the staff performance review form available?**

The new Performance Review Form will be available in [WesPortal](#) under My

Information on April 1st.

**How do I access pay stubs or W-2s?**

You can see your paystubs and tax statements in [WesPortal](#) under My Information, Pay/Tax Statements - IPAY.



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