



**December 2024**

### **WesThrives - HR Update**

As part of the continued work to support supervisors, HR coordinated the Foundations for Supervisors program in October. Congratulations to those who attended!

- Joe Banks, Director of Construction, Facilities Administration
- Kyle Beaudette, Associate Director, Auxiliary Service Operations
- Donna Brewer, Director of Employee Benefits, Human Resources
- Olga Bookas, Director, Purchasing, Controller's Office
- Heather Brooke, Special Assistant to the President, President's Office
- Melissa DiMarco, Transportation Manager, Transportation Services
- Heather Fox, Director, Reservations and Conferences, Auxiliary Operations and Campus Services
- Crystal Rose Hill-Farrell, Director, Student Academic Resources
- Ashley Maloney, Assistant Director, Advancement Systems, ITS
- Louis Melendez Sanchez, Manager - Technical Support, Academic Computing Services
- Morgan Milhomens, Associate Director of Advancement Event Operations, Office of Advancement
- Jeffrey Mitchell, Associate Director, Finance and Administrative Services, Continuing Studies
- Phil Murray, Director of Labor and Employee Relations, Human Resources

- Andrew Plotkin, Director of Utilities and Infrastructure, Facilities Administration
- Brett Salafia, Director, Operations & Investments, Investment Office
- Tamara L Sanders, Payroll Manager, Financial Reporting Office
- Mike Schramm, Director of Major Gifts, Office of Advancement
- Anjali Tamhankar, Director of Talent Acquisition and Employment, Human Resources
- Miranda Zuo, Associate Dean of Admission, Admission Operations

The next Foundations for Supervisors program is scheduled for February 18th & 20th. To register, please go to [Success at Wes.](#)

We would also like to recognize the following individuals who recently completed the Crucial Conversations training.

- Amanda Carrington, Associate Director WesWell/Health Education
- Jessica Cetola, Recruitment Partner, Human Resources
- Lucy Diaz, Director of Engagement, Office of Advancement
- Erica Kowsz, Associate Director of Fellowships, Intercultural Learning
- Jill Livingston, Associate University Librarian for Academic Services, Olin Library
- Laurel Lyngklip, Assistant Director of Advancement
- Phil Murray, Director of Labor and Employee Relations, Human Resources
- William Nelligan, Director of Environmental Services, Facilities Administration
- Amy Walsh, Associate Director of Benefits, Human Resources

Suggestions from staff for improving the onboarding experience for new staff and building community included implementing a “buddy” program. In October, we provided an opportunity for staff to participate in the Cardinal Ambassador Program, with the goal of connecting new staff with current staff, or “Ambassadors”, to help welcome them to the Wesleyan community.

Unfortunately, due to a low response of Ambassador nominations, we will pause this program for now and possibly revisit again later in the coming year. Questions can be directed to Lauren Stumpf at [lstumpf@wesleyan.edu](mailto:lstumpf@wesleyan.edu).

### **Severe Weather Policy**

It's that time of year to remind everyone of Wesleyan's [Severe Weather Policy](#). Please take a moment to review the policy and address any questions about your work schedule with your immediate supervisor.

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## Talent Acquisition and Employment



Wesleyan welcomed 15 new staff since September 1st. For a complete list of new staff and departures, visit [Employees on the Move](#).

### New Employee Orientation

The next monthly new employee orientation is scheduled for January 20th starting at 9am. This event includes presentations by Human Resources, Public Safety, Payroll, ITS and Equity & Inclusion. Topics include employee resources at Wesleyan, benefits, and training opportunities. Any University employee may attend. If you are interested in attending, please contact Lauren Stumpf at [lstumpf@wesleyan.edu](mailto:lstumpf@wesleyan.edu).

### Labor Relations Update

In April, we began negotiating a new Collective Bargaining Agreement (CBA) with our Public Safety Officers, finalizing the agreement in June. In September, the NLRB certified our Graduate Students as a bargaining unit following an election, and by November, we initiated negotiations for a first contract with this newly formed union.

As the year comes to a close, we are preparing for upcoming negotiations with Physical Plant and Student Employees in Residential Life.

## Recognition



Twenty-seven employees celebrated a Wesleyan anniversary between September 1st and November 30th. A complete list of this year's employee anniversaries can be found at [Employee Service Recognition](#).

### **Cardinal Achievement Awards**

Congratulations to the following individuals who received a Cardinal Achievement Award between September 1st and November 30th.

- Dawn Alger, Theater Department, for going above and beyond to support faculty, staff, the Arts Production Team, and campus theater groups.
  - Kevin Butler, Dean's Office, for his time and patience with student protests and the judicial cases.
  - Cara Connor, Student Involvement, took on the responsibility for ensuring the safety of the Organizing Center space and working with students to reopen the space.
  - Rick Culliton, Dean's Office, for his time and patience with student protests and the judicial cases.
  - Laura Patey, Office of Student Affairs, for taking the initiative to research students who left "Upon Completion" and helping them earn their BA or BLS degrees
  - Camille McGadney, Law and Social Impact Career Advisor, for going above and beyond to ensure a student successfully completed an application for a Rhodes Scholarship.
  - Cheryl-Ann Tubby, Human Resources, for successfully organizing and managing the new Student I-9 Workday process this fall.
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### **Flexible Spending Account (MERA and Dependent Care) Deadlines**

If you have not yet submitted claims to exhaust your 2024 flexible spending account balance(s), you can submit for services provided prior to March 15, 2025, to Flores & Associates (formerly Group Dynamic Inc. GDI) by April 15, 2025. Please note that the IRS does not allow exceptions to these dates. Link [here](#) to review the different ways you can submit claims for reimbursement.

### **Retirement Plan Age 60 – 63 Catch-Up Contributions**

The annual employee contribution limit for participants contributing to Wesleyan's 403(b) and 457(b) retirement plans has increased to \$23,500, up from \$23,000 for 2025.

Catch-up contributions apply to only the 403(b)-retirement plan. There are now two catch-up contributions available:

- a. Age 50 catch-up contributions are available to those who turn 50 (or older) by the end of the plan year in which the contributions are made. For 2025, the age 50 catch-up contribution amount is \$7,500.
- b. Age 60-63 catch-up contributions - The Secure Act 2.0 has added a new option for those aged 60-63 by the end of each plan year in which the contributions are made. The additional catch-up replaces the \$7,500 age 50 catch-up for this age group. For 2025, the age 60-63 catch-up contribution is \$11,250.

### **Summary Annual Reports**

Linked here are the [Wesleyan University Retirement Plan Summary Annual Report](#) for the 7/1/22 to 12/31/23 period and the [Wesleyan University Group Insurance Program for the 1/1/23 to 12/31/23 Plan Year](#). These required reports review the plans' financial status and highlight the information on the annual reports (Form 5500) that are submitted to the IRS. The report includes information on:

- administrative expenses incurred by the plans;
- amount of benefits paid to participants and beneficiaries (retirement plan only);
- total value of plan assets (retirement plan only); and
- your right to receive a copy of the full annual report.

If you have any questions regarding the Summary Annual Reports or require a hard copy of the reports, please contact [benefits@wesleyan.edu](mailto:benefits@wesleyan.edu).



### **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.

### **Holiday Stress – Tips from BHS our Employee Assistance Program**

You will need to log in to [portal.BHSONline.com](#) using Organization ID WESLEYAN. You will find articles, videos, and activities under Emotional Wellbeing, including:

[Holidays Got You Stressed? Try These Calming Tips](#)

[20 Ways to Reduce Stress](#)

[Relaxation Rx](#)

### **Ask HR**

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

Cigna (Health and Vision coverage) – Go to [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](#). 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.

#### **How do I get a replacement WesID?**

Effective 3/15/24 all requests for new or replacement ID’s for faculty or staff must go through ServiceNow located in WesPortal under Community/WesCard Request. No requests will be accepted via email.