Welcome to the new Human Resources Newsletter. This quarterly publication is focused on you, our employees. We thank the Administrative Council for identifying the need for this publication and helping to facilitate its publication.

The goal of our Human Resources Team is to provide information that helps you get the most out of your employment with Lafayette College. Some of our features will include news about comings and goings within our employee population, information on training opportunities, information about our wellness and benefit programs, and reminders about how to get the most out of the many discount programs we offer. The entire Human Resources Team is excited about this publication, and we very much want to hear from you. Please send any of us an email, give us a call, or drop by with any suggestions you have to make this newsletter more useful to you, our valued employees.

HR Team

Leslie Muhlfelder—Vice President of Human Resources and General Counsel
Alma Scott-Buczak—Associate Vice President Human Resources
Lisa Youngkin Rex—Director Human Resources/Employment
Cristie Lazart—Associate Director Human Resources/Benefits
Janice Hoffman—HRIS Manager
Deborah Blache—Benefits Administrator
Karen Yaskanin-Jones—HR Administrator/Tuition Coordinator
Jody Poniatowski—Confidential Secretary
Jill Kauffman—Human Resources Specialist
Dorothy Sobieski—Confidential Secretary Part Time
Carol Hoye—Confidential Secretary Part Time

WE ARE WELL INTO 2018-2019

Another academic year is well underway. As employees, we are accustomed to the cadence of the comings and goings around our main objective—providing an outstanding educational experience for our students. Each of us in our own way is a critical part of this endeavor.

As we start another year, HR wants to recognize the efforts of all employees. While we need you to continue your great hard work and be creative, we also want to support you in taking care of yourselves, your families, and our community.

There are so many ways for us to take full advantage of being part of a place as special as Lafayette College, and we hope that each of you will avail yourself of all we have to offer. Whether it is attending the President’s Picnic, visiting an exhibit at the Williams Arts Campus, cheering on one of our sports teams, participating in the community reading, or just enjoying playing in the snow on campus with your family, there are many opportunities to immerse yourself in the Lafayette community.

We hope all members of our community will have another productive year and want to remind you that as we spend so many of our waking hours at work, we need to find as many ways as possible to enjoy the experience.
To sign up for Lafayette Leopard Alerts, all you need is a cell phone with text-messaging capabilities.

LAFAYETTE LEOPARD ALERTS

The Lafayette Leopard Alerts Service is a notification system that enables Lafayette students, faculty, parents, and staff to receive alerts on their cell phones in the event of an emergency on or close to campus.

Use of the system is reserved for crisis situations that involve imminent danger or events that impact a significant portion of the campus population. When the system is used, the same alert(s) will be sent simultaneously to all students, faculty, and staff who have signed up. These situations should be very infrequent. You will receive messages within seconds of their transmission. If your cell phone is turned off when a text message is sent, you will receive it after you turn your cell phone on, but only if you do so within seven days of the original transmission.

A short text message will describe the situation and indicate suggested action. Because the messages must be brief, you will be directed to go to the College’s website (www.lafayette.edu), where details will be available.

All you need is a cell phone with text-messaging capabilities. There is no charge to users for signing up. Individual cell phone plans will apply normal charges for text messages. Cell phone numbers gathered in the process are not shared or sold to any other systems or services.

You can opt out (discontinue) at any time just as quickly and easily as you signed up. Login to your Lafayette Leopard Alerts account for detailed instructions.

Don’t have a cell phone? You can sign up to receive emergency alerts by email.

For more information and directions on how to sign up for Lafayette Leopard Alerts visit: https://lafayette.edu/LeopardAlerts

ARE YOU GETTING ENOUGH CALCIUM?

Calcium is the most abundant mineral in your body. Consuming enough calcium is critical for keeping your bones and teeth strong and for maintaining the function of your nerves, heart, and muscles. Failing to get enough calcium can stunt children’s growth and increase the risk of developing osteoporosis. The recommended dietary allowance (RDA) by age group:

1-3 years—700 mg daily
4-8 years—1,000 mg daily
9-18 years—1,300 mg daily
19-50 years—1,000 mg daily
51-70 years—1,000 mg daily for men & 1,200 mg daily for women

Please note that these RDAs reflect suggestions from the Office of Dietary Supplements at the National Institutes of Health. Your personal recommended calcium allowance may differ. Please consult your doctor to determine how much calcium you need in your diet.

Sources of Calcium:
- Yogurt
- Cheese
- Cow’s Milk
- Soy Milk
- Seafood
- Dark, Leafy Greens
- Beans
- Oatmeal & Fortified Cereals
- Tofu
- Molasses

Sources: Office of Dietary Supplements.
ORIENTATION

Orientation helps new administrators and staff get off to a good start. (The faculty have a separate orientation program run by the Provost’s Office) An employee orientation process is a means of introducing a new hire to other members of the organization, and it lays a foundation for the new employee’s career with the College.

Orientation at Lafayette is comprised of several components. The first four are provided by the Office of Human Resources.

- New Employee Paperwork (1st day of employment)
- General College Orientation (generally held the first Tuesday of the month at 2 p.m. in the Office of Human Resources)
- First-Year Orientation (first year of employment, generally held the third Thursday of the month from 11:45 a.m. – 2 p.m. at various locations around the campus and includes lunch)
- Department Orientation

The Office of Human Resources creates a new employee’s L number which is replaces the use of a social security number, and also requests a network ID and email to be created. Federal law requires employers to verify identity and employment authorization within the first three days of employment. As part of the on-boarding process, new employees must complete an I-9.

General College Orientation covers topics such as the College calendar, policies, facilities, pay schedule, resources, etc. The General College Orientation PowerPoint is located on the HR website.

During their first year of employment with the College, new employees are invited to a monthly meeting that familiarizes them with the various divisions and services of the College and allows them to meet other new employees. We reserve a limited number of seats in each monthly program for employees who have not previously attended that session. These seats are allocated on a first-come, first-served basis. Email Lisa Youngkin Rex at rexl@lafayette.edu with the session you wish to attend.

FIRST-YEAR ORIENTATION SCHEDULE

**July**
Facilities Operation/Construction Update
Office of Public Safety
Sustainability

**August**
Dean of Advising & Co-Curricular Programming
International and Off-Campus Education
Office of Institutional Research

**September**
Communications
The Arts Programs

**October**
Finance & Administration Division

**November**
History of the College Charter Governance, the Board of Trustees, and Dyer Center

**December**
Admissions
Financial Aid

**January**
Development & College Relations Division

**February**
Provost’s Division
Faculty Structure, Joint Governance & Committees
Libraries

**March**
Kirby Sports Center
Athletics/NCAA Recreation Services

**April**
Campus Life Division and Title IX

**May**
Informational Technology Systems Division

**June**
Campus Life Residence Life (including a tour of residence hall)
SAVE THE DATE!

2019 Wellness Fair

Join your colleagues for a day of health and wellness. Over 30 vendors offering information, free screenings, and demonstrations.

April 10, 2019
10:30 AM—3:00 PM
Marlo Room—Farinon

Lafayette Employee Wellness Program
2019
Open Enrollment
November 1—16, 2018

Benefits Fair Information Sessions

11am: Lafayette health plan options and virtual medicine: Have a greater hand in your health

11:30am: Navigating your health plan: Member website, Care Cost Estimator, and more

Noon: FSA & HSA

12:30pm: Lafayette health plan options and virtual medicine: Have a greater hand in your health

1:00pm: Navigating your health plan: Member website, Care Cost Estimator, and more

1:30pm: FSA & HSA

Computer Assistance—Skillman 105

November 5th
10am-2pm

November 8th
10am-2pm

November 12th
1pm-4pm

November 14th
2pm-6pm

Open Enrollment Information Sessions

November 7th
12pm-1pm
Acopian 206

November 15th
3:30pm-4:30pm
Hugel 103

Employee Benefits Fair

Thursday, November 1, 2018

10:30 AM—2:30 PM

Marlo Room—Farinon Center

Sponsored by the Office of Human Resources
By getting organized and planning ahead, you can reduce holiday stress.

**GOOD RX**

GoodRx ([www.goodrx.com](http://www.goodrx.com)) is a valuable online tool to make you a smarter consumer so you can make better choices when filling prescriptions. It is free and does not require that you create an account to search for prices and receive discounts.

**Why use GoodRx?**

Prescription drug prices are not regulated. The cost of a prescription may differ by more than $100 between pharmacies across the street from each other!

**How can GoodRx help me?**

GoodRx gathers current prices and discounts to help you find the lowest-cost pharmacy for your prescriptions. The average GoodRx customer saves $276 a year on prescriptions.

**What if I have insurance or Medicare?**

Many insurance plans have high deductibles or limited formularies that don’t cover the drugs you need. GoodRx may be able to find you a lower price than your insurance copay. Hundreds of generic medications are available for $4 or even free without insurance.

**How do I find discounts for my drug?**

It’s easy. Just go to the GoodRx home page, type in your drug’s name in the search field, and click the “Find the Lowest Price” button.

**What are GoodRx coupons?**

GoodRx coupons are free and accepted at virtually every U.S. pharmacy. Your pharmacist will know how to enter the codes on the coupon to pull up the best discount available.

**How do I use a GoodRx coupon?**

It’s similar to using a coupon at a grocery store. Simply print the coupon and bring it with you to the pharmacy when you pick up your prescription. The pharmacist will enter the numbers on the coupon to find the discount.

---

**SEPTEMBER—NATIONAL PREPAREDNESS MONTH**

Since 2004, the Federal Emergency Management Agency (FEMA) and the national Ready Campaign have promoted National Preparedness Month (NPM) every September. NPM encourages Americans to take steps to prepare for all types of emergencies and strives to increase the overall number of people, families, and communities that engage in preparedness actions.

The most recent data from the Red Cross, though, reveals that despite 8 out of 10 Americans feeling unprepared for a catastrophic event, only 1 in 10 has taken the following appropriate preparedness steps:

- Create a family emergency plan
- Stock an emergency supply and first-aid kit
- Train in basic first aid

Remember, you can’t plan when a disaster will occur, but you can plan ahead to be prepared if and when a disaster does strike. You do not have to wait until September, take time to learn more about NPM and take the suggested steps to become properly prepared. For more information, please visit the NPM website: [https://www.ready.gov/september](https://www.ready.gov/september)
NEED A FORM?

The forms listed below and others can be found on the Human Resources webpage.

- Direct Deposit
- W4
- Change of Address
- FSA Out-of-Pocket Reimbursement Request Form
- Express Scripts—Home Delivery Mail Order Form
- Salary Reduction Agreement (Retirement Contribution Form)

https://hr.lafayette.edu/forms/

PROMOTIONS
JULY - SEPTEMBER 2018

We congratulate our colleagues on the following promotions!

**JULY**

Deborah Blache  
Benefits Administrator

David Downey  
Assistant Director Strength & Conditioning

Bruce Ferretti  
Executive Director for Facilities

Louise Frazier  
Assoc. Director of Enrollment Operations and Student Success

Amy Gross  
Assoc. Director of Alumni Relations

Thomas Hampsey  
Sr. Executive Director of Development Research & Special Projects

Rebecca Heslin  
Director Prospect Management & Senior Research Officer

G. Christopher Hunt  
Dean of Students

Arif Kapasi  
Asst. Director Compliance

Jill Kauffman  
HR Specialist

Joseph Kovacs  
Custodian B

Phillip LaBella  
Director of Athletic Communications

David Limas  
Universal Trades B

Brian Ludrof  
Director of Creative Media

Patricia McCutcheon  
Assoc. Director of Admissions

Jared Monti  
Grounds B

Scott Morse  
Sr. Director Communications for Campus Life & Athletics

Christopher Mugavero  
Custodian A

Corinne Ozanne  
Assoc. Director of Admissions

Donna Rehm  
Asst. Director of Admissions

Jade Saybolt  
Assoc. Director of Admissions

Joslyn Unangst  
Custodian A

Kevin Weston  
Custodian A

AUGUST

Amy Blythe  
Director Parent & Family Relations

John Meier  
Dean of the Faculty

SEPTEMBER

Jamila Bookwala  
Dean of Academic Initiatives

COMINGS & GOINGS
JULY - SEPTEMBER 2018

Please join us in welcoming the following employees who have joined the Lafayette

**JULY**

Aseel Bala  
Assistant Professor  
Chemical Engineering

Adam Biener  
Assistant Professor  
Economics

Andrea Bohn  
Assistant Vice President & Controller  
Finance

Brianna Braswell  
Admissions Counselor  
Admissions

Tracy Burton  
Associate Controller  
Finance

Thomas Collins  
Visiting Assistant Professor  
Computer Science

Elizabeth Corzo-Duchardt  
Visiting Assistant Professor  
Film and Media Studies

Erin Cottle Hunt  
Instructor  
Economics

(Continued on page 8)
COMINGS & GOINGS (CONTINUED)
JULY - SEPTEMBER 2018

JULY
- Annie de Saussure: Assistant Professor, Languages
- Blake Farman: Visiting Assistant Professor, Mathematics
- Cory Fischer-Hoffman: Visiting Assistant Professor, International Affairs
- Jerome Griffin: Sr. Dir. of Admissions, Admissions
- Judson Hall: Assistant Coach Men's Lacrosse, Athletics
- Shelia Handy: Visiting Professor, Economics
- Annemarie Exarhos: Assistant Professor, Physics
- Christopher Hawley: Assistant Professor, Physics
- Sean Hembrick: Assistant Director of Intercultural Development, Campus Life
- Nathaniel Jezzi: Visiting Assistant Professor, Philosophy
- Dennis Johannsen: Visiting Assistant Professor, Languages
- Daniel Kampsen: Asst. Dir. of International & Off-Campus Education, Study Abroad
- Cristie Lazart: Assoc. Dir. of HR/Benefits, Human Resources
- Allison Lewis: Assistant Professor, Mathematics
- Haritha Malladi: Visiting Assistant Professor, Civil Engineering
- Rebecca Miller: Visiting Assistant Professor, Chemistry
- Mathieu Perrot: Assistant Professor, Languages
- Elizabeth Rastede: Visiting Assistant Professor, Chemistry
- David Rosen: Director Football Operations, Athletics
- Karimah Sweet: Visiting Assistant Professor, Mathematics
- Steven Swidler: Hanson Professor, Economics
- Carlos Tavares: Assistant Professor, Anthropology & Sociology
- Amy Van Asselt: Assistant Professor, Mechanical Engineering
- Bess Van Asselt: Visiting Assistant Professor, English
- Ryan Van Horn: Associate Professor, Chemical Engineering
- Michelle West: Executive Asst. to the Provost, Provost’s Office

AUGUST
- Tracie Addy: Director of CITLS, Center for Integration of Teaching, Learning & Scholarship
- Melissa Dalrymple: Assistant Director of Student Leadership & Involvement, Campus Life
- Nicole DiRado: Administrative Coordinator, International Affairs
- Jaelyn Hibbs: Assistant Coach Field Hockey, Athletics
- Devin Hussong: Staff Counselor, Counseling Center
- Erik Oakley: Athletic Communications Intern, Communications
- Sylvia N. Okoye: Program Manager Dyer Center IDEAL Center
- Asmita Pendse: Staff Counselor, Counseling Center
- Colton Reinholtz: Assistant Coach Volleyball, Athletics

SEPTEMBER
- Gabriel Robinson: Assistant Coach Men’s Soccer, Athletics
- Rachel Robins: Senior Accountant, Finance and Administration
- Thomas Rothrock: Technician III, Engineering
- Anneliese Warnke: Library Monitor, Skillman Library
- Kathleen Williams: Asst. Director of Admissions, Admissions

RETIRED
June - September 2018
- We wish the following well as they embark on a new chapter in their lives.
- Bradley Anranaitis: Physics
- Patricia Cerankowski: Human Resources
- Laurie Chisesi: Financial Aid
- Marie Enea: President’s Office
- George Holley: Facilities Operations
- Bruce McCutcheon: Athletics
- Jerzy Norek: Facilities Operations
- Emily Schneider: Provost’s Office
- Lorenzo Traldi: Mathematics

Full Class schedule can be found here: https://recreation.lafayette.edu/fitness-2-group-fit-program/group-fitness/