

HR News

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 Lazard—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.



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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>

To sign up for Lafayette Leopard Alerts, all you need is a cell phone with text-messaging capabilities.

CELL PHONE DISCOUNTS

Did you know that as a Lafayette College employee, you may be eligible for a cell phone plan discount with Verizon and AT&T?

Verizon offers a cell phone plan discount up to 18%!

AT&T offers a cell phone plan discount up to 17%!

For more information, visit <https://hr.lafayette.edu/benefits/other-benefits-programs/>

ARE YOU GETTING ENOUGH CALCIUM? ¹

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

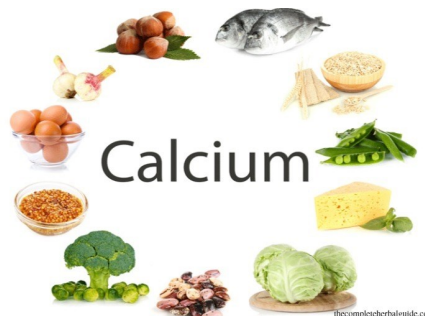
19-50 years—1,000 mg daily

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



¹ Live Well Work Well April 2017



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 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

LAFAYETTE
COLLEGE

Employee
Benefits Fair

Thursday, November 1, 2018

10:30 AM—2:30 PM

Marlo Room—Farinon Center

Sponsored by the Office of Human Resources



START PLANNING TODAY FOR A STRESS-FREE HOLIDAY¹

While the holiday season brings joy and togetherness, it can also bring stress. Top holiday stressors include staying on a budget, managing multiple commitments, and finding the perfect gift. Fortunately, by getting organized and planning ahead, you can help reduce holiday stress.

Write down any known commitments. Does your child's school have a holiday concert? Are you planning on hosting a holiday dinner? Making a list of your commitments will help you plan your time and avoid double-booking yourself.

Create your budget now. If you're stressed about how your holiday spending will impact you after the holidays are over, you're not

alone. Remember, the sentiment of a gift is much more important than the cost. Set a realistic budget and do not go over it. Start shopping early. Do you already know what you want to get some people on your list? Don't be afraid to shop early. Sometimes, you can get great deals on presents even before the holiday season hits.

Moreover, you can avoid the scenario of not being able to get the gift you want because it's sold out.

Though these tips won't prevent all of the holiday stress you may experience, they can definitely can help reduce it.

¹ Live Well Work Well, November 2017

By getting organized and planning ahead, you can reduce holiday stress.

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>

GOOD RX

GoodRx (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.



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)



Lafayette Employee Wellness Program

GROUPFIT CLASSES

AT "EMPLOYEE FRIENDLY" TIMES

Tuesday

Yoga Tone 7:15-8:05AM

Wednesday

PowerPump + ABs 7:15-8:00AM

Thursday

Body Sculpt 12:05-12:50 PM

Friday

Vinyasa Yoga 7:15-8:00AM
Cycle 30 12:15-12:45PM

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

The Office of Human Resources
12 Markle Hall
Easton, PA 18042

Phone: 610-330-5060
Fax: 610-330-5720
E-mail: hr@lafayette.edu
<https://hr.lafayette.edu/>

LAFAYETTE
COLLEGE



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 Johannssen
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

Jaclyn Hibbs
Assistant Coach Field Hockey
Athletics

Devin Hussong
Staff Counselor
Counseling Center

Erik Oakley
Athletic Communications
Intern
Communications

Sylvania Okoye
Program Manager Dyer Center
IDEAL Center

Asmita Pendse
Staff Counselor
Counseling Center

Colton Reinholtz
Assistant Coach Volleyball
Athletics

Kendall Roberson
Sustainability Fellow
Sustainability Initiative

Elizabeth Wieller
Ticket Office Manager
Athletics

Lori Wiesner
Office Manager
Investment Office

Kathleen Williams
Assoc. Dir. of Admissions
Admissions

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
Assoc. 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