HR News

Welcome to Issue 2 of the HR newsletter.

In this issue, we introduce two new recurring features on which you are invited to provide direction and input.

In “Fact or Fiction”, we will aim to address some of the recurring questions within our campus and community. We have some ideas for topics, but hope you will submit questions, rumors to address, or concerns that you want us to fact check.

In “Personal Milestones”, we will aim to highlight some of the life achievements and milestones you would like to share with your colleagues. These may include completing a degree or training program, birth or adoption announcements, weddings, new homes, awards, outside achievements, or anything else you would like our community to celebrate with you.

We are launching these new features in this issue using information we previously received. We would like future articles to address your current questions and interests. Please submit your “Fact or Fiction” questions and “Personal Milestones” to HR by email at hr@lafayette.edu, via interoffice mail, or drop them off in the Human Resources office.

FACT OR FICTION

Q – I heard somewhere that the name of the College was misspelled for the first 50 years. How could that happen?

A – “It’s interesting to note that the spelling ‘La Fayette’ was used in the official government records and in many early College documents. The correct and current spelling wasn’t formalized until Dr. William C. Cattell, president of Lafayette 1863-83, made his own investigations while on a visit to France. Dr. Cattell found ‘Lafayette’ was the spelling used by the Marquis himself in his own signature, in the inscription on his tombstone, by his family when publishing the General’s Mémoires et Correspondence, and in a number of biographical writings by his countrymen.” The College Trustees adopted the corrected spelling shortly after President Cattell brought it to their attention in 1876. (Source: The Lafayette Story)

Q — What is the holiday schedule for 2019-2020?

A — Each year, the holiday schedule is approved by the Cabinet and communicated to the community in mid to late March. The holiday schedule for 2019-2020 will be as follows:

<table>
<thead>
<tr>
<th>Holiday</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>INDEPENDENCE DAY</td>
<td>July 4, 2019</td>
</tr>
<tr>
<td>LABOR DAY</td>
<td>September 2, 2019</td>
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<tr>
<td>THANKSGIVING</td>
<td>November 28 &amp; November 29, 2019</td>
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<tr>
<td>CHRISTMAS</td>
<td>December 24, December 25, *December 26, *December 27, *December 30, 2019</td>
</tr>
<tr>
<td>NEW YEAR</td>
<td>December 31, 2019 &amp; January 1, 2020</td>
</tr>
<tr>
<td>MARTIN LUTHER KING DAY</td>
<td>January 20, 2020</td>
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<tr>
<td>OR PRESIDENT’S DAY</td>
<td>February 17, 2020</td>
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<tr>
<td>MEMORIAL DAY</td>
<td>May 25, 2020</td>
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<tr>
<td>FLOATING HOLIDAY (2)</td>
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<td>*Denotes additional days granted (Winter Recess)</td>
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</tbody>
</table>
MEDICAL FSA ALLOWS CARRYOVER OF UP TO $500/year

Employees who have a Health Care or a Dependent Care Flexible Spending Account (FSA) are reminded that claims incurred in previous calendar years must be submitted and postmarked no later than March 31 of the following year.

Please Note: Under the “Carryover Rule,” participant unused balances of $500 or less from their 2018 Health Care/Medical Flexible Spending Account will be automatically rolled over to be used for qualified expenses in calendar year 2019, after March 31, 2019.

However, amounts in excess of $500 of unreimbursed health care expenses from calendar year 2018 will be forfeited, as required by law, if not submitted and postmarked by the March 31, 2019, deadline. (The “carryover rule” does NOT apply to the Dependent Care Spending Account.)

If you have any questions regarding the eligibility of claims, please call Discovery Benefits at 1-866-451-3399 or the Office of Human Resources at extension 5060.

MEDICAL FSA ALLOWS CARRYOVER OF UP TO $500/year

LOOKING TO IMPROVE YOUR HEART HEALTH?
REDUCE YOUR STRESS

According to the American Heart Association (AHA), more than 1 in 3 women has a form of cardiovascular disease. And, heart disease is the leading cause of hospital stays for men in the United States. Due to the prevalence of the disease, the AHA recognizes each February as American Heart Month in hopes of raising awareness about the disease and how to prevent it.

Reducing Your Stress
Taking steps to reduce your stress will improve your overall health. Try these tips:
• Plan and prioritize your most important responsibilities.
• Listen to music you find relaxing to help you calm down.
• Take time off from work to clear your mind.
• Exercise regularly to get your blood and endorphins flowing.

When to Seek Help
If the stresses in your life become more than you can bear or manage with these simple techniques, consider seeking professional assistance. A knowledgeable professional will be able to work with you to devise time-management skills and stress-reducing techniques.

Stress and Heart Health
While there are risk factors that contribute to heart disease that you can’t control, there are many things you can do to maintain your heart health. One of those things is to reduce your stress. When stress is excessive, it can contribute to a host of health problems, including high blood pressure. If high blood pressure goes untreated, it can result in heart disease.

Source: Live Well, Work Well, February 2019, Provided by USI Insurance Services
EARLY RETIREMENT

At its December meeting, the Board of Trustees approved the terms of a 2019-2020 Staff Voluntary Retirement Opportunity Program. This program enables the College to provide a benefit as well as express its appreciation to eligible staff members.

This program will provide additional compensation to eligible employees who elect to retire between May 15, 2019 and Feb. 28, 2020. Eligible employees are those full-time, non-faculty, staff, and administrators who: (1) have fifteen (15) years or more of continuous full-time employment with the College; and (2) have reached the age of sixty (60) or more as of the date of retirement.

Under the 2019-20 Staff Voluntary Retirement Opportunity Program, eligible employees who elect to retire by Feb. 28, 2020, will receive a one-time payment equal to the sum of: 1) 25 percent of the individual's annual base pay (as of the date of retirement), plus 2) an additional $25,000.

Please contact Lisa Rex in the College's Human Resources Department if you have an interest in learning more about this opportunity. Eligible staff who wish to retire between May 15, 2019 and June 30, 2019, must notify the Office of Human Resources by Feb. 28, 2019. Those who wish to retire between July 1, 2019 and Feb. 28, 2020, must notify the Office of Human Resources by May 15, 2019.

The eligibility requirements for other benefits such as post-retiree medical benefits for which the retiring employee may qualify are unchanged by this program and are governed by the provisions of such plans. This voluntary retirement program does not alter the eligibility requirements for the College's retiree medical plan. Information concerning the retiree medical plan is available from the Human Resources Department.

2019 SPRING
FINANCIAL
EDUCATION
SERIES

April 4—Noon –1p.m.
Top 10 Things to Do Before You Retire
Presented by: Fidelity
Acopian 239

April 16—Noon –1p.m.
Income Options in Retirement
Presented by: TIAA
Acopian 206

April 22—Noon –1p.m.
Social Security, Retirement, Medicare, & You
Presented by: Social Security Administration
Hugel 103

INDIVIDUAL RETIREMENT SESSIONS

April 16: TIAA
April 26: Fidelity
May 2: TIAA
May 3: TIAA
May 8: TIAA
May 10: TIAA

Sessions will be held in the Johnson Room of Pfenning.

Schedule an appointment online:
TIAA: tiaa-cref.org/schedulenow
Fidelity: fidelity.com/reserve
A broad scope of training and development options are available to Lafayette College staff and faculty. Be sure to take advantage of these mostly free developmental programs, and remember, notices sent by email referencing faculty may be open to staff. If you have training-related questions, please contact Lisa Rex at extension 5814 or Alma Scott-Buczak at extension 3172. Below are some of the many options currently available.

<table>
<thead>
<tr>
<th>Topic / Examples</th>
<th>Location/Website</th>
<th>Frequency</th>
<th>Offered by</th>
</tr>
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<tbody>
<tr>
<td><strong>Lynda.com</strong></td>
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<tr>
<td>Business, Software, Technology and Creative Skills</td>
<td><strong>lynda.com</strong></td>
<td>Ongoing</td>
<td>Library</td>
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<td><strong>CTL S Sessions</strong></td>
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<tr>
<td>Writing Groups, Teaching &amp; Excellence, Power of Community, Video Creation</td>
<td>On campus, information and current schedule at <strong>citls.lafayette.edu</strong></td>
<td>Ongoing</td>
<td>Center for the Integration of Teaching, Learning &amp; Scholarship (CTLS)</td>
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<td><strong>Supervisory Training Series</strong></td>
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<tr>
<td>Leadership Training</td>
<td>On campus</td>
<td>1x / Quarter</td>
<td>Human Resources</td>
</tr>
<tr>
<td><strong>Technical Workshops</strong></td>
<td></td>
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</tr>
<tr>
<td>Resources and Technologies, Specialized Training and Workshops by Request</td>
<td>On campus <strong>Upcoming Training Calendar</strong></td>
<td>Based on current needs and/or requests</td>
<td>Information Technology Services</td>
</tr>
<tr>
<td><strong>UE Online Training</strong></td>
<td></td>
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<tr>
<td>Prevention of Workplace Harassment, Discrimination, and Retaliation</td>
<td>Online</td>
<td>Ongoing</td>
<td>United Educators (via Human Resources)</td>
</tr>
<tr>
<td><strong>Professional organizations and webinars</strong></td>
<td>Online and in-person</td>
<td>Ongoing and targeted to regulatory changes</td>
<td>In-line with Department Resources</td>
</tr>
</tbody>
</table>

* Many of these sessions are open to staff and administrators.
MIDDLE STATES ACCREDITATION PEER REVIEW TEAM CAMPUS VISIT

In the United States, institutions of higher education are accredited by a voluntary, nongovernmental peer review process that has been used since the early 20th century.

The Middle States Commission on Higher Education, (MSCHE or Middle States) accredits institutions in Delaware, the District of Columbia, Maryland, New Jersey, New York, Pennsylvania, Puerto Rico, the U.S. Virgin Islands, and several locations abroad. The Council on Higher Education Accreditation and the U.S. Department of Education recognize MSCHE as one of several regional accreditation authorities. MSCHE assures students and the public of the educational quality of higher education.

Colleges and universities in the MSCHE region are periodically reevaluated. Until now, the most comprehensive reevaluation occurred approximately every 10 years after an institution’s initial accreditation. However, MSCHE is currently reviewing its accreditation cycle and processes and in the future, comprehensive reevaluation cycles are likely to last for only eight years.

For every evaluation cycle, Lafayette prepares an intensive review of our educational programs and services, student learning, and achievement of our stated goals and mission, as measured against standards that have been developed by MSCHE. In order to demonstrate compliance with all seven MSCHE standards, Lafayette is required to produce a self-study report. In 2017, a Steering Committee and seven working groups (each responsible for one of the standards) were established at Lafayette to collect and review information for inclusion in our comprehensive self-study report.

This self-study report and the Commission’s Standards for Accreditation and Requirements of Affiliation serve as the basis for on-site evaluation by a team of peer evaluators and is used to determine how well these programs and services accomplish the institution’s goals, fulfill its mission, and meet the Commission’s Standards. On April 10–12, 2019, a team of peer evaluators will visit our campus to review and meet with a variety of community members in order to access our accreditation application. You can read more about our process on the Middle States Site at middlestates.lafayette.edu.

MIDDLE STATES STEERING COMMITTEE

- Jason Alley, Director of Instructional Technology
- Susan Averett, Charles A. Dana Professor of Economics
- Jamila Bookwala (co-chair), Dean of Academic Initiatives and Professor of Psychology
- Roger Clow, Assistant Vice President of Communications
- Patricia Donahue (co-chair), Professor of English
- Markus Dubischar, Associate Professor, Charles Elliott scholar of Latin and Greek
- Michael Heaney, Board of Trustees
- Holly Lantos, Director of Budget and Analytics
- Brandon Morris, Class Dean and Fellowships Advisor
- Elaine Reynolds, Associate Professor of Biology/Chair of Aging Studies
- Carol Rowlands, Assistant Vice President of Enrollment Management
- Alma Scott-Buczak, Associate Vice President for Human Resources
- Joshua Smith, Associate Professor of Mechanical Engineering/Chair of BS Engineering/AB International Studies
- Louis Zulli, Associate Professor of Mathematics
- Amber Zuber, Director of Leadership & Service Program at Landis Center for Community Outreach
- S. Abu Rizvi, Provost (ex officio)
In late October 2018, nearly 4 million pounds of salads, wraps, and other products from stores across the nation were recalled due to fears of salmonella and listeria contamination. The recall was classified as a Class I recall, meaning there was a “reasonable probability that the use of the product would cause serious, adverse health consequences or death.” This resulted in consumers, and retailers alike, clearing their shelves of these products.

WHEN THE RECALL IS OVER, SHOULD I STILL BE WORRIED ABOUT MY PRODUCTS BEING CONTAMINATED?

In this case, health officials were able to trace the contaminated foods to one supplier: McCain Foods. The Canadian-based company revealed in a statement that the fire-roasted, caramelized, and sautéed frozen vegetables and fruits from their Colton, Canada, plant may have been contaminated. Since the recall, all products in question should have been removed from the shelves. As a result, the products being sold currently should not be contaminated, which means you should be safe eating these products.

WHAT SHOULD I KNOW ABOUT SALMONELLA & LISTERIA?

Salmonella is a bacteria that causes intestinal illness. If you experience the following symptoms, seek medical attention for possible salmonella infection:

- Diarrhea, fever, and abdominal cramps
- Symptoms beginning 12 to 72 hours after suspected ingestion
- Symptoms lasting four to seven days

Listeria is a bacteria that causes listeriosis, a serious bacterial infection that primarily affects older adults, pregnant women, newborns, and those with weakened immune systems. The most common symptoms of listeriosis are fever, muscle aches, diarrhea, and other gastrointestinal symptoms. If you experience flu-like symptoms within two months of eating contaminated food, contact your doctor right away so you can be properly treated.

Source: Live Well, Work Well Quarterly Newsletter 1st Quarter 2019
Chris Hunt
My wife and I welcomed our third child, Cayla Janae Hunt, in 2008, and she turned 10 early last fall. Simultaneously, I started my journey as a doctoral student in a cohort-based program through Indiana University of Pennsylvania and East Stroudsburg University. Although I finished my coursework in three years, the dissertation process was quite different. I am a married father of three young children who has worked in a demanding, full-time role at Moravian and now at Lafayette, so, unfortunately, completing my degree took a backseat.

As a Black male, I always knew I wanted my research to focus on the experiences of Black male college students. After a few years, I finally locked in on the topic I wanted to study, "When Millennials Meet Baby Boomers: Multiple Case Studies on the Experiences of Black Male College Students." The central question of my study is, "How have the educational experiences of Black male students and the culture of the predominantly White institutions (PWI) they attended changed from the baby boomer generation to the millennial era?" My research examined participants from both generations as well as archived data from a state institution and a private college in the northeastern United States to address this question. Findings from my study suggest that the ability of a Black male student to navigate a PWI culture may be influenced by a range of factors including previous experiences in predominantly White environments as well as his socioeconomic status rather than generation or institution type.

Dan and Chelsea Emrick welcomed their second child, Daisy Anne Emrick, on Dec. 12, 2018; 6 lbs. 9 oz., 20 inches long. She has a 2-year-old brother, Nolan. The entire family is doing well.

Kaity McKittrick is happy to announce the birth of her daughter Caroline Ruth! She was born on Aug. 15, 2018 weighing 7 lbs. 12 oz. She is doing very well and Cameryn (4) is loving being a big sister!

Greg Scofield is the proud grandfather of Jackson Moskowitz and his big sister, Madison. Jackson was born on Dec. 21, 2018, and weighed a healthy 7 lbs. 2 oz. Big sister Madison has adjusted to sharing mom & dad. She is 14 months old and extremely active. She loves to dance and is very respectful (afraid) of the new vacuum robot.
NEW HIRES AND PROMOTIONS
OCTOBER—DECEMBER 2018

NEW HIRES

Holly Akers
Assoc. Dir. Employer Relations
Career Services

Jacob Beltz
Custodian
Facilities Operations

Irma Davila
Custodian
Facilities Operations

Seth Holiday
Asst. Equipment Manager
Athletics

Renee Holton
Custodian
Facilities Operations

Michael Hozza
Police Officer
Public Safety

Amy Klotz
Academic Finance & Rsrc. Analyst
Provost Office

Benjamin Landis
Asst. Director Major Gifts
Development

David Matarazzo
Custodian
Facilities Operations

Michael Olin
College Transitional Specialist
Office of Advising and Co-Curricular Programming

Tracy Pioppi
Custodian
Facilities Operations

Gabriel Robinson
Asst. Coach Men’s Soccer
Athletics

Kevin Smith
Custodian
Facilities Operations

Grayson Thompson
Asst. Dir. Gender & Sexuality
Intercultural Development

Haritha Malladi
Visiting Assistant Professor
Civil Engineering

Josh Ward
Grounds
Facilities Operations

Karen Yaskanin-Jones
HR Administrator and Tuition Coordinator
Human Resources

PROMOTIONS

Jolene Cardassi
Administrative Coordinator
Dyer Center

Lauren Dow
Director of Major Gifts
Development & College Relations

Cassandra Mesko
Associate Director of Major Gifts
Development & College Relations

Catherine Shankweiler
Database & Special Projects Coord.
Career Services

Laura Wallace
Asst. Dir., Gateway Career Counselor
Career Services