

The Whole You Human Resources Highlights

Fall 2018

In an effort to support our strong commitment to wellness for our Wellesley College Faculty and Staff, we are offering a variety of programs and resources for the Fall Semester of 2018 through our [Whole You Program](#).



Please visit <https://www.wellesley.edu/hr/thewholeyou/healthyyou> to learn about all of the Healthy You programs we will be offering this semester.

Healthy You Fall Programs

Calm Cast: A Special Self-Care Action Plan (Counts toward the incentive)

Most of us spend our days bouncing from obligation to obligation —work, family commitments, meetings, you name it —without taking time for ourselves. During the holidays, with schedules bursting at the seams, we tend to fall even lower on our own priority list. Self-care might not always be easy, but it holds great value. By taking care of yourself in the short-term, you're primed to thrive in the long-term. So, with the new year quickly approaching, let's resolve to prioritize our own wellbeing. In this Calm-Cast, meQ Director of Content Alanna Finckle will show you how.

Date: Thursday, December 13 **Time:** 12 pm **Location:** Library Lecture Room

Sign up here: <https://register.gotowebinar.com/register/5635948563656388611> AND <https://www.signupgenius.com/go/5080945afae2ea1fe3-thewhole>

Benefits Fair

Featuring the following activities:

- Onsite Biometric Screenings – (counts towards the incentive)
- Flu Shots
- Chair Massages
- Healthy snacks
- Tour our Athletics Facility
- Stress Relief Art Therapy Activity — Sign up [HERE](#)

Date: Tuesday, October 23 **Time:** 12 pm - 4 pm **Location:** Alumnae Ballroom

Onsite Seminar: Eat, Think and Be Healthy —The Importance of Mindful Eating

Presented by Dr. Parks, Newton-Wellesley Hospital. The brain has a significant impact on the food choices we make, how much we eat and whether we like what we eat. During this session, we will discuss common myths about eating that lead to unhealthy choices, the importance of mindful eating and how to incorporate these habits into daily life. Dr. Parks holds three board certifications: Internal Medicine, Cardiology and Advanced Heart Failure, and Transplantation, and has been practicing in the Boston community for over 10 years.

Date: Friday, November 16 **Time:** 12:30 pm **Location:** Library Lecture Room

Sign up here: <https://www.signupgenius.com/go/5080945afae2ea1fe3-thewhole>



Healthy You Ongoing Initiatives

2018-2019 Healthy You Incentive Program — Participate to earn \$200!

To support your wellness journey, Wellesley College offers all benefits eligible employees the opportunity to earn \$200 in our Healthy You program.

In early 2019 we will communicate details of our Winter/Spring 2019 Wellness Program that will utilize Harvard Pilgrim's enhanced online wellness experience. Harvard Pilgrim's platform will offer full mobile capabilities to all aspects of the program. **Spouses of Faculty & Staff** enrolled in a Wellesley College health plan will also be eligible to earn an incentive.

Participation in the following **Fall 2018** activities will count towards the incentive:

- HPHC Biometric Screening (Benefits Fair — Tuesday, October 23, 2018)
- Earn a Gold Badge for completing activities with meQuilibrium
- Download the meQuilibrium Mobile App
- Attend an Onsite meQuilibrium CalmCast Webinar —A Special Self Care Action Plan

meQuilibrium

[meQuilibrium](#) is a digital coaching platform that delivers clinically validated and highly personalized solutions to help you to manage stress, improve your health and well-being and help to improve productivity and performance.

1. **Earn a Gold Badge (Counts towards the incentive):** Go for gold on any meQuilibrium skill between October 1, 2018 and June 15, 2019. Covering over 50 topics —such as anxiety, clutter, anger, sleep, and more —skills are the foundation of the meQuilibrium program, where you build your resilience and learn new strategies for dealing with stress. Each skill is comprised of two components: Learn (videos and interactive lessons) and Practice (related blog posts and resilience-boosting activities). You earn a gold badge by completing the Learn and Practice steps. Log on or register to access your free, personalized program at mymeq.com/wellesley
2. **Download the App (Counts towards the incentive):** Download the meQuilibrium app to get daily stress-busting tips and inspiration at your fingertips. Anytime, anywhere. Simply use the credentials set up during your initial meQuilibrium enrollment and you're in! The meQ app is free and available for iPhone and Android devices.

Onsite Wellness Classes

All instructor led wellness classes will be drop-in and FREE for employees and their spouses/partners. Classes are scheduled throughout the academic year: **September 4 – Dec. 21 and Jan. 3 – June 21.**

CLASS	TIME	LOCATION
Yoga with Susie Masters	Tuesday and Friday, 12:15-1:15 PM	KSC Studio 202
Pilates with Jan Taylor	Wednesday, 12:30-1:15 PM	KSC Studio 201
Tai Chi with John Bailes	Thursday, 12:30-1:15 PM	Academic Council Room

Harvard Pilgrim Health Care (visit these links on the Human Resources website):

- [Fitness and Weight Loss Programs/Reimbursement](#)
- [Doctor on Demand](#)

Healthy You Resources (visit these links on the Human Resources Website):

- [Employee Assistance Program](#)
- [ESI Wellness Early Symptom Intervention](#)
- [Care.Com](#)
- [Health Advocate](#)



DEVELOP & RECOGNIZE YOU
WORKING TOGETHER FOR JOB OPPORTUNITIES & FULFILLMENT

Develop & Recognize You Fall Programs:

Please visit <https://www.wellesley.edu/hr/thewholeyou/developandrecognizeyou> for more information.

Managing Multiple Priorities: If you're like most employees, you're juggling multiple projects and deadlines every day, as well as managing numerous priorities and responsibilities. Attend this session to explore how to eliminate time wasters, set priorities, stay on task and time, goal set, manage multiple stakeholders, and deal with the unexpected.

Date: Wednesday, October 31 **Time:** 10:00 am - 11:30 am **Location:** Library Lecture Room

Sign up here: <https://www.signupgenius.com/go/5080945afae2ea1fe3-thewhole>

Give It to Get It: Workplace Appreciation: Appreciation is a basic need of all employees. When praise and appreciation are delivered, it also needs to be effective and specific. This workshop will cover how to meet the appreciation needs of colleagues and reports, how to express appreciation even with no budget, and how to build a culture of trust.

Date: Tuesday, November 20 **Time:** 2:00 pm - 3:30 pm **Location:** Library Lecture Room

Sign up here: <https://www.signupgenius.com/go/5080945afae2ea1fe3-thewhole>

Develop & Recognize You Ongoing Initiatives:

Please visit <https://www.wellesley.edu/hr/empdev> for more information.

Staff Recognition Program: Administrative and Union staff have a critical role in Wellesley's success, and the Staff Recognition Program provides an opportunity to acknowledge extraordinary effort. There are two awards given by the staff recognition committee: the Agent of Innovation Award provided to an individual who has used innovative ideas, approaches, or techniques in their work, and the Champion of Collaboration Award given to a team who has excelled in the use of collaboration to meet a goal or objective. Be on the look-out for our call for nominations in October!

Service Anniversary Program: We are so thankful for the expertise and contributions of our incredibly dedicated group of faculty and staff. Every spring, we celebrate the contributions of those celebrating service anniversaries from 10 years and every 5 years thereafter. Your service makes a tremendous impact on the mission of the college.

Performance Management: Performance Management Goal Setting for administrative staff is now open in Workday through October 15th. During this period, supervisors and administrative employees should meet to discuss performance and professional development goals and enter FY19 Goals in Workday. Please check your Workday inbox for a message about setting your goals. Our performance management program is designed to promote clear communication and aligned expectations between employees and their supervisors throughout the year.

Leadership Development: There are a variety of leadership development programs available to administrative staff who are interested in improving their leadership skills. The Wellesley College Leadership Development Program is for emerging leaders at Wellesley interested in strengthening supervisory and management skills as well as developing leadership skills through cross-functional learning projects. The Susan Vogt Fellowship Program is available for functional leaders and administrative employees in supervisory roles and connects, develops, and supports emerging leaders within the schools of The Boston Consortium. The HERS (Higher Education Resource Services) Program focuses on leadership and management development for women in higher education administration and is available to faculty and staff.

Discretionary Holiday Time: All benefit-eligible administrative employees will receive the following additional paid holiday time off: December 26, 27, 28, 31. For calendar year 2018, eligible employees will also receive paid holiday time for December 24. While many administrative offices may participate in the Discretionary Holiday Time, some offices may need to be open given the nature of their work. In these cases, office hours and staffing needs will be determined at the discretion of the department/division head. Weekly (non-exempt) employees need to enter this time as holiday pay.

- Monthly (exempt) employees do not need to enter time for these days.
- Union employees are governed by their collective bargaining agreements.



Our Prosperous You programs give you financial and retirement planning guidance —to help you make wise decisions now and for the future.

To schedule an individual session with a **TIAA representative**, call 1-800-732-8353 or go to <https://www.tiaa.org/public/support/contact-us/consultations-seminars>

Prosperous You Fall Programs

TIAA Onsite Sessions

Inside Money: Managing income and debt: Everyone talks about a budget, but how many of us actually stick to one? Most people have some debt, but how many understand its effects? TIAA's workshop leader will help you understand how your money can work for you.

Date: Tuesday, November 13 **Time:** 12:30pm - 1:30pm **Location:** Library Lecture Room

Sign up here: <https://www.signupgenius.com/go/5080945afae2ea1fe3-thewhole>

Halfway There: A retirement checkup: Don't let retirement sneak up on you. It's never too late (or too early) to start saving for your future. TIAA's workshop leader will discuss how planning ahead can give your savings an opportunity to grow.

Date: Monday, December 3 **Time:** 12:30pm - 1:30pm **Location:** LWC Campus Center, Room 413

Sign up here: <https://www.signupgenius.com/go/5080945afae2ea1fe3-thewhole>

TIAA Webinars

TIAA offers regular webinars on financial education topics. You can join on the day (or listen to them later). All you do is register [HERE](#). Upcoming webinars include:

Special Topic: Social Security basics: Social Security will likely play a significant role in building your

retirement income. Learn the basics about Social Security, including eligibility, how to apply, how your benefit is calculated and strategies for claiming benefits

Date: Tuesday, October 16 **Time:** 12pm - 1pm

Special Topic: Quarterly economic and market update: TIAA's Chief Investment Strategist will discuss economic and market developments that may impact your retirement savings strategy.

Date: Thursday, October 18 **Time:** 12pm - 1pm

Special Topic: Tax reform: For the first time in over 30 years, there has been a tax overhaul and the new provisions may impact you in many ways. This webinar will break down the new tax plan and help you understand how it may affect your financial and estate planning.

Date: Tuesday, October 23 **Time:** 12pm - 1pm

Special Topic: Online tools: TIAA's online tools and calculators can help everyone from savvy investors to those who need basic guidance to create a financial roadmap. This webinar will help you learn how to make the most of them.

Date: Tuesday, October 23 **Time:** 12pm - 1pm

Additional TIAA Webinars coming soon:

- **Special Topic: Market proof your retirement:** 11/1, 12-1pm
- **Special Topic: The 411 on 529 college savings plans:** 11/2, 12-1pm
- **Special Topic: Demystifying life insurance:** 11/14, 12-1pm
- **Special Topic: A view from DV —What the midterm results mean for 2019:** 11/15, 12-1pm

Prosperous You Ongoing Initiatives

Certified Financial Planning

Our Certified Financial Planners can help you understand contribution options and plan for retirement. This benefit is paid for by the College. Make an individual campus appointment by calling Ext. 3202.

Metro Credit Union Programs

Open an account, obtain a loan or take out a mortgage through the Metro Credit Union. To learn about their services, go to <https://www.metrocu.org> or call 1-877-696-3876



ENGAGE YOU
WORKING TOGETHER FOR INSPIRATION

Engage You Fall Programs:

Please visit <https://www.wellesley.edu/hr/empdev/community-conversations> for more information.

From #MeToo to #NotMe Continued: We cannot change what we don't understand, so the goal of this program is to look at sexual harassment/abuse from first the female and then the male perspectives. Our goal is to both understand the dynamics that contribute to these power dynamics and to develop appropriate responses to keep ourselves and others safe, growing and empowered. This, to engage in learning and work that satisfies without having to sacrifice ourselves in the process. Presenters – our guest panel will be announced shortly.

Date: October 17th **Time:** 12:30 pm – 2:30 pm **Location:** Wang Campus Center Room 413

Sign up here: <https://www.signupgenius.com/go/5080945afae2ea1fe3-community1>

Cross-cultural Mentoring 201 (or Self Actualization in Cross-cultural Mentoring/Developmental Relationships): We are indebted to Prof. Stacy Blake-Beard for an excellent and inspiring presentation. This highly interactive session aims to build on that work by looking more closely at the most critical skill needed by mentors: self-awareness. Working individually and in small groups, we will look more closely at ourselves and how unconscious/implicit bias and other factors influence our reactions to those who are different from ourselves, potentially creating barriers to building authentic, safe, trusting, honest and rewarding relationships. Our guest speaker is Dr. Duncan Spelman, Professor of Management, Bentley University.

Date: November 13 **Time:** 4:00 pm – 6:00 pm **Location:** Library Lecture Room

Sign up here: <https://www.signupgenius.com/go/5080945afae2ea1fe3-community1>

Exploring Inclusive Excellence: The American Association of Colleges and Universities commissioned three studies to determine how students across all lines of difference can have rewarding and successful academic careers: enabling them to learn in environments that challenge, support, and value them, their cultures and their heroes and “sheroes”. Good work is being done in the realm of Inclusive Classrooms at Wellesley College and on campuses across the county. Knowing that the academic experience extends beyond the classroom, this session will explore the underlying pillars of our theme (Inclusive Excellence) with an eye toward how the administrative and staff functions can and do contribute to the hoped-for outcomes. Presenters – our guest panel will be announced shortly.

Date: December 4th **Time:** 4:00 pm – 6:00 pm **Location:** Library Lecture Room

Sign up here: <https://www.signupgenius.com/go/5080945afae2ea1fe3-community1>

Engage You Ongoing Initiatives:

Please visit <https://www.wellesley.edu/hr/thewholeyou/engageyou> for more information

OPEN Wellesley: OPEN Wellesley (Onboarding Program for Employees New to Wellesley) is offered by Human Resources once a quarter to provide new employees with an introduction to the Wellesley community and to offices and resources that might be helpful throughout one’s career at the College. This new employee gathering offers an opportunity to meet and connect with other new employees to build community in a thoughtful and proactive manner. Please contact working@wellesley.edu for more information about the program.

Wellesley SEED: The goal of SEED is to create conversational communities that drive change. The Wellesley SEED group is open to faculty and staff who want to engage with each other across roles and responsibilities in order to better understand how aspects of identity (gender, class, sexual identity, ability, age, race/ethnicity, religion, nationality, etc.) interact with systems to either promote equitable learning spaces or not, and explore ways to create more inclusive and equitable campus environments for every member of the Wellesley community.

Charitable Giving: The Charitable Giving Campaign offers Wellesley College employees an opportunity to give monetarily to a variety of organizations. The Wellesley community has always given generously. Our goal each year is to increase the overall level of participation. Stay tuned for more information.