

The Whole You Human Resources Highlights

Winter 2019

Happy New Year! Begin 2019 right and complete the following checklist...

- ✓ Review your paycheck for accuracy – check for any changes you made during Open Enrollment.
- ✓ Review/update your [Life Insurance beneficiary information](#) and/or your [TIAA beneficiary information](#).
- ✓ Check your 403(b) contribution rate – the IRS increased the 2019 limit to \$19,000 (for those age 50 or older the limit is \$25,000). You can [change your election in Workday](#) anytime.
- ✓ Submit your [2019 Charitable Giving](#) elections through Workday.
- ✓ Flexible Spending Account Participants: Submit your 2018 expenses to WageWorks by March 31, 2019.
- ✓ Meet with one of our Certified Financial Planners at no cost to you by calling ext. 3202.
- ✓ Check out the benefits through Care.com - you can find dog walkers, babysitters, personal assistants, summer or vacation camps, house cleaners, tutors, and more.
- ✓ Review and [update your home and campus addresses, and emergency contact information](#).



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

Healthy You Winter Programs:

To register for these programs, please sign up [HERE](#)

Tour the Keohane Sports Center Recreation and Fitness Facility – Cardio, Track, Swimming, Tennis and more, all at no cost for Faculty and Staff. Meet in the Lobby of the KSC for a 20 min. tour during one of the following times:

Tour Times: January 29 at 12:30 pm, January 31 at 12 pm, February 5 at 1 pm, February 8 at 12:30 pm

Taking Care of Aging Parents

This seminar will help those caring for their parents establish goals for their loved ones and discuss the realities of reaching these goals. This session will also cover case management, dementia and the balancing act it takes to facilitate care.

Date: Friday, February 15th **Time:** 12:30 pm to 1:30 pm **Location:** Library Lecture Room

Aromatherapy - Make Your Own Essential Oils

In this interactive session, participants will learn how various types of essential oils can be used for stress relief, immune system strengthening, pain alleviation and much more. Participants will create their own essential oil.

Date: Friday, March 15th **Time:** 12:30 pm to 1:30 pm **Location:** Library Lecture Room

Positive Psychology – the Science of Happiness

Presented by Pam Garramone, M.Ed, Founder of Thrive Now Boston. This session has come highly recommended so we hope you can attend. The very smallest changes can make the biggest difference to truly help you become happier.

Date: Monday, April 29 **Time:** 12:30pm to 1:30pm **Location:** Library Lecture Room



Healthy You Ongoing Initiatives 2019

We are partnering with Harvard Pilgrim to bring you an enhanced online wellbeing solution that offers personalized programming and 100% mobile capability. Harvard Pilgrim will be launching their new Healthy You web portal in March, 2019. We will be providing specific details about this launch in February.

To support your wellness journey, Wellesley College offers all benefits eligible employees the opportunity to earn 200 points towards a \$200 Amazon gift card through our Healthy You program.

Complete at least three of the following activities by June 30, 2019 to earn the \$200 Healthy You Incentive (please note: in order to comply with IRS requirements, you will be taxed on this dollar amount):

- Earn a Gold Badge for completing activities with meQuilibrium
- Download the meQuilibrium Mobile App
- Complete two online activities through the new Harvard Pilgrim portal launching in March
- Attend one of the three 2019 onsite Healthy You sessions - Taking Care of Aging Parents, Aromatherapy and Essential Oils or Positive Psychology
- Attend the Onsite meQuilibrium CalmCast Webinar —A Special Self Care Action Plan (Dec., 2018)
- Participate in the HPHC Biometric Screening (Benefits Fair — Tuesday, October 23, 2018)

Onsite Wellness Classes: <https://www.wellesley.edu/wellness/courseofferings>

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.

NEW Pilot Barre Class

Instructor: Monica Verity

Barre is a full body workout that incorporates body weight strength, pilates and ballet exercises. The Wellesley Wellness workout is a 45 minute long class set to fun and high-energy music. Continuation based on participation. **Date:** Thursdays (January 31- February 21) **Time:** 12:30- 1:15 PM **Location:** KSC 201

Class	Time	Location
Yoga with Susie Masters	Tue and Fri, 12:30 - 1:30pm	KSC Studio 202
Pilates with Jan Taylor	Wed 12:30-1:15pm	KSC Studio 201
Tai Chi with John Bailes	Thurs, 12:30-1:15pm	Academic Council Room
Barre with Monica Verity	Thurs, 12:30-1:15pm	KSC Studio 201



PROSPEROUS YOU
WORKING TOGETHER FOR FINANCIAL WELLNESS

Our Prosperous You programs give you financial and retirement planning guidance —to help you make wise decisions now and for the future. Visit our website for more information at <https://www.wellesley.edu/hr/theholeyou/prosperousyou>.

- 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 Winter Programs:

To register for these programs, please sign up [HERE](#)

Legal Assist – Immigration Resource for Faculty and Staff – A Confidential resource for employees through our Employee Assistance Program

30 Minute Consultation with an Immigration Attorney

Date: February 5th **Time:** 9 AM-1 PM or **Date:** February 6th **Time:** 12 PM-4 PM

Perspectives on the Global Economy and Markets

Financial markets have started to price-in slower global economic growth after several robust years fueled, in part, by larger U.S. budget deficits. This seminar will also cover challenges that retirement plan investors will face and how to navigate them. Presented by Brian Nick, Chief Investment Strategist, Nuveen a TIAA company.

Date: Thursday, February 7th **Time:** 12:30 pm to 1:30pm **Location:** Library Lecture Room

Estate Planning

Ensuring that your assets will pass to loved ones and causes that are near and dear is important for most of us. Discover the basic estate planning components and strategies to ensure your wishes are met. Presented by Colleen Carcone and Jamie Frazier from TIAA.

Date: Friday, March 8 **Time:** 12:30pm to 1:30pm **Location:** Library Lecture Room

Retiree Medical Coverage Options - Learn About Medicare and the Options Available to Supplement Medicare –presented by Havard Pilgrim Health Care

This seminar will review the benefits that Medicare and retiree healthcare plans can provide. Eligibility rules and choices will be covered so you have the knowledge you need to make informed decisions before retirement.

Date: Wednesday, April 3 **Time:** 12:30pm to 1:30pm **Location:** LWC, Room 413

Paying Yourself: Income Options in Retirement

You've made a lot of sacrifices in order to put away enough money to retire. When it's finally time, do you know how to get the money back? There are lots of considerations, rules and tax implications that make these decisions very important and more complex. Tammy Kayata from TIAA will help simplify retirement income:

- Learn the basic rules that govern the most common retirement accounts
- Gain perspective on when to tap into different assets
- Discover the flexible income choices available.

Date: Monday, April 22nd **Time:** 12:30pm to 1:15pm **Location:** Library Lecture

Social Security: Hear from the Expert and Leverage the Most from your Benefit

Presented by Francine Kollias. Francine is an expert at explaining how to navigate the Social Security process. She'll talk about retiree, survivor and disability benefits available and she'll review filing options and planning strategies.

Date: Tuesday, April 23rd **Time:** 12:30 pm to 1:30 pm **Location:** Library Lecture Room

TIAA Webinars

To register for these programs and for a full list of programming please visit: https://www.wellesley.edu/sites/default/files/assets/tiaa_webinars_winter_2019.pdf

- Healthy Numbers: Integrating healthcare into your retirement plan, 2/6, 12-1 PM
- Charting Your Course: A financial guide for women, 2/12, 3-4 PM
- Inside Money: Managing income and debt, 2/13, 3-4 PM
- Halfway There: A retirement checkpoint 2/14, 3-4 PM



DEVELOP & RECOGNIZE YOU

WORKING TOGETHER FOR JOB OPPORTUNITIES & FULFILLMENT

Develop & Recognize You New in 2019:

Wellesley HR will be moving to Workday for Recruiting in 2019. As internal employees, you will now be able to look for and apply for jobs within Workday, and you will be able to create and edit your career profile in Workday. Communication and training on these new features will be forthcoming. All job opportunities at Wellesley will continue to be posted at <https://career.wellesley.edu/> as well.

Develop & Recognize You Winter/Spring Programs:

To register for these programs, sign up here: <https://www.signupgenius.com/go/5080945afae2ea1fe3-develop>. Please visit <https://www.wellesley.edu/hr/thewholeyou/developandrecognizeyou> for more information.

How to Change Habits: Got a habit you'd like to lose? Then this is the seminar for you! By the end of this seminar, each participant will be able to identify at least three strategies to curb the habit, as well as be able to identify their motivation for and benefit gained by tackling this habit.

Date: Friday, February 1st **Time:** 10:30 am – 12:00 pm **Location:** Library Lecture Room

Best Practices to Facilitate Meetings: Communicating effectively is a skill that requires a lifelong commitment to self-awareness, practice, and heeding feedback from others. As a meeting facilitator, your role is to create a forum where communication is lively, engaging, and on topic. This seminar will address the question: Why are some meetings engaging and fun? We will explore the value of meetings, your role as facilitator or meeting member, and what you can do to keep energy up.

Date: Thursday, February 28th **Time:** 10:30 am – 12:00 pm **Location:** LWC 413

Working Smarter (Not Harder): We all wish we had one more hour in the day. While a day is, and always will be, 24 hours, there are ways to maximize those hours to create greater productivity. Learn to tap into more of the brain's potential. This seminar takes a psycho-educational approach to improve focus, attend to details, minimize distractions, and have better quality of control. Expect to engage and practice new skills for better time management.

Date: Thursday, April 11th **Time:** 10:30 am – 12:00 pm **Location:** Library Lecture Room

Speaking Up With Confidence: Communication is all about impact, and frequently our message does not make the impact we had hoped. The goal of this seminar is to help the employee send intentional, impactful messages. The session will help participants differentiate between passive, aggressive, and assertive styles, and will review assertiveness skills that can be used in both personal and professional situations.

Date: Tuesday, May 14th **Time:** 10:30 am – 12:00 pm **Location:** Library Lecture Room

Develop & Recognize You Ongoing Initiatives:

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. If you are celebrating one of these anniversaries, please save the date for this year's Service Milestone Celebrations, which will take place on Thursday, May 16th from 3:00 to 5:00pm. Your service makes a tremendous impact on the mission of the college.

Performance Management annual reviews will have a new look in Workday in 2019 to simplify the process. The focus will be on easily capturing and communicating your key contributions to the college in 2019, so be sure to make note of your efforts now to record them during the annual review period (April 1 to May 31). Our performance management program is designed to promote clear communication and aligned expectations between employees and their supervisors throughout the year.



Engage You New in 2019:

Wellesley Mentoring Program: Wellesley will pilot a Mentoring program which will run from February to April. The program will involve a February kick-off, and March mid-point check-in, and an April program closing. Mentor/Mentee pairs will also meet every other week throughout this period. Interested participants are invited to apply via this link <https://bit.ly/2TbiZlu> by Friday, February 1st. This is a great opportunity for all Wellesley employees who are looking to form a mentoring relationship and impact/be impacted by another Wellesley colleague.

A Day to Make a Difference: Wellesley College HR is partnering with Career Education to offer a Day to Make a Difference (D2MAD) for staff. Career Education has regularly organized a D2MAD for students, faculty, staff, and alumnae to experience community service with a local community organization. This year's staff event will take place in late June and will be followed with an invitation to take part in additional service opportunities throughout the summer. Stay tuned for details about opportunities to volunteer.

Engage You Winter/Spring Programs:

Thank you to everyone who participated in our Community Conversations programs in 2018. We wrapped up the Fall series with an engaging program designed by Ines Maturana Sendoya, Associate Dean for Inclusion and Engagement, and Helen Wang, Director of Residence Life and Housing. We look forward to introducing new programs around Inclusive Excellence in partnership with Ines and Helen this spring, as well as new Community Conversations programs in the summer. Please visit <https://www.wellesley.edu/hr/thewholeyou/engageyou> for more information.

Engage You Ongoing Initiatives:

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.