



March 2023

Dear Colleagues,

As work begins in response to the WesThrives Campus Survey, one area of concentration already in progress is the focus on improving wellbeing resources available to our staff and faculty. For employees who participate in the university's medical plan, Cigna has several behavioral health programs that can be accessed at myCigna.com or by calling a Cigna OneGuide representative at 1-800-244-6224.

For all employees – regardless of participation in the medical plan - Wesleyan provides an additional resource through its Employee Assistance Program (EAP). The EAP is a confidential service for employees and their household members to help with professional or personal concerns at no cost to the employee. Effective April 1, we are beginning a new partnership for EAP services with Business Health Services (BHS). I'm excited about this partnership with BHS as an opportunity to strengthen wellbeing resources for all Wesleyan staff and faculty and because BHS will also be a valuable resource to supervisors and employees on work related concerns.

Detailed information on the specific services provided by BHS will be provided at Success at WES sessions scheduled for later this month:

Supervisor session – March 29: 10:00 – 10:45

All Employees session – March 30: 2:30 – 3:15.

Prior to April 1, EAP services remain available through our current provider at 1-800-854-1446 or www.unum.com/lifebalance.

Warmly,
Lisa

Remembering Jeff Gilarde

Wesleyan recently lost a valued, long-time member of its community, Jeff Gilarde, who passed away on January 31st.

Jeff began his career with Wesleyan in 1984 and was a dedicated and greatly appreciated member of the Biology department, where he served as the Director of Scientific Imaging. According to biology professor Stephen Devoto, “Jeff’s work made an enormous contribution to our research and to our ability to obtain funding.” Jeff was particularly key in helping the department get NSF instrumentation grants, noted Professor Jan Naegle, working with biologists to collect the data needed for grant proposals and then with sales representatives to bring in expert trainers to help graduate students and faculty learn to use the new instruments.

Always willing to lend a hand when there was a need—from dishing out lasagna at departmental functions to moving large equipment in and out of research labs – Jeff was a resourceful technician known for resuscitating devices that others had given up on.

In addition to supervising the modern microscopes, Jeff served as the unofficial curator of the university’s collection of historical microscopes, restoring and proudly displaying the microscopes used by past generations of Wesleyan scholars. Colleague Joel LaBella remembers Jeff’s great ability to make meetings of the electron microscope society fun events for everyone. Jeff knew everyone in the business, said Joel, and could entice his friends to help him fix whatever needed fixing!

Behind the scenes, Jeff kept everyone in the building safe by monitoring and disposing of radioactive waste as well as tackling other safety management tasks. Bill Nelligan, Wesleyan’s Director of Environmental Services, described Jeff as “one of those rare employees who balances his regular job, while willing to do what needs to be done to keep the campus safe and compliant, no matter what the task.”

For the past 15 years, Jeff added to his many departmental duties the role of Greenhouse Manager for Wesleyan’s research greenhouse. Jeff drew on his remarkable mechanical skills to invent solutions to all kinds of problems, from retrofitting vent motors to repairing shade systems and replacing sensors in the rooftop weather station. He even earned a certificate in pesticide application so he could take care of the occasional pest outbreak and would pitch in with the time-consuming tasks of sterilizing and mixing soil, always with his calm good humor and generous willingness to help. All the students and research staff whose work involves the greenhouse will miss him in so many ways.

Others will remember Jeff for his role with our golf program where he began as an assistant in 2003 and assumed the men’s head coach position in 2014. Prior to being named head coach, Jeff had been involved with recruitment and player development, and was happily referred to as the program’s “swing doctor.” Jon Wilson, Head Coach for Women’s Golf, remembers gratefully how Jeff reached out to him when he first arrived at Wesleyan, adding that they spoke often about their programs, upcoming contests and expectations and always ended their conversation with talk about their families. To honor Jeff, the Men’s and

Women's Golf Teams have dedicated this year in Coach Gilarde's memory.

A non-denominational Celebration of Life for Jeff will be held at 10:30 AM on Saturday, April 1st, in the Wesleyan University Memorial Chapel. A reception will follow at the [Aqua Turf](#), 556 Mulberry Street in Plantsville.

Jeff resided in Cobalt with his wife, Lisa, their daughter, Camille, and twin boys, Alec and Graham.

President Roth Announces Summer Fridays for 2023 on National Employee Appreciation Day!

Last week, President Roth announced that we will once again enjoy the summer hours schedule beginning on Friday, June 9th. On Friday's between June 9th and August 4th, most offices will close at noon. This will not affect compensation. Because of the particular needs of certain offices, there may be some variation to this schedule.

Details for Summer Fridays:

Eligible Staff: All regular full-and part-time staff who work during the summer.

- Summer Half-day Fridays for 2023 will begin on June 9 and extend to August 4.
- Staff are not expected to work additional hours Monday through Thursday to account for half days on Fridays.
- Eligible staff will be given a bank of hours in Workforce Time to be used for summer Fridays based on their regular schedules and will need to record these hours in Workforce Time.
- Time off for summer hours is recorded in Workforce Time using the same methods to record other paid time off by either reporting hours directly on the timesheet using the Summer Hours pay code or by submitting a Time off Request in Workforce Time using the Summer Hours pay code.
- Eligible staff who are required to work Friday afternoons may take equivalent time off prior to August 11, 2023, with supervisor approval.
- Eligible staff not normally scheduled to work on Fridays, ex. staff with a Monday through Thursday schedule, may choose to take equivalent time off by August 11, 2023, with supervisor approval.

Talent Acquisition and Employment

Employees on the Move

Wesleyan welcomed 26 new staff since January 1st. For a complete list of new staff and departures, visit [Employees on the Move](#).



Orientation for New Staff

The next orientation for new staff is scheduled for March 20th starting at 9am. This event includes presentations by Human Resources, Public Safety, Payroll, ITS and Equity & Inclusion. All Wesleyan staff are invited to attend. Questions can be directed to Lauren

Stumpf at lstumpf@wesleyan.edu.

Minimum Wage

The Connecticut state minimum wage will increase from \$14.00 per hour to \$15.00 per hour on June 1, 2023. Please plan accordingly for budgeting and hiring students for summer positions.

Vice President for Equity and Inclusion/Title IX Officer Search Begins

In partnership with the search firm, Isaacson Miller, the search for the VP for Equity and Inclusion/Title IX Officer is underway. The Wesleyan search team will begin reviewing applicants in mid-March. On-campus interviews with finalists are tentatively scheduled for late April into early May.

Search Team members include:

- Ahmed Almohamed '24 , 2022-2023 Student Ombuds
- Elena Brennan '24, WSA Equity and Inclusion Committee Chair
- Dia Fortenberry, Diversity, Equity & Inclusion and Engagement Initiatives Intern
- Martha Gilmore, Professor of Earth and Environmental Sciences, incoming Dean of Natural Sciences and Mathematics
- Anne Laskowski, Chief of Staff & Director of Strategic Planning
- Nicole Stanton, Provost and Senior Vice President for Academic Affairs – Search Committee Chair
- Anjali Tamhankar, Director of Talent Acquisition and Employment
- Mike Whaley, Vice President for Student Affairs
- Renell Wynn, Vice President for Communications

Recognition



Nineteen employees celebrated a Wesleyan anniversary since January 1st. A complete list of this year's employee anniversaries can be found at [Employee Service Recognition](#).

Cardinal Achievement Awards

Congratulations to the following individuals who received a Cardinal Achievement Award in January and February!

- Olivia Bishop, Assistant Director of Financial Aid
 - Claudia Morrow, Associate Director of Financial Aid
 - Elizabeth Staplins, Administrative Assistant IV, Classical Studies Department
-

See the [Athletics website](#) for the Adult Fitness schedule. The winter session schedule runs through March 31st. Stay tuned for the announcement from Athletics with the Spring Schedule. Questions: Email wellness@wesleyan.edu.

Family Support Group in Middletown

Gilead Community Services' Mental Health Resource Center has launched a free open family support group for those who have a loved one living with a mental health diagnosis. The group will meet on the 1st and 3rd Monday each month from 5:30 – 7:00 pm at 175 East Main Street, Middletown. There will be a virtual option. [This flyer](#) has more information.

Professional Development



2022-2023 Performance Review

The 2022-2023 Staff Performance Review form is available to supervisors in the Performance Reviews and Strategic Goals section of Manager's Toolbox in WesPortal. The performance review conversation is a time for supervisors to review their staffs' accomplishments over the past year as well as identify goals and areas for growth and development for the upcoming year.

Staff and supervisors can also enter in goals for the upcoming fiscal beginning on April 1st.

Human Resources is hosting the following in-person sessions on the staff performance review process:

- For supervisors: March 21 from 10:00 – 11:30am and March 29 from 1:00 – 2:30pm
- For employees: April 26 from 10:00 – 11:00 am

To register for these sessions, visit [Success at Wes](#) .

HR Advisory Team Welcomes New Members

The Human Resources (HR) Advisory Team welcomed 9 new members* to the team. HR Advisory is comprised of administrative staff members from each division who meet to discuss and share ideas on topics related to working at Wesleyan. Members serve a one or two-year term and nominations are accepted each spring.

HR Advisory Team Members for 2023:

Academic Affairs

- *Rachael Barlow, Associate Director for Assessment
 - *Megan Flagg, Executive Assistant to the Provost and Senior Vice President for Academic Affairs
 - *Jill Livingston, Associate University Librarian for Academic Services
 - Rachel Ludwig, Deputy Director of Athletics
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Admissions & Financial Aid

- Sebastian St. Ivory, Assistant Dean of Admission
- *Zuleymie Rodriguez, Senior Assistant Director of Financial Aid

Advancement

- Shelissa Newball, Associate Director of Alumni & Parent Engagement
- Cecilia Pohorille McCall, Director of Engagement

Equity & Inclusion

- Patricia Stephenson Gordon, Associate Director for Equity Compliance / Deputy Title IX Coordinator

Finance & Administration

- *Heather Fox, Associate Director, Reservations and Conferences
- Jeff Murphy, Facilities Business Manager

Information Technology Services

- *Jane Jylkka, Assistant Director, Advancement Systems
- *Kevin Kane, Associate Director of Enterprise Systems
- *Rob Stickles, Desktop Support Specialist

Student Affairs

- *Romina Berube, Medical Office Assistant
- Kevin Butler, Assistant Dean of Students/Director of Community Standards
- Jennifer Wood, Dean for the Class of 2023

University Communications

- Dennis Hohne, Manager of Video Services & Lead Video Producer
- Patricia Leone, Manager of Web Services

The team is currently focused on reviewing the University's recognition programs for staff. Questions can be directed to Lauren Stumpf at lstumpf@wesleyan.edu.

Ask HR!

When is the staff performance review form available?

The Performance Review Form will be available in WesPortal under My Information on April 1st.

How do I access pay stubs or W-2s?

You can see your paystubs and tax statements in WesPortal under My Information, Pay/Tax Statements - IPAY.

Where can I find Tip Sheets for Workforce Time?

[Trainings and tip sheets](#) are available on WesPortal.

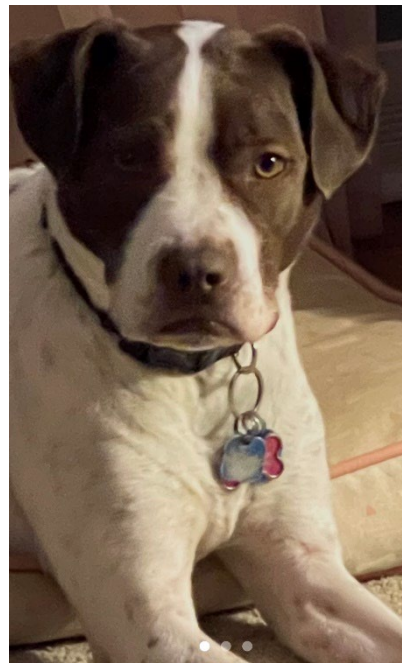
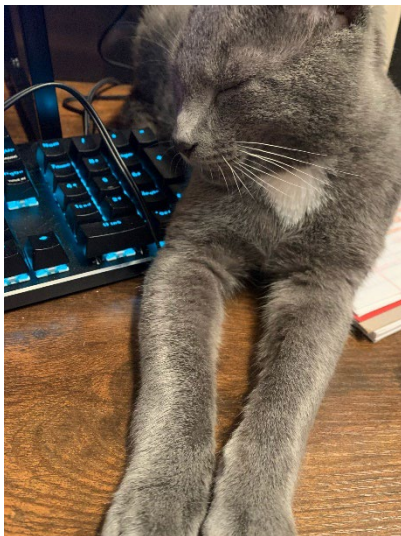
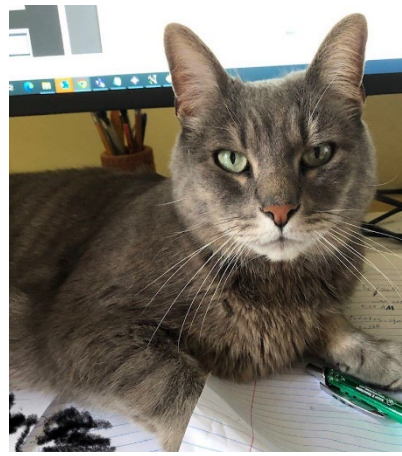
Staff Pets

Thanks to all who sent photos for this issue!

Share a photo of YOUR pet! Send it with a caption to Cheryl-Ann (ctubby@wesleyan.edu) by May 5th for the next issue. The theme will be "Play with me!"

This month's theme is: '*Pets 'helping' you work*'

Pictured below are: 'My coworker is always on my back' (Dawn Alger), "John helping me work" (Maribeth Muldoon), "Winston exhausted from overwork" (Elizabeth Staplins), "Lola watching me work" (Evelyn Bozeman).





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