

- 2 PUBLIC SAFETY
- 2 CAREBRIDGE
- 3 WELLNESS ON CAMPUS
- 4 HR NEWS
- 5 UNITED WAY CAMPAIGN

Annual Winter Gathering honors dedicated employees



The employees honored for 25 years of service at the recent Winter Gathering are from left: Barbara Weir, Terri Narkin, Kathryn Timmons, June Cianfrana, Joseph Havens, and Rodney Jefferson; not pictured is Cheryl Robinson. See Page 5 for more photos from the Winter Gathering.

Every day, Swarthmore recognizes the value of each employee's contribution to the College's goals and mission. But once a year at the Winter Gathering in December, the College community acknowledges the ongoing and long-term commitment of its

members by highlighting significant employment milestones.

At the Dec. 11 celebration in the Lang Concert Hall, each recipient was called to the stage, recognized, and congratulated by President Rebecca Chopp before receiving a special recognition packet. Collectively, those honored provided more than 1,005 years of service.

The longest-serving employee honored was James Fawcett, who reached the milestone of 45 years with the College. He began his career as a painter in July 1967, when the Maintenance Department was called Buildings and Grounds.

Seven employees were honored for 25 years of service. Other honorees included two employees with the College for 35 years; two with 30 years; 14 with 20 years; nine with 15 years; and 24 employees with a decade at the College.

To set the mood, Andrew Hauze '04, associate in music performance, played preceremony music.

Holiday schedule set

As you plan your work and time-off schedules, the following holiday schedule for the 2013–14 academic year may help. Most offices will be closed on the scheduled holidays. However, some offices must remain open, so staff members should check with their supervisors on departmental requirements.

Scheduled Holidays for Sept. 1, 2013–Aug. 31, 2014

Thanksgiving: Thursday and Friday, Nov. 28–29 (two days)

Winter Break*: Monday, Dec. 23–Wednesday, Jan. 1, 2014 (eight days)

Martin Luther King Jr. Day:** Monday, Jan. 20, 2014, OR an alternate day (one day)

Fourth of July: Friday, July 4, 2014 (one day)

**Due to the placement of the winter break, the president's staff has granted an extra day to the holiday schedule.*

***Please remember that the alternate holiday option for Martin Luther King Jr. Day must be used during the September to August time period and cannot be carried into the next calendar year.*



Calendar of Events

Thursday, March 14
All Day
Spring Staff Development Workshop Series:
It's All About Me

Wednesday, May 22
2:30–4:30 p.m.
Spring Gathering

Wednesday, June 12
1–3 p.m.
Ice Cream Social

Submit items of interest to:
Humanresources@swarthmore.edu

Carebridge is there for you

If you've been in the workforce for many years or even just a few, you might be familiar with employee assistance programs (EAP). You might not, however, be familiar with the range of services the College's EAP provider Carebridge Corp. offers eligible employees and their families.

Of course, Carebridge provides confidential consultation and referral services to help employees encountering conflicts that are difficult to handle alone.

But did you know that Carebridge can ...

- Help you with **retirement planning**, including providing budgeting systems that work, assessing current finances, handling college costs, finding ways to help you reduce debt, and providing saving and investing guidance?
- Help you find **volunteer and internship opportunities** for your teenager?
- Help you with issues involving **Social Security, Medicare, and Medicaid**?
- Help you locate services in another geographic region when you are a **long-distance caregiver**?
- Provide you a **shopper's discount** feature on the website myliferesource.com (access code: YXDEY)?
- Help you find **pet-care services**?
- Provide you with telephone and unlimited **manager coaching**?
- Provide legal services that include a free 30-minute telephone **consultation with an attorney** and discounted consultations going forward?

All services provided by Carebridge are confidential; the College receives no information about an employee's personal use of this benefit.

Access to Carebridge is easy. Just call **1-800-437-0911**—24 hours a day, seven days a week—or visit **www.myliferesource.com** (access code: YXDEY).



New to Public Safety

Tom Gleeson will serve as shift sergeant on the 2 p.m.–midnight shift. Sgt. Gleeson, who recently retired from the Philadelphia Police Department with more than 32 years of service, is well versed in FEMA incident command, critical incident management, investigations, and grant writing. He organized and implemented the Heads Up Program and maintained day-to-day operations as a shift sergeant for one of the busiest police districts in Philadelphia.

Shelton Sneed will serve as a shift sergeant on the 10 p.m.–8 a.m. shift. Sgt. Sneed is retired from the Pennsylvania State Police with more than 29 years of service; is an established trainer for St. Joseph's Medical Center; and is versed in commonwealth statutes, investigations, national incident management systems (NIMS), current security technologies, and Department of Health regulations. He has also organized and implemented community risk-assessments and crime-prevention initiatives.

Daniel Clement is an auxiliary public safety officer, a newly established position within the Department of Public Safety. Clement will become a familiar figure around campus since he will work as a shuttle driver while being cross trained. He is a graduate of Delaware County Community College's Municipal Police Academy. Clement served in the U.S. Air Force and was honorably discharged in 2010. He also was a lieutenant at the Morton-Rutledge Fire Co. and works with the Swarthmore Fire and Protective Association as a firefighter/EMT.

Scott Soule is a public safety officer on the 10 p.m.–8 a.m. shift. Soule joins the Swarthmore team after a public safety career at Cabrini College, Radnor Township. He is working on EMT certification and recently became a new father to son Thomas.

Andrew Dunn came to Swarthmore in December and works the 2 p.m.–midnight shift as a public safety officer. He is a graduate of Millersville University with a bachelor's in government and political affairs. He also is a graduate of Delaware County Community College's Municipal Police Academy and has his ACT 120 certification. In his free time, he enjoys working out at the gym, running, reading, and teaching martial arts.

Joe Theveny is assigned to the 10 p.m.–8 a.m. shift as a public safety officer. Before joining Swarthmore College, he worked security for Taylor Hospital, Ridley Park, and as a shift supervisor for Crozer-Chester Medical Center, Upland. Theveny is a 2010 graduate of the Municipal Police Academy at Delaware County Community College and is pursuing an administration of justice degree there as well. In his free time, he enjoys going to the gym and playing with his dog at the park.



Wellness

New Wellness Committee

We are happy to announce that plans for a formal wellness committee are under way. This newly formed committee will explore and develop a comprehensive and robust wellness approach that engages every member of the community and creates a campus culture that supports self-care, such as nutrition counseling, biometric and metabolic feedback, and physical activities. The committee will continue to provide, promote, and expand practical and accessible wellness resources focused on improving overall health and well-being. Comprising employees representing both faculty and staff and across departments, this new committee is endorsed by President Chopp and recognized as one of the College's strategic initiatives.

Nutrition counseling

Last fall, we were excited to bring nutritional counseling sessions to campus. Employees were encouraged to take advantage of these free nutrition-counseling sessions that were available to all Independence Blue Cross subscribers. We had an overwhelming response and have expanded the number of sessions available this year. If you are interested in learning more, please contact Krista Yoder Latortue, nutritionist and executive director of Family Food, at 800-203-8657 to schedule an appointment, or request an appointment via email at contact@familyfoodllc.com.

Maintain—Don't Gain

Many of our employees actively engaged and participated in our debut program, Maintain—Don't Gain, during the winter break. By raising awareness about the tendency to gain weight during the holidays, Suzanne Smith, wellness coordinator from ADC, the College's insurance broker, launched the program on campus Nov. 21. Approximately 43 staff members weighed in and signed up to receive nutritional and motivational coaching via email to keep them on a healthy-weight track during the holiday season.

On Jan. 4, Smith returned to campus for postholiday weigh-ins. The results were amazing.

- Overall, 75 percent of the participants lost or maintained their weight (within the allowable 2 to 3 pounds).
- Five participants lost between 6 and 8 pounds.

We celebrate the efforts of our participants and their Maintain—Don't Gain success during the very challenging holiday season. They have proven that you can achieve a healthy lifestyle any time of the year.

Three lucky raffle winners at Swarthmore were awarded a wellness goodie basket with a sports duffel, pedometer, water bottle, T-shirt, and trial membership to a local health club.

Wellness website

HR has partnered with Leslie Leach in ITS to revamp and refresh the wellness website. While the site is under construction, please consult the campus calendar for events such as yoga, Pilates, etc. Stay tuned for information on springtime walking clubs and other wellness activities.



Milestones

On Dec. 17, **Rose Maio**, administrative coordinator in the Department of Sociology and Anthropology, passed the test to be designated as a registered tax-return preparer with the IRS. She is now studying for her enrolled-agents license.

After three-and-a half years of evening and Saturday classes, **Anne Yoder**, archivist with the College's Peace Collection, is on track to receive certification in ministry studies from Eastern Mennonite Seminary by April.

In August, **Eric Behrens '92**, associate chief information technology officer, completed an M.A. in organizational leadership at Gonzaga University. In addition, he was recently appointed to the advisory board of Educause Learning Initiative, which examines teaching and learning issues for Educause, whose mission is to transform higher education through the use of information technology.

Kim Fremont, systems support analyst, and husband Scott welcomed their first child, Charlotte Marie, on Nov. 8. Charlotte arrived at 8 pounds, 5 ounces, with a beautiful head of dark hair. Kim returned to work in February.

Chris Schumann, director of compensation and benefits, and wife Peggy welcomed Matilda "Tilly" Margaret Oct. 24 at 6 pounds, 4 ounces. Tilly joins big brothers Christian and Campbell.





New Faces on the Human Resources Team

The Human Resources (HR) Department recently welcomed two new team members. **John Cline** began Jan. 14 as a compensation and benefits specialist, and **Zenobia Hargust** began Feb. 4 as an HR manager.



John Cline



Zenobia Hargust

Cline brings several years of benefits and HR generalist experience to the team. He will manage the day-to-day delivery of benefits services and will assist with compensation surveys and other initiatives.

Hargust's previous experience includes several years of delivering HR generalist consultation. At the College, her primary responsibilities will be managing employee relations' engagement and training initiatives, in addition to partnering with various HR programs.

New HR Front Office

We extend our thanks to those members of the community who assisted in both searches.

As announced in November, the HR front office has been consolidated and is positioned to offer one-stop service. **Cathy Wilson** and **Janis Leone** have partnered to provide streamlined assistance for both HR administrative and payroll services. Please visit them in Pearson 110 or call ext. 8397.

Theresa Maguire will continue to manage our various leave programs in addition to other HR initiatives while continuing to provide ongoing general HR consultation.

Happy retirement, Theresa Handley

After 22 years of dedicated service, the College community celebrated and bade farewell and happy retirement to **Theresa Handley** Feb. 1 at the Lang Center Music Building. Handley is a great fan of The Beatles, and our own Paul McCartney (Ben Wilson of the Dean's Office) was on hand to wish her well on her long and winding road of retirement! Handley was an invaluable resource for faculty and staff, and she will be greatly missed.



Our own Paul McCartney (Ben Wilson of the Dean's Office) with Theresa Handley.

New mission

In the spirit of defining what our community can expect from HR, we have revised our mission statement, which is provided below. As always, we welcome your suggestions and feedback as we strive to provide exceptional service to our community.

The mission of the HR Department is to develop and support a diverse and highly skilled community in order to create a positive workplace that helps the College attract and retain the talent necessary to accomplish its goals.

We deliver best-practice human resources consultation and expertise with professionalism, confidentiality, integrity, and respect, while contributing in meaningful ways to the mission of the College.

We are committed to living and communicating the following core values:

- **Integrity:** We behave in an honest, trustworthy, and ethical way, consistent with our stated core values and policies.
- **Respect:** We treat others with dignity, value diversity, and strive to create bridges through understanding.
- **Empowerment:** We encourage staff members at all levels to develop the skills needed for their professional enrichment.
- **Advocacy:** We are committed to serving as advocates for staff members at all levels, to understanding all perspectives, and to providing sup-

port for conflict resolution.

The HR Department works across the community to provide human resource consulting; administer programs to ensure the recruitment and retention of a diverse workforce; manage efficient HR systems and information including payroll; develop and implement policies and procedures to ensure an equitable workplace for all staff members and ensure compliance with federal and state statutes; develop competitive compensation and benefits programs; serve as a resource for work/life and wellness initiatives; and maintain effective communication with all faculty and staff members regarding various HR topics.

Thanks to Staff Development Workshop presenters

The Technology Blitz Staff Development Workshop Series (winter), held Jan. 10, included a number of wonderful presenters whom we wish to thank: Eric Behrens '92, Lucy Saxon, David Neal, Michael Bednarz, Michael Patterson, Tayarisha Poe '12, Doug Willen, Andrew Ruether '94, Mark Davis Jr., Rhoni Ryan, Martin Warner, Nick Hannon, and Celina De León.

Stay tuned for our next series—It's All About Me—during Spring Break, March 14.

Winter Gathering



These photos were taken Dec. 11 at Swarthmore College's annual Winter Gathering to honor employee service to the community.

Successful United Way campaign raises nearly \$31,000

This fall, the Swarthmore community once again showed its generous spirit with \$30,606 pledged to this year's United Way (UW) campaign, which will help provide a vital pool of resources for those in need through the UW of Southeast Delaware County. The 2013 campaign will begin in October.

Since 2007, the Swarthmore UW campaign has pledged nearly \$179,000. In 2011, 8 percent of employees participated with an average gift of a little more than \$446. This average individual donation amount places Swarthmore near the top among other institutions in the generosity of staff and faculty. Organizers of these fundraising efforts have explained that a UW campaign provides employees a way to give back to the communities in which they live and work.

For more than 85 years, UW of Southeast Delaware County has mobilized the caring power of the region to create lasting improvements and a brighter future for all by focusing on the building blocks of community: education, income, and health.

The organizers of the UW campaign at the College as well as the UW of Southeast Delaware County and the clients it serves thank the Swarthmore community for its generosity and willingness to make a difference.