Welcome Dean Schwartz!

On August 15, the College of Engineering welcomed Dr. Justin Schwartz as Harold and Inge Marcus Dean of Engineering. In the time he’s been with us, he’s taken the opportunity to visit every department and program.

Last week, Dean Schwartz hosted his first Town Hall where he presented his vision for the future, focusing on four key areas: Engineering Humanity; Research & Graduate Education; Diversity, Inclusion & Climate; and Buildings & Facilities.

He announced how each of us can contribute to the success of the College and the realization of its vision by sharing his concept *We are One College...Everyone has a Role to Play*. In particular, Dean Schwartz mentioned that all members of our community - staff, faculty, students, and leadership - should practice collegiality and inclusiveness; serve as formal and informal mentors; and strive for innovation and excellence in all aspects of their work, research, and education.

If you were unable to attend the Dean's Town Hall, the [recording of the event is available online](#) (login required).

COMMUNITY NEWS

January's Brown Bag Lunch and Learn
Please mark your calendar now for January’s Brown Bag Lunch and Learn opportunity.

This event, on Wednesday, January 17, 2018, will feature the topic: *What Can Your Library Do For You?*

The location, once finalized, will be shared on the [College of Engineering Community Pages](mailto:coestaffadvcommittee@ engr.psu.edu) and via email.

**Wednesday, January 17, 2018**  
**noon - 1:00 p.m.**  
**Location to be determined**

Email [coestaffadvcommittee@ engr.psu.edu](mailto:coestaffadvcommittee@ engr.psu.edu) to register.

---

**Missed Past Lunch and Learns? See What You Missed!**

We have covered the topics of *Inclusion, Workplace Bullying,* and *Body Language* at past Lunch and Learn events. If you were unable to attend, you can get an idea of the content from these presentations on YouTube.

- Body Language and Non-Verbal Communication by Jan Hargrave (September)  
  - Presentation #1 (10 minutes)  
  - Presentation #2 (26 minutes)  
  - Take the Body Language Quiz

- Diversity, Inclusion, and Culture Competency by Dr. Steve Robbins (June)  
  - Presentation (56 minutes)

We’re always looking for your suggestions for future topics. Email your ideas to [coestaffadvcommittee@ engr.psu.edu](mailto:coestaffadvcommittee@ engr.psu.edu).

---

**Want to Know More About SAC?**

Visit our [website](mailto:coestaffadvcommittee@ engr.psu.edu).

---

**Support SAC. Donate Today!**

---

**IMPORTANT DATES**

- **Nov 20:** SAC Annual Staff Awards Reception, Nittany Lion Inn, 2:00 - 4:00 p.m. RSVP by November 6 to [coestaffadvcommittee@ engr.psu.edu](mailto:coestaffadvcommittee@ engr.psu.edu).
- **Nov 23:** Thanksgiving Holiday
- **Dec 22 - Jan 1:** Winter Break
- **Jan 17:** Brown Bag Lunch and Learn: *What Can Your Library Do For You?*

---

**FACULTY LETTER**

**Letter by Dr. Eric Marsh, Glenn Professor of Engineering**
Education & Professor of Mechanical Engineering

I would like to offer my heartfelt appreciation and gratitude to the outstanding staff of Penn State’s College of Engineering. What a privilege and honor it is to work with so many tremendous people.

Many of our staff have recently faced some profound challenges with Penn State’s several new software systems. There were certainly times of uncertainty and frustration with some of the changes, but the staff have handled everything with patience and understanding. I have been particularly impressed by the professionalism and determination of each and every member to help minimize any inconvenience and difficulty that these changes might have had on our students.

I congratulate all of our staff on their daily contributions to the College, the University, and most importantly, our students.

COLLEGE NEWS

Matt Zerphy, New College Financial Officer

Matt officially started his new position in the College on August 23, 2017.

Matt previously served as operations and financial manager in the Department of Mechanical and Nuclear Engineering. In 2015, immediately before joining Penn State, Matt served as chair, president, and chief financial officer of Alapko, Inc., a company that he co-founded. He served as a strategic planning, performance management, and budgeting consultant to the National Security Agency for more than a decade. In addition, Matt was a commissioned officer in the U.S. Navy Submarine Force and a special programs analyst and project manager for the Office of Naval Intelligence.

Welcome aboard Matt!

College of Engineering - Network, Computing, and Software Support

The Networking, Computing, and Training Services (NCTS) department supports the technology needs of the College of Engineering at Penn State.

The NCTS support staff is made up of four groups who are responsible for:

Network Infrastructure - The network group handles all aspects of network connectivity and communication, resulting in flexible and agile deployment of new services, prompt response to customer needs, and rapid security incident response and resolution. The team maintains the network infrastructure, including firewalls, routers, and switches in the College of Engineering's thirty-eight buildings. Quick links to help you with the PSU Wireless and the COE VPN can be found at their website.

Computer Support and Administration - The computing group has a wide range of responsibilities, including maintaining and administering the College virtual computing infrastructure, Active Directory, and a wide variety of servers and systems. These systems include email, web, SQL, SharePoint, file/print servers, authentication servers, digital signage, etc. Direct user level support is provided for a wide variety of administrators, faculty, staff, and students in the Dean's Office and related offices, while other areas are directly supported by departmental IT staff. If the departmental Technical Contact is either unavailable or unable to handle the problem, users can email the NCTS support team or call the support hotline at 863-3741.

Software Support and Training - The NCTS Training Services group provides software training and support to the faculty and staff in the College. Please view the Training Schedule to see the training courses currently available in 153J Hammond. If your schedule is tight on time, don't forget about the Tech Bites Series which has recently been added. Tech Bites are 30-minute topic technology sessions paired with a yummy treat, like a snack-sized lunch and learn! View the Tech Bites Schedule to learn
Three Questions Regarding Penn State's New HR Shared Service

Training and Resources

Penn State is currently in the process of replacing its internally developed legacy HR-Payroll system with Workday, a cloud-based Human Capital Management (HCM) and Payroll software. Workday will support and enable the Human Resources Business Process Transformation by better serving the needs of faculty, staff, technical service employees, student employees, and graduate assistants.

Soon, anyone who receives a paycheck from Penn State will utilize Workday. Workday, and other HR technologies, will be accessible from a new employee portal called WorkLion.

To help prepare Penn State employees for the transition to Workday, HR strategic partners and University financial officers have formed a team of WorkLion Ambassadors. WorkLion Ambassadors are resources for communicating key messages and collecting and sharing feedback across their units, colleges, and departments. Don’t hesitate to contact your WorkLion Ambassador for additional information about the rollout of Workday and the WorkLion Portal.

What can you do now to prepare?

Beginning October 23, all employees will have access to web-based training and job aids through the Learning Resource Network (LRN). Learning paths have been developed based on your role in the new system, making sure that you have access to the courses that will best prepare you for Workday.

Visit [http://worklion.psu.edu/training-resources](http://worklion.psu.edu/training-resources) to watch a recording of the appropriate information session based on your employee type.

Workday Important Dates
BENEFITS SPOTLIGHT

Learn What’s Happening with Benefits in 2018

<table>
<thead>
<tr>
<th>Date</th>
<th>Milestone</th>
</tr>
</thead>
<tbody>
<tr>
<td>October 23, 2017</td>
<td>Web-Based training is available to all employees via the Learning Resource Network</td>
</tr>
<tr>
<td>December 10, 2017</td>
<td>Workday launches! All employees can login to the system for the first time. Employees paid biweekly begin logging time in Workday.</td>
</tr>
<tr>
<td>December 22, 2017</td>
<td>Last biweekly paychecks run out of IBIS</td>
</tr>
<tr>
<td>December 29, 2017</td>
<td>Last monthly paychecks run out of IBIS</td>
</tr>
<tr>
<td>January 5, 2018</td>
<td>First paycheck run for biweekly employees from Workday</td>
</tr>
<tr>
<td>January 31, 2018</td>
<td>First paycheck run for monthly employees from Workday</td>
</tr>
</tbody>
</table>

Schedule Your FREE Flu Shot Today

Flu vaccines are FREE for employees regardless of enrollment in the health plan.

Spouses/partners enrolled in the employee’s Penn State Health plan are also free. Spouses/partners not enrolled in the employee’s Penn State health plan will pay $28.

Children and retirees are NOT able to receive the vaccine.

Employees should bring their Penn State ID card with them to the clinic. Spouses of employees should bring their Penn State Highmark card.

Sign up for your flu shot [online](#).
## Upcoming Seminars & Workshops

Visit the Human Resources website for full program details and to register. If you have any questions, please contact Workplace Learning at 814-865-8216 or email them at learning@psu.edu.

<table>
<thead>
<tr>
<th>Course Name</th>
<th>Date(s)</th>
<th>Campus/Format</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wisdom of the Ages: Applying Generational Concepts at Work</td>
<td>10/31/17</td>
<td>University Park</td>
</tr>
<tr>
<td>Giving &amp; Receiving Feedback for Individuals</td>
<td>Oct 2017 - Jan 2018</td>
<td>Adobe Connect</td>
</tr>
<tr>
<td>Giving &amp; Receiving Feedback for Supervisors</td>
<td>Oct 2017 - Jan 2018</td>
<td>Adobe Connect</td>
</tr>
<tr>
<td>Sexual Harassment: Awareness and Prevention</td>
<td>11/2/2017</td>
<td>University Park</td>
</tr>
<tr>
<td>Purchasing Card Reconciler Training</td>
<td>11/8/2017</td>
<td>Adobe Connect</td>
</tr>
<tr>
<td>Budget Basics</td>
<td>11/9/2017</td>
<td>Adobe Connect</td>
</tr>
<tr>
<td>Developing Intercultural Competency: Part II</td>
<td>11/14/2017</td>
<td>University Park</td>
</tr>
<tr>
<td>More Than Budget Basics</td>
<td>11/14/2017</td>
<td>Adobe Connect</td>
</tr>
<tr>
<td>Subtle Slight: Understanding the Impact of Unconscious Bias and Microaggressions</td>
<td>11/16/2017</td>
<td>University Park</td>
</tr>
<tr>
<td>StaySAFE: Surviving an Active Shooter</td>
<td>11/30/2017</td>
<td>University Park</td>
</tr>
<tr>
<td>The Power of Allyship</td>
<td>12/6/2017</td>
<td>University Park</td>
</tr>
<tr>
<td>Sexual Harassment: Awareness and Prevention</td>
<td>12/7/2017</td>
<td>University Park</td>
</tr>
</tbody>
</table>

## STAFF STAR

### Melissa Fink

**Department Head Staff Assistant**  
Engineering Science and Mechanics

For more than nine years of truly exceptional service to the Department of Engineering Science and Mechanics (ESM), with the last two as Department Head Staff Assistant, Melissa Fink has flawlessly, and without a hint of complaint, carried an enormous workload while providing positive and helpful...
interactions with students, coworkers, peers, faculty, and the
general public.

Melissa oversees both the undergraduate and graduate program
assistants who are in their first years of their positions, and has
successfully guided them through the LionPath transition while
learning her department head duties at a very fast pace, and
providing timely and extremely competent support. At the same
time, she has provided outstanding service to ESM students at
a time when the undergraduate program has doubled in size, the
graduate program is rapidly growing in both students and scope,
and seven new faculty have been hired in the ESM
department.

In almost every aspect, Melissa goes above and beyond the call of duty in her dedication,
knowledge, and application of the faculty, undergraduate and graduate strategic missions of the
Department, College, and University. Indeed, she provides daily briefings to the department head
and vital monthly briefings to the undergraduate coordinator, undergraduate and graduate
officers, to update them on the many administrative, educational, and advising changes that are
imminent. Perhaps the best demonstration of her dedication is that Melissa anticipates problems
and formulates solutions before they become apparent to anyone else. She brings high-level
strategic analytical skills to her position, enhancing the professional reputation of the ESM
department.

Melissa is absolutely dependable in every way, shape, and form and has rarely missed a work
day. Moreover, she is a self-starter, works independently, always checks when she needs input,
quickly asks for help when required, and handles her duties with care, friendliness, and a true
sense of pride.

Given her tremendous achievements and unwavering dedication, Melissa is nominated as the
Staff Star for her devotion to all students, outstanding organizational skills, initiative and advanced
preparation for events, support of student success, positive and always friendly attitude, and for
supporting the undergraduate and graduate officers, undergraduate coordinator, and the
department head in their advancement of student programs and faculty endeavors.

Do you have something to submit to our quarterly eNews
or an event or story you'd like to see included?
Click here to submit your story, photo, or event.
Submissions are due by January 2, 2018 for the next issue.

PennState
College of Engineering

STAY CONNECTED: