



PennState
College of Engineering

Staff Advisory Committee News



COMMUNITY NEWS

3rd Annual Staff Appreciation Awards Reception

On November 17, Dean Elnashai recognized 52 College of Engineering staff members for their commitment to Penn State and the College. The awardees were honored for their continuous service record of 5-, 10-, 15-, 20-, 25-, 30- or 35-years to our University. This is the third year the Staff Advisory Committee (SAC) has hosted the event. View photos from the event [here](#).

For more information about SAC's future ideas and to share your ideas with the committee, [visit their website](#).

College of Engineering Training Highlight: Tech Bites

Join the NCTS training staff for Tech Bites! Tech Bites are short-topic technology sessions paired with a yummy treat, like a snack-sized lunch and learn!

All sessions will be from 11:00 a.m. - 11:30 a.m. in the Engineering Training Lab, 153 Hammond.

February 9: Creating PDF Forms

February 23: Creating in Canvas

March 9: Microsoft Word vs. Microsoft Publisher
March 23: What does your font choice say?
April 13: Microsoft Excel Sparklines
April 27: Video Conferencing at Penn State
May 11: Creating Pictocharts
May 25: Presenting Prezi

Registration is preferred by emailing training@engr.psu.edu.

Meet The New SAC Executive Committee

The Staff Advisory Committee unanimously voted in the 2017 executive committee during their December meeting. We are pleased to announce the new leadership to you:

Lisa Petrine, Chair, Chemical Engineering
Paul Humphreys, Vice Chair, Industrial and Manufacturing Engineering
SherryDawn Jackson, Secretary, Electrical Engineering
Jenna Sieber, Assistant Secretary, Biomedical Engineering
Brenda Chambers, Treasurer, Dean's Office
Jetta McClenahan, Assistant Treasurer, SEDTAPP



Lisa Petrine



Paul Humphreys



SherryDawn Jackson



Jenna Sieber



Brenda Chambers



Jetta McClenahan

New SAC-Sponsored Brown Bag Lunch and Learn

Starting in March, the Staff Advisory Committee will be sponsoring quarterly Brown Bag Lunch and Learn opportunities for staff.

The first session, *Adapting Your Conflict Style*, is a 30-minute training video that shows different conflict styles, including when and how to use them. You will learn the importance of adapting your style in response to others' styles and how to deal with difficult individuals in a conflict situation.

Adapting Your Conflict Style

Friday, March 31

12:00 p.m. - 1:00 p.m.

125 Reber Building

Register by email to coestaffadvcommittee@engr.psu.edu

IMPORTANT DATES

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March 5-11: **Spring Break**

March 30: **Staff Appreciation Day**

April 7: **Commission for Women 11th Annual Awards Luncheon**

April 28: **College of Engineering College-wide Picnic**

FACULTY LETTER

Letter by Andrew Zydney

I was delighted to hear that the College of Engineering Staff Advisory Committee was putting together a newsletter to support and promote staff members across the country. Far too often, people think of the University only in terms of our student and faculty, completely forgetting the absolutely essential role played by our staff. The faculty would not be able to engage in such a broad scope of world-class research and education activities, and our students would not be able to take full advantage of the breadth of opportunities available at Penn State, without the tireless efforts of our staff.

I was fortunate to work with a truly outstanding group of staff members during my 10 years as Head of the Department of Chemical Engineering. One of the first things I did as Department Head was to develop a new Senior Exit Survey that gave our undergraduates an opportunity to provide their perspectives and suggestions on all aspects of the Department, including our staff. The comments that I received were just extraordinary. Here are just a few direct quotes from these surveys:

- Office staff is wonderful for getting the technical issues of the curriculum out of the way fast and easy.
- Sue Ellen and Ruth are great at their jobs. They are always willing to help the students out whenever they have a question or need.
- Sue Ellen and Ruth are always available and ready to help. I don't think you could find a more helpful pair who are more willing to answer questions. Great. A+.
- They are GREAT!!!
- Sue Ellen is a godsend for the Department.
- Sue Ellen is like a guardian angel.
- Sue Ellen is GOD...keeps everything moving in right direction, excellent person.
- The ladies in the office are great. They always seem to have a smile on their faces when I see them!

What more can I say? For many of these students some of their strongest and most positive memories of Penn State will be the support and encouragement that they received through their interactions with our staff.

I certainly hope that the College of Engineering staff newsletter will be a very positive next step in continuing to enhance the stature of our staff, ensuring that their efforts are more fully recognized and supported across campus.

COLLEGE NEWS

Engineering Staff and Dependents Education Award

Created by the Engineering Faculty/Staff Campaign Committee, the Engineering Staff and Dependents Education Award provides financial assistance to full-time College of Engineering staff or their dependents to be used for educational expenses in any discipline at any Penn State location.

Nominations will be accepted from engineering staff members and are due by April 30 of each year. To apply, submit a one-page essay describing the educational goals of the nominee (staff member, spouse, or child), along with the nominee's Penn State student ID number, to coestaffadvcommittee@engr.psu.edu.

The Engineering Staff Advisory Committee, in consultation with the Senior Associate Dean, will select the recipient. The recipient will receive \$500 that will be deposited directly into his or her Penn State student account for use during the upcoming academic year.

Those not selected will be notified and may re-apply the following year. A recipient may receive this award only once.

For more information on how to apply or donate to the award, contact the Engineering Staff Advisory Committee at coestaffadvcommittee@engr.psu.edu.

UNIVERSITY NEWS

The Penn State Commission for Women is Now Accepting Award Nominations

Nominations for the 2017 Rosemary Schraer Mentoring Award and Achieving Women Awards are now open. Please [visit the awards page](#) to learn more.

SAVE the Date! The Commission for Women 11th Annual Awards Luncheon is Friday April 7th, 2017.

University Community Encouraged to Participate in Strategic Plan Forums

As the University implements its long-range strategic plan that provides a vision for Penn State's future, a series of public forums will take place to gather ideas on putting the plan into action. Faculty, staff and students are invited to participate in those forums, starting with *Stewarding Our Planet's Resources* on January 23. [More>>](#)

Homecoming, Military Appreciation Weeks to Run Concurrently

The 2017 Homecoming Executive Committee and Penn State Military Appreciation Committee have announced that the 2017 Penn State Homecoming and Military Appreciation weeks will both be held Nov. 5 to 12. The 2017 Penn State Homecoming and Military Appreciation Game is set for Veterans Day, Nov. 11, against the Rutgers Scarlet Knights in Beaver Stadium. [More>>](#)

BENEFITS SPOTLIGHT

Did You Know?

Penn State is pleased to announce its partnership with Weight Watchers. Weight Watchers offers flexible solutions to help employees reach their weight-loss goals. To help Penn State employees get started, the program is being offered at a substantial discount for the first six months. After your first

consecutive 6 months, you will pay the full monthly corporate rate of \$36.50.

Eligibility: All Full-Time Penn State employees are eligible to participate in Weight Watchers.

For more information, [visit the program website](#).

Penn State Partners with Quest Diagnostics

Penn State is now partnering with Quest Diagnostics to provide a voluntary program, Lab Card Select, that will help medical plan participants and their covered dependents save money when they choose to have non-urgent laboratory testing such as blood and urine testing, cytology, pathology and cultures completed at a Quest Diagnostics facility.

In September 2016, employees who were enrolled in the Penn State health plan were sent a [letter](#) explaining the Quest Diagnostics program. Enclosed in the letter were laboratory cards for medical plan participants to use when receiving laboratory testing. Plan members should share with the card with their medical provider along with their insurance card, which will communicate their preference for using Quest Diagnostics. There are two ways to use the card:

- Visit a Quest Diagnostics Patient Service Center for laboratory services
- Request that the physician's office send their lab samples to Quest

Additional information may be found at the [Penn State Quest Diagnostics webpage](#).

CAREER RESOURCES

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.

STAFF STAR



Kelly Caviston

Administrative Support Assistant
Mechanical and Nuclear Engineering

Mrs. Kelly Caviston is a critical part of the Mechanical and Nuclear Engineering (MNE) department's business operations team. She meticulously processes mountains of paperwork each week and ensures financial priorities are in check for our staff, faculty and students. She is indispensable but what absolutely amazes me about Kelly is how far her dedication to our department and the University extends from her office door.

Kelly supports the administration of the Penn State Engineering Ambassadors, the national Engineering Ambassadors Network, and the Penn State Mechanical Engineering Society (PSMES). Her efforts have been an important part of engaging and communicating with PSMES and other sponsors in support of the new e-Knowledge Commons to be constructed in Reber Building during the spring of 2017.

As the Program Committee Chair for Penn State Educational Office Professionals (PSEOP) and a member of the Awards/Banquet Committee for Penn State's Commission for Women (CFW) she offers her leadership abilities to help communicate University priorities for these

groups.

Each year she involves herself with planning award lunches, organizing food drives and hosting holiday wreath making projects. Her efforts cultivate a spirit of goodwill and help spread a message of equality.

Kelly's most impressive ambition is in her venture to improve the way we all view ourselves. Lending her knowledge and experience from Broadway as Director of "The Body Monologues" 2017, in partnership with University Health Services (UHS) HealthWorks program, Student Affairs, and HHD. This project fosters conversations about body image through theatre with students taking the stage to voice their musings, challenges, and triumphs related to body image.

Simply put Kelly is amazing and in the year that she has worked for the MNE department, she has made such a tremendous impact. We are so fortunate to have Kelly's professionalism, energy, and cheer in our department and at Penn State!

**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 April 1, 2017 for the next issue.



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