

# Tarleton People & Culture Newsletter

February 2024

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## Graduate Assistant Employee Spotlight



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*Meet our Team! Patricia Rodriguez*

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[Click here to learn more about Patricia Rodriguez!](#)

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*What is your role and when did you start at Tarleton?*

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I am the Revive Wellness Graduate Assistant for the Fort Worth campus and research assistant for Dr. Simpson's Team Excel project.

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*What is your classification and major?*

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I am a graduate student majoring in the Kinesiology Sports Administration program.

What is your fondest memory of Tarleton?

My time with Revive Wellness with its great creators. Alongside my fabulous group of faculty and staff, we co-published a personal perspective of "Revive Wellness: A Satellite Campus' Perspective on the Intersections of an Accidental Interdisciplinary Teams' Grace and Grit," which was featured in the Journal of Texas Women School Executives.

Any unique hobbies/ interests?



Love to read, crochet, go to the gym, drink coffee and be with my husband and kids.

If you could teach a class at Tarleton, what would it be and why?

I would truly love to teach water aerobics. I previously taught it at TCC to senior citizens and would absolutely love to do it at Tarleton.

What are your plans after graduation?

To keep learning and becoming a better me for my children, while looking into becoming a consultant to help bring improved wellness programs to their companies and communities.

## Tarleton L.I.F.E.



Dr. Daniel Vasquez, Director of Campus Recreation, took participants for a tour throughout the Campus Rec Center, showcasing the weight room, climbing wall, and brand new aquatics center. Participants were able to see the brand new locker rooms and hear about exciting new camps planned for this summer. Following the tour, participants enjoyed learning from Mrs. Amy McKay about the Power of Pausing. Mrs. McKay encouraged participants to take care of themselves so that they could then pour into other areas of their lives, including into Tarleton State University. Group discussions were surrounded by four main questions:

1. What do you want to be known as?

2. Who are the people in your life to learn from?
3. What is a win right now?
4. What little thing can you do to make this better?

Make sure to review those questions and take a moment to consider the power of pausing!















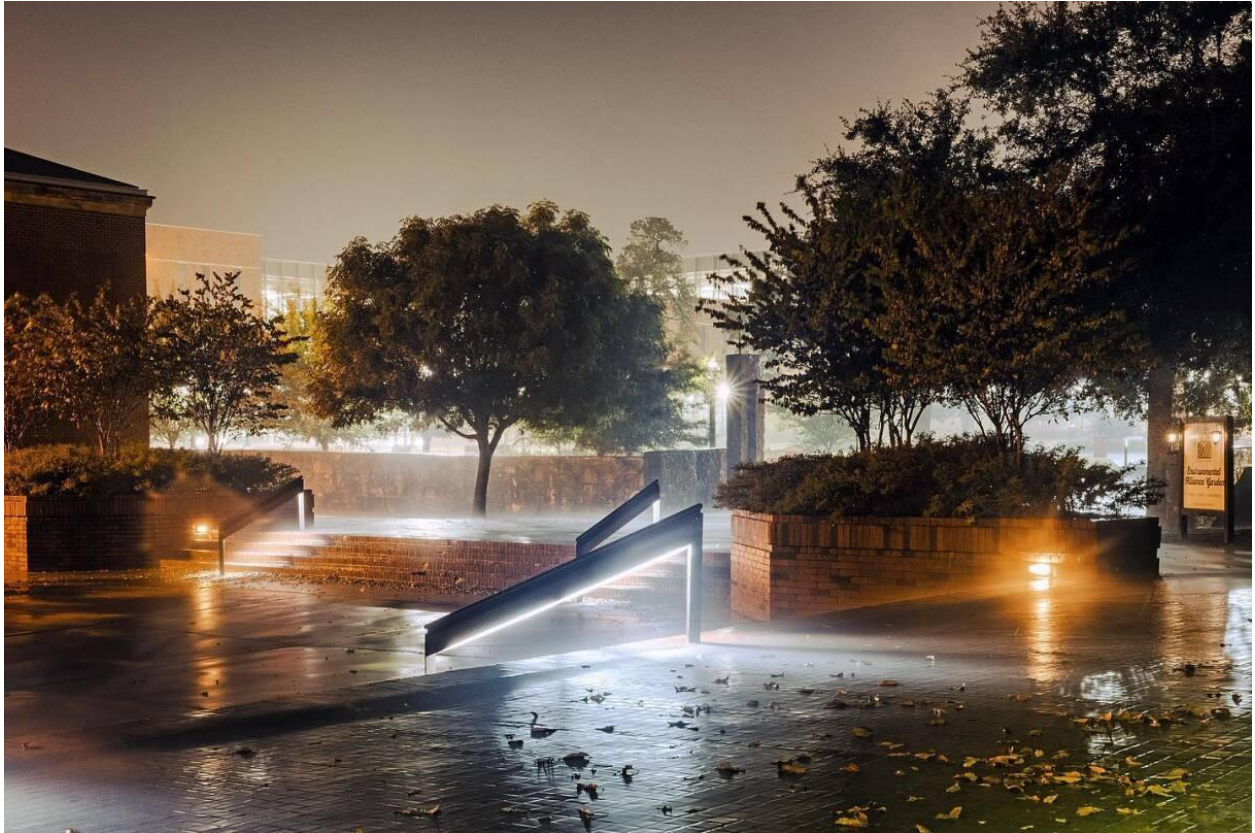








## Training and Development



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### *LinkedIn Learning: We Heart Learning!*

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February is [American Heart Health Month](#), and we have some short videos that will help you fall in love with learning.

But first, let's discuss how learning can improve your health, not just heart health, in many ways. Did you know that learning offers mental health benefits, such as reduced depression and anxiety, increases optimism, self-esteem, and life satisfaction? A [study by the University of Sussex](#) found that reading for just 6 minutes can reduce stress levels by 68%. It slowed the heart rate and eased tension in the muscles. Researchers from [Yale University School of Public Health](#) also showed that people who read for more than 3.5 hours per week live longer.

Take the time and invest in yourself by taking a few minutes to complete engaging courses in [LinkedIn Learning](#). If you have not logged into LinkedIn Learning with your NTNET credentials before, please use this [link](#). Here are a few courses we recommend, but there are many more available to you:

- [Recognition: The Heart of Your Work Relationships](#)
- [The Head, Hands, and Heart Framework](#) (How to generate and cultivate energy)

- [Secret Two: Compete Well by Leading with Heart](#) (Leadership Tips)
- [Getting to the Heart of It](#) (Conflict Resolution for Beginners)

The first two (2) employees that email [Employee Development](#) their completion certificates for *any* "Heart" course will receive one (1) LinkedIn Learning swag item of their choice!

## Employment



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### *Upcoming NEO Dates*

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**We LOVE our new hires! Here's our upcoming NEO dates:**

For Staff, Faculty & Graduate Assistants:

- Monday, February 19
- Monday, March 4
- Monday, March 18
- Monday, April 1
- Monday, April 15
- Monday, May 6
- Monday, May 20
- Monday, June 3



- Monday, June 17
- Monday, July 1
- Monday, July 8



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### *Student Worker Emails*

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#### **\*\*Reminder\*\***

Hiring departments are *responsible* for requesting a student worker email for your new hire. If you have not done so, please complete submit a [ticket](#) to our Information Technology Department.



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### *Workday Help*

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**Make Workday Help Your Pal-entine!**

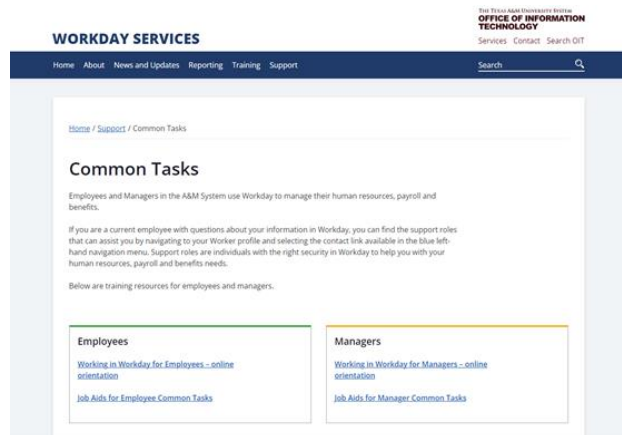
If you are a new Hiring Manager or need a refresher, Workday Help has a [Workday Dashboards video](#) that you can watch to learn about workday dashboards, terminology and specific tools, to help maximize efficiency when using dashboards.

### Other Workday Services Tools and Training:

- Job Aids
- Reference Guides
- Video Help
- Security Roles
- Webinars
- Glossary
- And more!

Also, to help expedite the hiring process, please provide the requisition number and selected candidate's name when sending your hire request. Hiring Managers can find the requisition number under the recruiting dashboard in Workday.

If you need assistance, feel free to contact our office and our [Recruiting Partners](#) can assist!



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### *Promotions: Student Worker to Graduate Assistant*

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**Promoting your student worker into a Grad Assistant Fall 2024?**

For ACTIVE student workers transitioning to a graduate assistantship, your student will need a [smartsheet request to transfer](#), new [application](#), background check, and they will need to attend a benefits-eligible orientation session (held on the first and third Monday of each month)

Please ensure the student meets the minimum qualifications and criteria for graduate assistantship, found in the [Graduate Student Employment Guidelines](#)

***Annual Work Period Considerations***

- Your Grad Assistant's annual work period (AWP) will be dependent on the [job profile](#) you select.
- Graduate Assistant Teaching and Graduate Laboratory Assistant fulfill a 9-month AWP with a hire date of 9/1 .
- Graduate Assistant–Special/Non-Teaching, Graduate Research Assistant, Graduate Assistant–Doctoral fulfill a 9- OR 12-month AWP with a hire date on the date of orientation.

***For additional questions, please contact [studentemployment@tarleton.edu](mailto:studentemployment@tarleton.edu).***



## Benefits



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### *Heart Health Webinar*

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**Take Care of Your Heart Webinar**

Heart disease is the leading cause of death in the United States, and it affects over 12% of adults. However, it is possible to prevent heart disease by following a heart-healthy diet that includes a variety of nutritious and delicious foods. Please join us and our System colleagues to learn more about how healthier eating can help with heart health and suggestions and ideas for meal and snack planning at home and while eating out.

**Date:** February 19, 2024

**Time:** 10:00 AM

[Register Here](#)

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### *Well on Target Overview Webinar*

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#### **Blue Cross Blue Shield Well on Target Overview Webinar**

**Date:** February 20, 2024

**Time:** 10:00 AM

**Location:** Virtual

[Register Here](#)

#### **Learn about**

- Getting started on the Well onTarget portal and app
- How to create your own personal wellness journey
- Accessing the wellness activities and helpful resources
- How to earn and redeem Blue Points at the online shopping mall

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### *Jet Dental Cleanings*

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#### **Mark your Calendars - March 20-21, Stephenville campus**

Dental cleanings available for employees and covered spouses on the Delta Dental PPO Plan.

Check your email inbox for sign up details in the coming week!



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### *International Hires*

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#### **International Hire Reminder**

Please notify the People and Culture team of a faculty or staff international hire for Fall 2024 by **February 15th** to prevent delays in employment/start date.

Please note the following processing time for new employment/applications requiring visa sponsorship:

- Regular Processing: 4-6 months
- Premium Processing: 3-4 months (Additional \$2,805.00)

Deadline for Fall 2024 hires: **February 15th**

#### *Did You Know?*



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### *Professional Development Fund*

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As part of Tarleton State University's commitment to fostering the continuous growth and development of our employees, we are excited to announce the launch of the Professional Development Fund. The fund is allocated towards professional development programs such as workshops, training sessions, conferences, and certifications/recertification that directly contribute to enhancing the skills and knowledge of our people.



Employees in a full-time, benefits eligible and budgeted position for six continuous months with a recently completed evaluation on file are eligible for funds. Each employee can receive up to \$3,000 to be used within a September 1st - August 31st fiscal period. Funds not used within the fiscal period will be forfeited.

More information and a [request form](#) can be found via the [Professional Development Fund](#) page.

We believe that this investment in professional development will serve as a tremendous step toward an even brighter future for all at Tarleton State.