Welcome to New Employee Orientation!

We’re glad you’re here!
New Employee Orientation

January 27, 2021

Here’s Your Day Ahead!

Office of Human Resources
Learning & Development
Welcome YOU!

**Hosts:** Dana Whatley Smith
Manager, Learning & Development

**Hosts:** Marla Bradford
Senior Diversity Recruiter
Housekeeping Items

- Virtual Learning Environment – in Zoom
  - Adjusting your view & audio
  - Using the non-verbal Participant Engagement tools & chat
  - Other items (webcam use, taking questions)
  - If we get disconnected or Zoom-bombed…

- Our Agenda
  - Timing of event / break
  - Orientation Materials

- Orientation Evaluation
Adjusting your view

You can toggle between **Gallery View** and **Speaker View**.
Adjusting your audio/volume
Using Participant Engagement Tools

Open your Participant Window:

User non-verbal feedback icons to engage with the instructor during training.
Introduction Icebreaker

1. Hi, my name is…

2. I work in… (department/school) here at Duquesne.

3. My journey to Duquesne was…

4. My favorite thing to do when I am not in the middle of a pandemic is…
Agenda

• Welcome!
• Office of Mission & Identity
• Computing & Technology
• Public Safety: Staying Safe
• University Advancement
• The Gumberg Library: Staff Services & Resources
• Learning & Development
• Parkhurst Dining Services
• Human Resources: Policies & Procedures
• Benefits @ Duquesne
• PNC Workplace Banking
Welcome from
PRESIDENT GORMLEY
Welcome to Duquesne

Dr. Adam Wasilko, Assistant Vice President - Student Involvement
Duquesne: A SPIRITAN University?
Claude Poullart des Places

February 26, 1679 – October 2, 1709

FOUNDER (1703)
Claude des Places

- Valedictorian of his class
- Invited to Versailles as a guest of the French royal family
- Began to study law
- Saw the needs of the chimney sweeps in Paris

- Gave up his career, bought a house, and lived in it with fellow seminarians that could not afford to meet their own *basic needs*

- *This core group of seminarians asked des Places to start a new order*
  - Dedicated themselves to the Holy Spirit under the guidance of Mary
  - Mission to support students in the seminary and help the population of rural France
  - Purpose of preparing missionaries for the most abandoned souls

- *Canonization:*
  - Movement for des Places to be considered “heroic in nature/venerable”
Francis Libermann

- The “second founder”
- Currently recognized as venerable
• Father was the chief Rabbi of their town
• Began to read a translation of the gospels in Hebrew
• Born in 1802, baptized Catholic in 1852
  • Family mourned him as dead
Libermann

• Suffered from epileptic seizures that delayed his ordination for roughly 15 years
  • “In sincere truth I’m a useless instrument in the Church of God. Here I find myself like a piece of decayed wood. All that I can hope for now is a Christian death.”

• Began to socialize and study with other seminarians at this time

• Wanted to start his own order, Vatican said no!

• Focused his work on newly freed slaves in Haiti and parts of Africa
- Born in France, 1803
- Child of a successful farmer
- Received a medical degree in 1830
- Became a priest in 1838
- Went to an island off the coast of Africa for 23 years to continue working with freed slaves
  - He lived with them,
  - Learned their language
  - Fasted when supplies were short
  - Aimed to improve: agriculture, sanitation, medicine, and science

- Idea of “meeting people where they are”
- Currently recognized as ‘Blessed’
The German Spiritans


1 November 1833 – 27 January 1890
...To the ends of the Earth
1885 &
THE
BLUFF
1911: A University
Duquesne University Mission Statement

Duquesne University of the Holy Spirit is a Catholic university founded by members of the Congregation of the Holy Spirit, the Spiritans, and sustained through a partnership of laity and religious.

Duquesne serves God by serving students through:

• Commitment to excellence in liberal and professional education
• Profound concern for moral and spiritual values
• Maintaining an ecumenical atmosphere open to diversity
• Service to the Church, the community, the nation, and the world
• Attentiveness to global concerns
DEVELOPMENT OF A UNIVERSITY

- McAnulty College & Graduate School of Liberal Arts (1878)
- Bayer School of Natural & Environmental Sciences (formally split from College of Arts and Sciences in 1994)
- Duquesne School of Law (1911)
- A.J. Palumbo School of Business Administration (1913)
- Mylan School of Pharmacy (1925)
- Mary Pappert School of Music (1926)
- School of Education (1929)
- School of Nursing (1937)
- Rangos School of Health Sciences (1990)
Public Safety
... exists to serve and protect the University community and the environment that sustains and encourages normal and intellectual growth. We facilitate this goal by anticipating and preventing unsafe conditions and protecting individuals from the imprudent illegal acts of others.
Location

- The Department of Public Safety is located on Gibbon and Stevenson Streets, next to the A.J. Palumbo Center and directly behind the City of Pittsburgh Fire Department Building #4.
How to contact us

Non-emergency General Inquires

412-396-6002

publicsafety@duq.edu
How to contact us

Campus Emergency Number

- 412-396-2677
- NORA – “Need Officer Right Away” if you cannot speak freely
DU Emergency Alert System

• Mass-communication, automated notification system that will be used to contact students and employees in the event of an emergency using the following methods:
  • Mobile devices
  • Text messages (SMS)
  • Calls to non-Duquesne phone numbers ("land line" only, i.e. a home phone)

• For more information and to subscribe to the DU Emergency Alert System, please visit [www.duq.edu/alert](http://www.duq.edu/alert).
Public Safety Staff

• **Staff of 50 Includes:**
  – Sworn Police Officers
  – Non-Sworn Security Officers
  – Non-Sworn Support Staff
  – Police Communications Operators

• **Accredited Law Enforcement Agency**
  By the Pa Chiefs of Police
Police Communications Desk

- Police Communications Operators staff the desk 24 hours a day, 7 days a week
- PCOs are familiar with campus and with the university
Patrol

- By Bike
- On Foot
- Vehicle
- Plainclothes
Code Blue Emergency Phones

- Rooney Field - Bluff Street
- Locust Circle near Gumberg Library
- Health Science Building- Locust St/McAnulty Drive
- Rockwell Hall - Shingiss Street
- Fisher Hall Skywalk
- Forbes Avenue Garage
- Forbes Avenue Parking Lot-across from Facilities Mgt
- All elevators on campus
Crime Prevention Services

- Campus Escort Service – x6002
- Operation Identification
- R.A.D. (Rape Aggressive Defense) Program
- S.A.F.E (Self-Defense) Program
Education and Awareness Programs

- Active Shooter
- Relationship Violence
- Look Up, Walk Smart
- First Aid/CPR/AED Classes
- Personal Safety and Self Protection
- Rape Awareness and Prevention
- Drug and Alcohol Abuse Awareness
- Vacation Safety
- Traveling Alone Safety Program
- Child Safety Programs
- Identity Theft
- Campus Watch
Card Access

Card access is granted to faculty, staff, and students upon written authorization from the Dean or Department Head.

- Academic Buildings/Classrooms
- DU Identification Card
- To request access, work through your Dean/Department Head
Crime Statistics


* Published data based on an annual basis by each institution of higher education in the Commonwealth of Pennsylvania relating to the number and per-capita rate of certain types of crimes and the security measures that are in place to reduce the risk of criminal victimization for members of the community

* Distribution: [http://www.psp.state.pa.us/](http://www.psp.state.pa.us/)

* To read more: “Security Policies and Procedures” on Public Safety web site [http://www.duq.edu/administration/publicsafety/policies.html](http://www.duq.edu/administration/publicsafety/policies.html)
Crime Statistics

“Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act” or the Clery Act

Required under the Clery Act:

* Documented and available campus crime and security policies
* Statistical reporting and publication
* Timely warning provisions
* Open campus police logs
* Federal regulations require colleges to publish an Annual Security Report each October 1st
* Distribution: [http://www.duq.edu/administration/publicsafety/stats.html](http://www.duq.edu/administration/publicsafety/stats.html) or visit the Dept. of Public Safety for a written copy
Campus Safety Begins With You!
UNIVERSITY ADVANCEMENT

- Annual Giving
- Major & Planned Giving
- Corporate & Foundation Relations
- Alumni Engagement

Supported by:
- Advancement Communications
- Advancement Services
- Conference & Event Services
WAYS YOU CAN INTERACT WITH US

Homecoming 2021: September 20-26- more details to come!
WAYS YOU CAN INTERACT WITH US

• Crowdfunding Projects
duq.edu/spirit
• Year-round Alumni Events
duq.edu/alumni
QUESTIONS?

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Annual Giving
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