

# GSD Staff News



## SAVE THE DATE

### Harvard Heroes 2019

Thursday, June 13, 3:30 p.m., Memorial Hall, Sanders Theatre  
Celebrate the accomplishments of Harvard staff, including GSD's Dean's Award recipient- Afshaan Alter Burtram, whose work supports the mission of Harvard at the highest levels of contribution, impact and excellence!

<https://hr.harvard.edu/harvard-heroes-program>

### Performance Management

FY19 evaluations should be completed by June 30  
FY20 goals should be entered by July 31

<https://hr.harvard.edu/performance-management>

### Summer Flextime Program

The GSD Summer Flextime Program begins Monday, June 3rd and ends Friday, August 16th. Please submit summer schedules by May 24th

## Harvard Common Spaces

Harvard's Common Spaces create areas on campus where students, faculty, staff, and visitors can engage with one another, discover and try new things, or simply relax.

Check out the [Harvard Common Spaces](#) calendar for upcoming events, such as these:

- **Tunes at Noon:** Harvard Commons live music every other Wednesday beginning May 8th
- **Zumba on the Plaza:** Free Zumba Wednesdays 5:30 to 6:30 through September
- **Tai Chi in Harvard Yard:** Free Tai Chi Tuesdays, 5pm-6pm through September
- **Farmer's Market:** Tuesdays, June through November

<https://commonsplaces.harvard.edu/>

## Who's Who? Who's New?

**Corinna Anderson**, Publications Coordinator, JCHS ([Corrina\\_anderson@harvard.edu](mailto:Corrina_anderson@harvard.edu))

**Margaret (Maggie) Chang**, Executive Coordinator, Architecture ([maggielang@gsd.harvard.edu](mailto:maggielang@gsd.harvard.edu))

**Randa-Gae Smith**, Academic Appointments and Payroll Coordinator, Faculty Affairs ([rsmith@gsd.harvard.edu](mailto:rsmith@gsd.harvard.edu))

**Justin Wong**, Building Services Coordinator, Building Services ([jwong@gsd.harvard.edu](mailto:jwong@gsd.harvard.edu))

## Connected & Caring Community

Looking to serve and connect with the community? Harvard has ways to help you donate your time, meet people with shared interests and concerns, or make contributions to causes that are important to you.

### Volunteer Opportunities

[Harvard Square Homeless Shelter](#), is entirely student- and volunteer-run. You can contribute your time or money to outreach and support services.

[The Cambridge Health Alliance \(CHA\)](#), an academic health care system serving more than 400,000 residents.

Volunteers can help in a variety of offices, clinics and patient care areas and those with language skills are needed.

### Community Connections

[The ABCD Committee](#) is an informal association of IT managers, programmers, researchers, students and faculty at Harvard and affiliated institutions. Meets monthly.

[Out Played](#) meets weekly at Boylston Hall (Harvard Yard) to play board and card games, while creating a safe and comfortable space for LGBT staff and graduates, as well as allies. Come learn new games and bring your favorites.

### Harvard Employee Resource Groups

- Association of Black Faculty, Administrators, and Fellows
- Association of Harvard Asian and Asian American Faculty and Staff
- Association of Harvard Latinx Faculty and Staff
- Harvard LGBTQ+ Faculty and Staff
- Committee on the Concerns of Women

These are just a few of the opportunities available, see [hr.harvard.edu/connected-caring-community](https://hr.harvard.edu/connected-caring-community) for a full list.



## Mindfulness at Work Programs

**Mindful Communication:** Speaking and Listening with Awareness: This program demonstrates how conversation provides an opportunity to practice a special kind of attentiveness, transforming our encounters with colleagues into meaningful moments of genuine exchange. June 12th .

**Mindful Strategies for Cyber Safety:** Applying mindfulness can help protect you, and Harvard, from this very real threat. June 13th.

**Mindfulness and Anxiety:** This free workshop will introduce the use of mindfulness as a way to understand and respond to the experience of anxiety. June 18th.

**Mindful Movement:** Yoga for the Office: The gentle stretches and postures taught in this program are designed to increase flexibility at the joints – thereby improving one's range of motion – and also aid in relaxing the hips and lower portions of the body to increase one's

ability to sit with ease. No previous knowledge of yoga is necessary. This class does not require special clothing or equipment. Classes are monthly throughout the summer. Find dates, times and registration links

at [https://hr.harvard.edu/files/humanresources/files/work\\_life\\_program\\_calendar.pdf](https://hr.harvard.edu/files/humanresources/files/work_life_program_calendar.pdf)

## Department Announcement

### COMPUTER RESOURCES GROUP

“Digital technology continues to grow and evolve in ways that impact our daily lives. Unfortunately, digital threats also continue to multiply. Digital threats are increasingly sophisticated and creative. From the new intern to the top executive, all are vulnerable to personal and organizational attacks. Becoming familiar with common tactics will greatly increase your ability to identify and defend against them. Take the quiz below to see if you can identify common email and internet scams such as impersonation and malware.

- |               |                                                                                                                                                |
|---------------|------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. Phish      | A. Malicious software designed to block access to files and folders on your computer system until a sum of money is paid.                      |
| 2. Spoof      | B. Fake software that acts like an antivirus or a cleaning tool demanding money to resolve the issue.                                          |
| 3. Ransomware | C. Scam that usually provides an attachment or a link to a bogus website where the end-user is required to enter sensitive account information |
| 4. Spam       | D. Cyber criminals create phony identities to trick users into taking ill-advised actions.                                                     |
| 5. Scareware  | E. The electronic equivalence of junk mail                                                                                                     |

If an email seems suspicious, forward it to [phishing@harvard.edu](mailto:phishing@harvard.edu). Contact the GSD Help Desk if you're experiencing signs and symptoms of malicious software. To learn more about Information Security visit

<https://security.harvard.edu/>

Answer Key: 1C, 2D, 3A, 4E, 5B

## CAREER CONNECTIONS ACROSS HARVARD 2019

The annual Career Connections across Harvard is a networking event for Harvard staff. It is an opportunity for staff to meet with representatives from different schools and units around the University to explore other areas of work at Harvard and expand professional networks. All staff are invited to attend, no registration is required.

Date: Wednesday, June 5, 2019, 12:00pm to 3:00pm

Location: Milstein Conference Center, Wasserstein Hall, Harvard Law School

For more information visit [hr.harvard.edu/event/career-connections-across-harvard](http://hr.harvard.edu/event/career-connections-across-harvard)