

## What's New?

If you look around campus, the first newcomer you'll notice is the West Quad Building, gleaming in the sun at the back of a new grassy quadrangle spanning the distance between James and Roosevelt halls. What began six years ago with the demolition of the Bedford Avenue overpass is almost complete. The new building, which opened for business during the summer, officially stepped off with a ribbon-cutting ceremony on September 22.

The new building—with gymnasiums, swimming pool, indoor track, dance studio, racquetball courts, and fitness center—will provide access to state-of-the-art athletic facilities. It also means one-stop shopping for student services: The Enrollment Services Center is on the first floor, the Office of Admissions, the Admissions Welcome Center, and the Office of Scholarships are on the second floor; and the Registrar's Office and the Office of Financial Aid are on the third floor. The Department of Physical Education and Exercise Science and the Recreation/Athletics Office are on the fourth floor.

"The building is fabulous," said Bruce Filosa, director of recreation, intramurals, and intercollegiate athletics. "It's energizing! The space is state of the art. Our students now have the best recreation and athletics facilities in all of CUNY."

The building's distinguished architect, Rafael Viñoly, has a long history of designing private and public works. His renovation of John Jay College of Criminal Justice won him the esteemed Bard Award and the Municipal Art Society Award. More than seventy years ago, Randolph Evans,



the original architect of Brooklyn College, envisioned our Midwood campus as a landscape of two tree-lined quadrangles surrounded by graceful neo-Georgian buildings. Viñoly's take on the original plan presents

the college with a modern reflection of Evans's work.

There are plenty of new faces at Brooklyn College, too! Not only do we have a new president to welcome, we have 983 entering freshmen, 1,775 new transfer students, 1,194 first-semester graduate students. In addition, there are twenty-five new people working on civil service lines, twenty-two newbies filling HEO or CLT lines, and twenty-six new full-time faculty members.

Something new that the Brooklyn College community is doing this year is forming a staff and faculty team to participate in the annual Making Strides walk to combat breast cancer. Right now the team is eleven members strong and wants to get stronger. The walk takes place on Sunday, October 18, in Prospect Park, rain or shine. Contact Anne Alarcon, 718.951.5131, if you'd like to find out more.

Biking to campus will get easier with additional bike paths and greenways planned for Brooklyn, and the healthy, money-saving, green mode of transportation is ever popular.



## Message from Michael



On behalf of the entire staff in Human Resource Services, I want to welcome you to the 2009–2010 academic year. I hope that you had a wonderful summer.

For school kids, college students, and all of us, fall is the

start of a new year, and this issue of *HR Matters* brings you up to date on all the changes around campus.

**New from Academic Personnel:** Find out more about the paid parental leave for instructional staff and those forms that you really need that are on the HR website.

The BC Sustainability Council has just started up, and you may have noticed some of the new changes already. The cafeteria has a brand-new energy-star certified kitchen and is offering an appetizing assortment of new items.

For our retirees, there will be a new date for the annual luncheon. Check your mail for additional information.

I hope that you enjoy the fall issue of *HR Matters*, and I wish you a productive semester. All of us in Human Resource Services look forward to working with you.

Michael T. Hewitt  
*Assistant Vice-President for Human Resource Services*

To accommodate increased bike traffic, the college has added bike racks outside the gates on Bedford Avenue in addition to the racks at the East 27 Street entrance. All the racks are monitored by our security staff.

Everything is going green these days, including the cafeteria! Organic soy milk and skim milk are now available, and those fancy mesclun greens at the salad bar are organic, too. If there are other items you want, request them! George Bonn of Metropolitan Food Services says that if he gets enough requests for the same item, he will try his best to secure it "if the cost is not prohibitive."

At the cafeteria, the Mexicali Grill, offering tacos and burritos, is rolling again this semester; Starbucks has reopened with a new selection of pastries; and the bagel bar, open daily until 10:30 a.m., is now stocked with lox; scallion, vegetable, and raisin-walnut cream cheese; and assorted jams and butters, too. There are also "grab and go" pasta salads, antipasto salads, and marinated vegetable salads to be had. A new kosher sushi vendor is on board, and the grill is offering up hot and mild chicken wings, both without caloric breading.

Enjoy!



*The faculty and staff Making Strides Against Breast Cancer team*

## Our New President

**Karen L. Gould**, former provost and senior vice-president for academic affairs at California State University, Long Beach (CSULB), is now presiding over Brooklyn College. Her vast administrative, academic, and fundraising experience prepares her well for the job. CSULB is one of the largest and most diverse of twenty-three public institutions in the California state system.



The ninth president of the college, Gould is the first woman to ever hold the post. An internationally known scholar in the field of French-Canadian literature, she is the author or co-editor of six books and more than fifty articles and essays on contemporary Quebec literature, francophone women writers, and the modern French novel. She received the 2003 Canadian Governor General's International Award for Canadian Studies, the 2005 Donner Medal in Canadian Studies, and numerous grants and fellowships from various organizations, including the Fulbright Foundation, National Endowment for the Humanities, American Association of University Women, and Woodrow Wilson Foundation, as well as from the Canadian government. She has served as president of both the International Council for Canadian Studies and the American Association for Canadian Studies in the United States, a member of the executive board of the national Council of Colleges of Arts and Sciences, and editor of the interdisciplinary journal *Québec Studies*.

Gould received a B.A., cum laude, from Occidental College in 1970, a diploma from the Sorbonne, and a Ph.D. in romance languages from the University of Oregon in 1975.

## Academic Personnel

### It's in There!

We want to remind you that the Human Resource Services webpage is a very useful source of information and forms. Did you know that information on multiple position appointments and the required forms can be downloaded from the HRS page? Also available for download are forms for FMLA, temporary disability, and travia and other types of leave. You can download New York State and federal tax forms, health benefits forms and applications, even the standard curriculum vitae form. All these and more are available at your fingertips. Are you looking for info on faculty promotion and tenure? It's in there—just look under "Academic Personnel." Would you like to review university and college policies? They're in there under "Policies." And there's more information on holiday schedules, payroll services, environmental health and safety, and more.

Using the HRS webpage as a ready reference page will help you in your day-to-day life at Brooklyn College. Just click on "Human Resources" at the top of the Brooklyn College homepage and you'll find us. We're in there!

### New Benefit for Instructional Staff: Paid Parental Leave (PPL)

As you may already know, the university and the Professional Staff Congress/CUNY have agreed on a protocol that will provide up to eight weeks of paid leave for faculty and non-teaching instructional staff for the purpose of caring for a newborn or newly adopted child. We're just giving you the highlights of the program. If you'd like to read the complete document, you can access a copy of the full PPL protocol on the PSC-CUNY website, [www.psc-cuny.org/](http://www.psc-cuny.org/).

Eligibility? You must be a full-time employee with a minimum of one year of continuous CUNY service. The leave must be requested in writing (form is on the HR site) and must be taken immediately upon the birth or adoption of the child. A mother who has given birth will commence paid parental leave upon the termination of her approved temporary disability leave. A teaching faculty member may, in consultation with his/her chairperson, request a one-course reduction in the teaching load during the semester of the

birth or adoption in lieu of the eight weeks of paid parental leave.

It is very important that anyone expecting a baby or finalizing the adoption of a baby meet with Denise Flanagan, Academic Personnel, ext. 5137, to go over the policy in more detail.

## *Payroll News*

### **Important Information Regarding Workers' Compensation**

If you are injured on the job, it's important to follow these three simple steps: Obtain help, notify your supervisor, complete and submit your claim.

1. **Obtain** medical assistance or first aid as soon as possible. Keep copies of all medical paperwork.
2. **Notify** your supervisor about the injury and the way in which it occurred.
3. **Complete** all required workers' compensation forms, attach all medical documentation, and submit to the workers' compensation administrator in the Campus Safety and Security Office, 1156 Boylan Hall. Once the forms have been processed by the workers' compensation administrator, they will be sent to the Workers' Compensation Board for processing and determination.

One of the most frequently asked questions regarding workers' compensation is whether or not the employee will continue to receive his or her salary.

**When an employee is injured on the job, he or she may elect one of two payment options:**

1. The employee continues to be paid through use of his or her accumulated leave balances. This is done by first charging sick leave, then annual, and finally any compensable time. If the employee has been out for more than seven consecutive work days, upon return to work the employee will have a pro-rated portion of their leave restored.
2. If the employee waives this use of his or her leave the employee has decided in effect to take an unpaid leave, of absence and will have to rely on the compensation payment(s) from the Law Department; Workers' Compensation Division. Workers who select this option will, however,

continue to earn leave accruals for the first 183 days of absence. Once approved for workers' compensation benefits, the employee's medical benefits will be covered by the New York City employee program called Special Leave of Absence Coverage (SLOAC) for the first four months of absence. Afterwards, medical benefits are handled by COBRA.

Any question regarding workers' compensation should be directed to the workers' compensation administrator, 718.951.5091.

### **Student Employees and FICA Taxes**

In accordance with Internal Revenue Code 6.05 regarding exemption from Social Security and Medicare taxes:

The student FICA exception does not apply to work performed by an individual who is not enrolled in classes during school breaks of more than five weeks, including summer breaks. However, the student FICA exception applies to employment that continues during breaks of five weeks or less when the student is eligible to enroll in classes for the academic semester or session immediately following the break.

For further information regarding FICA exceptions for students, please visit these websites:

[www.socialsecurity.gov](http://www.socialsecurity.gov)  
[www.irs.gov](http://www.irs.gov)

### **Important Social Security Number Verification**

In order to successfully process annual employee W-2 wage reports to the Social Security Administration, names and Social Security numbers must be correct. The accurate reporting of this information will ensure proper crediting to employees' earnings records. Proper crediting is important for determining future Social Security benefits.

Make sure you have your 2009 W-2 mailed to the correct address!

To ensure receipt of your statement, please notify the Payroll Office of any changes to the address that appears on your paycheck or direct deposit advice. Failure to do so will result in a delay of your W-2.

Address changes can be completed in either the Office of Human Resources or the Payroll Office. You can also download the form at [www.brooklyn.cuny.edu/bc/offices/hr/](http://www.brooklyn.cuny.edu/bc/offices/hr/).

### **Fall 2009 Adjunct Instructional Staff Pay Dates**

During the fall semester, teaching adjuncts shall be paid on nine (9) successive adjunct pay dates. The first pay date was September 10 (payroll#12), and the final pay date will be December 31 (payroll#20).

**Fall semester adjunct pay dates are as follows:**

**September 10 and 24**

**October 8 and 22**

**November 5 and 19**

**December 3, 17, and 31**

## *Benefits Fair*

The Benefits Office will host its Sixth Annual Employee Benefits and Wellness Fair on Wednesday, October 7, from noon to 2 p.m. in the Bedford Lounge on the second floor of the Student Center. This year's fair will feature health plan vendors and representatives from the NYC Office of Labor Relations, Flexible Spending Accounts, Municipal Credit Union, and much more.

### **Fall Transfer Period**

The annual transfer period will take place November 1 to 30. During the transfer period, employees can:

- ✿ **Transfer to another health plan**
- ✿ **Add or drop an optional rider**
- ✿ **Add or drop dependents**

Any changes selected during the fall transfer period will become effective the first day of the first full payroll period in January 2010.

### **Flexible Spending Accounts**

The open enrollment period for the Flexible Spending Accounts (FSA) will also be held in the fall. During the transfer period, employees can enroll in the following flexible spending programs:

- ✿ **Dependent Care Assistance Program (DeCAP):** This program allows you to pay for expenses of a dependent child or other eligible dependents, thereby reducing your taxable income. The minimum yearly contribution is \$500 and the maximum contribution is \$5,000.
- ✿ **Health Care Flexible Spending Account (HCFSA) Program:** This program allows you to pay for eligible out-of-pocket medical expenses, thereby reducing your taxable income. The minimum yearly contribution is \$260 and the maximum contribution is \$5,000.
- ✿ **Medical Spending Conversion (MSC) Health Benefits Buy-Out Waiver Program:** This program allows eligible employees who have non-city group health benefits to waive their city health benefits in return for an annual cash incentive payment.

Any changes that you make in regard to the FSA programs will be effective January 1, 2010. For more information, please visit [www.nyc.gov/olr](http://www.nyc.gov/olr).

### **NYCERS Loan Changes**

NYCERS has changed the fee to process loans. The loan repayment fee has increased from \$30 to \$40 for Tier 3 and 4 only.



### Transit Benefits

Did you know there's a way you can save on your commuting expenses if you take public transportation? The Transit Benefit Transportation Spending Account (TSA) is a voluntary benefit for eligible employees interested in saving on their New York City Metropolitan Transportation Authority subway and bus costs.

If you participate in the TSA program, you will receive a PIN-based debit card (Commuter Savings Card) that can be used to purchase MetroCards from vending machines. You have a choice of several transportation deduction plans—occasional rider, monthly unlimited, weekly trip, and express bus rider—depending on your needs and schedule.

This program is administered through the Office of Faculty and Staff Relations, University Benefits Office. To learn more, visit the website at [www.cuny.edu/transitbenefit/](http://www.cuny.edu/transitbenefit/)

### HIP/HMO Program Changes

Effective August 1, 2009, the following modifications to the HIP/HMO program will be implemented:

The establishment of a \$50 copayment for a hospital emergency room visit (waived if the patient is admitted). Subscribers should discuss with HIP the use of urgent care facilities to avoid the \$50 emergency room payment.

The establishment of a \$100 copayment for an in-patient hospital admission.

The establishment of a \$50 copayment for an ambulatory surgery facility treatment or service.

The elimination of the preventive dental benefits provided under a rider to the basic HIP/HMO program.

### Here to Help!

CUNY Work/Life Program is a voluntary, free, and confidential benefit for CUNY employees and their families administered by Corporate Counseling Associates, Inc. (CCA).

The program provides counseling for stress and family or substance abuse issues, access to legal and financial assistance, referrals for child care and elder care, and many other services. Just call 800.833.8707.

CCA's team of experienced, professional counselors are available around the clock every day of the year to help you assess your problem and clarify your options.

If you or a member of your family is struggling with an issue, whether it is trying to find living arrangements for an aging relative, learning about adopting a child, or looking for pet care while you are on vacation, the CUNY Work/Life Program offers support so that you make informed choices.

**Need help? Call 800.833.8707.**



*Classified Staff Coordinator Judith Rieger and Lucille Pasquale, Office of the President, picked the winner of the Administrative Professionals' Day raffle. The lucky winner, Betty Marcolin, received a \$100 Target gift certificate.*

## *Civil Service Corner*

### **Good-bye to Our Retirees**

**Angela Cacace**, CUNY Administrative Assistant, retired on October 1, 2009.

**Joan Kennedy**, CUNY Office Assistant, retired on August 6, 2009.

**Luis Santiago**, Locksmith, retired on September 1, 2009.

**Helen Sharp**, CUNY Office Assistant, retired on September 26, 2009.

**Harriet Weinrieb**, CUNY Office Assistant, retired on July 25, 2009.

### **Welcome to New Employees**

**John Brooks**, Stock Worker

**Winifred Fils-Aime**, CUNY Office Assistant

**Walter Gardiner**, Stationary Engineer

**Tamra Gayle**, CUNY Office Assistant

**Margaret Hansen**, CUNY Office Assistant

**Michael McGann**, Stationary Engineer

**Dennis Sanderson**, Campus Security Assistant

**Daniel Santiago**, Locksmith

**Manny Vasquez**, Campus Security Assistant

**Dawn-Marie Williams**, CUNY Office Assistant

## *Focus on Civil Service: Danny Santiago Finds the Key to a Happy Career*

When Danny Santiago's father retired and moved to Georgia, it wasn't a difficult decision for the younger man to make. Born and raised here in the borough, Danny transferred from City College to Brooklyn College, where he is now filling his father's shoes.

"It's homey," says Danny, who rejoined the Brooklyn College work force in June. "I worked here from 1995 to 1999, and I still know a lot of the people here. And besides that, I live in Ozone Park in Queens, which is just a fifteen-minute commute from the campus, opposed to a one and a half- or even two-hour drive to City College." Danny likes to spend time the time he saves at home with his sons, three-year-old Danny Jr. and one-year-old Nikolas, and their mother, Berenice.

A lot of long-time college employees might not be familiar with the name Luis Santiago even though the older Santiago worked at the college for a quarter of a century. That's because after being twenty-five years on the job at Brooklyn College, Santiago was best known among his colleagues by the Runyonesque moniker of "Louie the Lock."

"Everything I learned about locksmithing I learned from my father," says Danny. "I picked my first lock at the age of nine."

There are a number of locksmithing schools around, says Danny, who has his license from the New York City Department of Consumer Affairs. "But you got to have the touch," he explains.

Every CUNY campus has two locksmiths on the payroll. "There must be a couple thousand locks here on campus," notes Danny. "We cover the whole college, including the Student Center. People are always getting locked out, breaking their keys, or whatever. They keep us busy."



## CUNYfirst

### What Is It and How Does It Affect Us?

The City University of New York's Fully Integrated Resources and Services Tool, known as CUNYfirst, is playing a major role in the transformation the university that will integrate and streamline business practices while supporting the unique characteristics and programs of the twenty-three institutions that compose the City University of New York.

**The major phases being rolled out at Brooklyn College are as follows:**

**Phase 1:** Base HR was rolled out on July 20. The recruitment function, Talent Acquisition Management (TAM), was phased in starting August 24, Manager Self Service will be phased in this fall, Mass Changes will be implemented October 26, and the Employee Self Service module will also be implemented during this fall.

**Phase 1.5:** Faculty workload module (rollout this fall)

**Phase 2:** Base benefits, payroll, time, and labor modules (rollout TBD)

**Phase 3:** Work study and auxiliary payroll modules (rollout TBD)

The Base HR module allows a range of capabilities that, depending on a person's level and access, will provide department heads, central office, and budget staff with online information needed to manage the HR functions of CUNY.

TAM will allow applicants to apply online and also allow hiring managers to manage the recruitment process in CUNYfirst. TAM will allow recruiters, hiring managers, and other staff to work with the same information and reduce rekeying, which will save time and cut the chance of error. When an applicant is hired, the information he or she enters online is automatically entered in the employee database, speeding up the process for assigning benefits and getting paid. Applicants will have access to the system to create a job profile, search for jobs, and apply for jobs within the system. Hiring managers and recruiters can use the system to post positions, screen applicants, and make offers of employment.

Many processes that currently use paper will be replaced by online processes, although some will necessarily remain outside the system. For example, required background paperwork, such as signed I-9 forms or verification of education or certifications, will still take place outside the CUNYfirst system.

The Manager Self Service (MSS) module provides managers and supervisors with similar capabilities regarding employees who report to them and also accommodates requests for additional or replacement staff and faculty and approvals of those requests.

The Employee Self Service (ESS) module will call on all 35,000+ faculty and staff to view, and, in some cases, update their own information in the CUNYfirst system.

As with every new venture, CUNYfirst will require time and patience to perfect. CUNYfirst is well under way at Brooklyn College. The Human Resource Services staff are processing employee actions through CUNYfirst and adapting to this new way of handling everyday functions. Look for future updates on the CUNY website, <https://first.cuny.edu>. You will soon be able to utilize the ESS and MSS functions of CUNYfirst yourself!

## *Focus on Environmental Health and Safety*

### **Sustainability**

Mayor Bloomberg has made it a priority to make the greatest city in the world one of the greenest with PLANYC 2030, his 2007 blueprint for reducing the city's carbon emissions by 30 percent by 2030.

He has set an even more ambitious goal for universities in the city, asking them to take the lead and reduce their carbon emissions by 30 percent by 2017. CUNY accepted the 30 in 10 challenge and has been working to shrink its carbon footprint. In turn, the university has called for each of its college campuses to formulate a ten-year sustainability plan.

As a result, the Brooklyn College Sustainability Council, a collection of staff and faculty, was formed to jump-start the process of greening the campus. The council is co-chaired by Aldo Orlando, the environmental health and safety director, and Joe Nigro, the administrative superintendent of facilities. The council members span disciplines and departments.

There have been changes around campus already. The cafeteria has a brand-new energy-star certified kitchen, and Tammy Lewis, visiting professor in the Department of Sociology and Carol Zicklin Endowed Chair in the Honors Academy, hosted sustainability seminars last year and will coordinate the Sustainability Fall '09 Food Film Series this semester.

Last year, the council held visioning sessions to open the dialogue about sustainability to the campus community. A mix of students, faculty, and staff shared their ideas about a sustainable Brooklyn College. Their thoughts, coupled with the expertise of the council members, are being used to devise Brooklyn College's Ten-Year Sustainability Plan.

The college's plan will set the goals for key areas: water, energy, recycling, procurement, nutrition, transportation, education, and outreach. The goals range from the short term, such as educating the campus community about eco-friendly habits, to long-term initiatives, such as exploring alternative energy sources to help power buildings.

This fall more green changes will appear on campus. Staff and faculty will find paper-only recycling bins right by their desks to make paper recycling easy and convenient. There will also be bottle and can recycling bins placed outside to encourage people to recycle their beverage containers while walking through campus.

Be sure to look out for more projects throughout this academic year as Brooklyn College continues down the green path to sustainability.

## *Brooklyn College Is Now on Facebook and Twitter!*

The Office of Communications invites you to join the 1,400+ people who have become fans of the college on Facebook and the 170+ who are following us on Twitter. These social networking sites provide you with all the latest news, covering the entire college community, breaking stories, and events and programs that you'll want to know about.

To become a fan, and to see all the college's social networking sites, visit the college website, [www.brooklyn.cuny.edu](http://www.brooklyn.cuny.edu), and click on the BC Social Networks icon.

## *Diversity Survey Coming Soon*

The Diversity and Inclusion Plan Implementation Committee will conduct an online diversity climate survey in mid-October to solicit feedback from faculty, staff, and students. This survey is one of the activities recommended in the college's *Diversity and Inclusion Plan 2008–2013*. Please take a few minutes to complete the survey. Your input is greatly appreciated!

## Retirees Page

### Seniors: Prevent Falls at Home

According to a study done by the Centers for Disease Control in conjunction with the Research Triangle Institute in North Carolina, the total direct cost of all injuries resulting from falls taken by people age sixty-five and older exceeded \$19 billion in 2000. The financial toll is expected to increase as the population ages and is projected to reach \$54.9 billion by 2020. Every eighteen seconds, an older adult is treated in an emergency room for a fall, and every thirty-five minutes someone in this population dies as a result of fall-related injuries. Most serious falls occur in and around the home and the effects can be life changing for seniors who have enjoyed living independently.

- ✿ Older adults are hospitalized for fall-related injuries five times more often than they are for injuries from other causes.
- ✿ In 2000, the costs of both fatal and non-fatal falls were higher for women than men.
- ✿ Fractures were the most common of all non-fatal injuries.
- ✿ Hip fractures are the most frequent type of fall-related fractures.
- ✿ More than 90 percent of hip fractures among adults age sixty-five and older are caused by falls.
- ✿ About 76 percent of all hip fractures occur in women.
- ✿ Up to one in four adults who have lived independently before his or her hip fracture has to stay in a nursing home for up to one year after the injury.

Although the statistics are frightening, falls are not an inevitable part of aging. There are many proven strategies that can reduce falls and help older adults live better and longer. To help maintain independence, it is important to understand the ways to prevent falls around the home and to protect yourself from falls. Some simple precautions can ensure safety and reduce the risk of falling. Fall-prevention strategies include:

- ✿ Exercise regularly and emphasize exercises that improve balance. Research findings have demonstrated that tai chi exercise can improve balance and decrease falls among older adults.
- ✿ Have all medicines reviewed by doctors to reduce the possibility of side effects and interactions.
- ✿ Have yearly eye exams and wear corrective lenses if needed.

### Reduce Fall Hazards

Below is an excerpt from a brochure called "Preventing Falls at Home" from the website [www.eldercare.gov](http://www.eldercare.gov).

This brochure is designed to educate older adults as to how they can prevent falls around home, to empower them to live independently for as long as possible. Many of these suggestions may require help for an older adult to implement.

#### A Checklist for Preventing Falls:

##### Stairways

- ✿ Make sure all handrails are not broken and are securely fastened.
- ✿ Both sides of the steps should have handrails.

##### Floors and rugs

- ✿ Make sure all floorboards are even, and rugs, including area rugs, are secured to the floor with tacks, non-skid pads, or double-sided tape.
- ✿ Use non-skid floor wax.

##### Bathroom

- ✿ Be sure that you can move safely in the bathroom area, and in and out of the tub or shower.
- ✿ Remove soap build-up in tub or shower on a regular basis.
- ✿ Place non-slip strips in bath/shower.
- ✿ Install adjustable-height showerheads.
- ✿ Mount grab bars at the toilet, bath, and shower on walls with secure reinforcements to prevent the bars from coming loose.
- ✿ Secure bathmats with non-slip, double-sided rug tape.

##### Kitchen

- ✿ Items that you use frequently, such as dishes and food items, should be easy to reach.
- ✿ If you have to, use a step stool.

##### Resources

[www.eldercare.gov/eldercare.net/public/resources/factsheets/pdfs/Preventing\\_Falls\\_Brochure\\_pagebypage.pdf](http://www.eldercare.gov/eldercare.net/public/resources/factsheets/pdfs/Preventing_Falls_Brochure_pagebypage.pdf)

[www.cdc.gov/ncipc/duip/preventadultfalls.htm](http://www.cdc.gov/ncipc/duip/preventadultfalls.htm)

# Calendar

## October

### October 12

Columbus Day  
College closed.

### October 18

Breast Cancer Walk  
Prospect Park Bandshell at  
Prospect Park West and  
Ninth Street

For more information,  
call 718.951.5131.

### October 21

Brown Bag Luncheon:  
Ask the Doctor  
Noon–2 p.m.  
Gold Room, Student Center

### October 22

Faculty and Adjunct Pay Date

### October 27

New Hire Orientation

## November

### November 5

Faculty and Adjunct Pay Date

### November 19

Faculty and Adjunct Pay Date

### November 24

New Hire Orientation

### November 26–27

Thanksgiving Holiday  
College closed.

## December

### December 3

Faculty and Adjunct Pay Date

### December 11

Faculty and Adjunct Pay Date

### December 24–25

Christmas Holiday  
College closed.

### December 31

New Year's Eve  
College closed.

Faculty and Adjunct Pay Date

Checks distributed December 30.

## January

### January 1

New Year's Day  
College closed.

### January 18

Martin Luther King Jr. Day  
College closed.

### January 19

New Hire Orientation

### January 28

Spring Semester Begins

## February

### February 12

Lincoln's Birthday  
College closed.

### February 15

Presidents Day  
College closed.



## **Human Resource Services**

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