And the Survey Says, Part 2

In September 2004, the Office of Human Resource Services distributed its first Customer Satisfaction Survey. We learned a lot about what was working well and what needed to be improved. Based on the success of the findings and with new projects in mind, we decided once again to ask for your assistance this past fall.

What Did the Survey Results Say?
The Office of the Assistant Vice-President for Budget and Planning, which tallied and graphed the results, informed us that we received a 10 percent response rate, which is the average for such surveys but lower than the first survey (18.1 percent).

In response to the question “What would make Brooklyn College a better place at which to work?” more than 50 percent of the respondents indicated that they would be satisfied if the administration would recognize their performance. As far as what type of recognition respondents would like to see, 24.3 percent favored the Employee-of-the-Month program and 23.3 percent preferred a thank-you from their supervisor. Some responses that typified these findings were:

“I like the EOTM program and the Brooklyn College Day every summer. I also like it when the president meets with us and greets us by name.”

“I feel valued or rewarded when I am thanked for a completed task.”

Feeling Good
In keeping with their New Year’s resolutions, 39.5 percent of respondents said they would participate in an on-campus weight-loss program. Coming in a close second (38.7 percent) was a stress-reduction program. In response to questions regarding expanding the Health Clinic, the overwhelming response was that employees would be interested in using the services offered by the clinic—56.6 percent would seek treatment for injuries, and 6.5 percent would use the clinic for care of minor ailments. Other services that respondents would like to see are immunizations, routine tests, and family planning services.

E-Appointments
We were interested to learn how the automated processing system is working for you. Out of the 33.5 percent of respondents who indicated that they use e-appointments, more than one-third (35.7 percent) said it was easier than the paper process—encouraging news as we explore the possibility of expanding the system to include processing for full-time appointments.

Wish List
In response to suggestions about what would improve services provided by Human Resources, we plan to take the more attainable suggestions to heart and act on them. Some seemingly reasonable requests, however, may not be obtainable due to union rules. For example, the suggestions that “there should be tuition remission for part timers” and “more accommodation should be made to allow employees to take classes during working hours” are issues that are, unfortunately, beyond our control.

In sum, we are committed to making Human Resource Services more efficient and effective by taking the survey results to the various units and implementing those suggestions that would improve the working lives of the members of the College community. It is our New Year’s resolution!
GLACIER and Renewing Tax Employee Exemptions

The Internal Revenue Service (IRS) has issued strict regulations regarding the taxation and reporting of payments made to non-U.S. citizens. In order to comply with these regulations, the City University of New York has implemented the GLACIER Online Tax Compliance system. GLACIER is designed to effectively and efficiently determine the tax status of all non-U.S. citizens. It makes tax residency, withholding, and income tax treaty determinations; maintains data files; and files necessary reporting statements with the IRS.

If you have employees in your department or office who are not citizens or permanent residents and are enrolled in GLACIER, keep them informed and assist them in preparing for the new year. Employees who were eligible to claim a tax treaty exemption from U.S. withholding taxes on their income in calendar year 2007 may be eligible to do the same for 2008. Here’s how:

To claim an exemption for 2008, employees must update and/or verify the information entered into GLACIER. Note that income tax treaty exemptions are valid on a calendar-year basis. Those who wish to claim an exemption for tax withholding based on an income tax treaty must renew their exemption claim before the beginning of each calendar year.

For further information, contact the Payroll Office, 1156 Boylan Hall, (718) 951-5091.

Claiming Exemption from Tax Withholdings?

Attention all college assistants and student aides claiming exemption from federal, state, and local taxes: Your exemption status is about to expire! The expiration date for claiming federal tax exemption is February 16, and for state and local tax exemption the expiration date is April 30.

In order to maintain exemption status in 2008, you must complete and submit the Employees Withholding Allowance Certificates (W-4, IT-2104E) to the Payroll Office in accordance with the following dates: W-4 forms should be submitted no later than February 7, and form IT-2104E should be received by April 24.
2007 W-2s
The New York Office of the State Comptroller will be mailing the 2007 W-2s beginning the third week of January. To ensure receipt of your statement, please notify the Payroll Office of any changes to the address that appears on your paycheck and/or Direct Deposit advice. Failure to do so will result in a delay of your W-2. Address changes may be completed in either the Office of Human Resources or the Payroll Office. You may also download the form at www.brooklyn.cuny.edu/bc/offices/hr/.

Spring 2008 Adjunct Instructional Staff Pay Dates
During the spring semester, adjuncts shall be paid on nine successive adjunct pay dates. The first pay date is January 31 (payroll #22), and the final pay date is May 22 (payroll #4).

- January 31
- February 14 and 28
- March 13 and 27
- April 10 and 24
- May 8 and 22

Timesheets at Your Fingertips
Nonteaching adjunct and continuing education teacher time sheets are available online, easily accessible for you to download and print whenever needed. Simply log onto www.brooklyn.cuny.edu/bc/offices/hr/include/pdf/nonteaching.pdf.

College assistant and student aide time sheets are also available online, at www.brooklyn.cuny.edu/bc/offices/hr/include/pdf/he_timesheet.pdf.

U.S. Savings Bond Program
Employees may purchase U.S. savings bonds through payroll deduction. The Office of the State Comptroller has contracted with the National Bond & Trust Company (NBT) to handle the administration and issuance of U.S. savings bonds. The benefits of purchasing these bonds include:

- Competitive interests rates on both I and EE series savings bonds
- Guaranteed interest
- Risk-free principal
- Federal income tax deferred until redemption
- No state and local tax
- Tax-free savings for higher education
- Optional bond continuation life insurance plan to protect your savings for your loved ones.

You may enroll or make changes to bond deductions by calling NBT at (800) 426-9314. For further information, visit www.nbttco.com.

MCU and FCU
The Municipal Credit Union (MCU) is a full-service financial institution that offers its members a wide range of services, including checking and savings accounts, VISA cards, mortgages, loans, ATM access, money market accounts, and individual retirement accounts. If you are an employee of the City University of New York and are interested in joining the MCU, you may obtain more information and access the online membership request form at the MCU website, www.nymcu.org.

For your convenience, you may also visit the new MCU Express branch, 1556 Flatbush Avenue (corner of Hillel Place), Monday–Friday, 8 a.m. – 6 p.m., and Saturday, 10 a.m. – 2 p.m. The MCU Express location offers the same services as the full-service station, at 350 Jay Street, second floor, with the exception of having tellers to deposit or withdraw funds. Any deposits made at the MCU Express branch will take up to three business days to post to your account. For further information, contact an MCU representative at (212) 693-4900.

The Education Affiliates Federal Credit Union (FCU) also offers CUNY staff a wide range of banking services, including checking and savings accounts, VISA cards, loans, mortgages, ATM access, etc. If you are an instructional or a noninstructional staff member of CUNY and are interested in joining the FCU, you may obtain more information and access the online membership application form at www.eafcu.org. For further information, contact an FCU representative at (212) 302-1954.

MCU
350 Jay Street
Second floor
Brooklyn, NY 11201
www.nymcu.org

MCU Express
1556 Flatbush Avenue
Brooklyn, NY 11210
www.nymcu.org

FCU
25 West 43 Street
Room 311
New York, NY 10036
www.eafcu.org
Direct Deposit: Calling All Adjuncts
Did you know that adjuncts are eligible to participate in Direct Deposit?
It’s convenient and easy. Simply stop by the Payroll Office to pick up a form or download the form at www.brooklyn.cuny.edu/bc/offices/hr/.
Questions may be directed to the Payroll Office, 1156 Boylan Hall, (718) 951-5091.

Information from the Benefits Office

Benefits Fair
On October 10, 2007, the Office of Human Resource Services hosted its very successful Fifth Annual Benefits Fair.
Brooklyn College was represented by the Benefits Office, Payroll Office, Office of Environmental Health and Safety, Office of Campus and Community Safety Services, EMS, BC Mailing Services, and BC Printworks.
We also had a raffle: Abraham Hunter, Peggy Sainte, Leroy Smith, and Michael Thomas were the lucky winners.
Thanks to all who attended, and we hope to see you again next year.

Aetna HMO and Aetna QPOS
For Aetna HMO and Aetna QPOS subscribers only, the following are effective as of January 1, 2008:
• Preventive care will be covered at 100 percent.
• Urgent care and emergency room copays increase to $75.
• Inpatient hospital copays increase to $300 per admission.
• Advances reproduction technology will be limited to $15,000 per calendar year.
• Prescription drug copays under the optional rider increase to a $10/30 percent/50 percent copay for a thirty-day supply at retail and $20/30 percent/50 percent copay for a thirty-one- to ninety-day supply through mail order.
All benefits are subject to plan provisions. For further details, contact Aetna directly at (800) 445-8742 or www.aetna.com.

Life-Changing Events
If you have a life-changing event—such as marriage; birth or adoption of a child; death of a spouse, domestic partner, or child; or a dependent who has aged out of the plan—you must notify the Benefits Office within thirty-one days of the event. In addition, you may want to contact the Social Security Administration, Payroll Office, the welfare fund, and your pension fund.
You should also change or update your beneficiaries in your will and insurance policies.
In 1938, at age eighteen, Amalia Pepi Kluger fled her home in southern Poland’s province of Galicia and came to Brooklyn to live with her father. Her mother had refused to abandon her home; little more than a year later, when the Nazis invaded Poland in 1939 to launch World War II, the older woman became one of the millions who disappeared in the Holocaust.

“People sometimes ask me if I would like to go back,” says Brooklyn College’s longest-serving employee. “I just say I brought all the good memories with me, and there’s nothing left there to go back to. Ukrainians burned my hometown to the ground.”

Arriving in Brooklyn, Pepi moved in with her father, who had remarried and was operating a grocery store on Beverly Road. For about a year she worked in the store and attended Erasmus Hall High School. “I learned English by working and going to school,” she recalls. “I was very good at languages. I spoke Polish, Ukrainian, German, and Yiddish. Math? Forget it. I was terrible at math.”

In high school, Pepi met a boy named Horng, who also came from Poland and had lost his kin to the Nazis. He did not like classes, and she let him talk her into quitting school. She held a succession of jobs, mainly in retail shops because she was good with people. “I was good at selling. Around holiday time, Barton’s Candies used to move me from store to store. They even offered me a manager’s job, but I said no. I didn’t want the responsibility.”

In 1941, the couple married and moved into an apartment behind Midwood High School, close enough to her husband’s place of work, a butcher shop at the corner of Flatbush Avenue and Glenwood Road, so that he could walk to work. Pepi, however, had to commute. She had found a job with a furrier, Trencher Brothers, in Manhattan, where she was learning to sew linings into fur coats and attach buttons. She made good money, though it was slow in the summer. “I like to work,” she says. “So in summer 1958, I was watching the want ads for a part-time job close to my home in Brooklyn. I saw the College was hiring part-timers for the library.”

“I’ve always loved books,” Pepi says. “I didn’t have a lot of schooling, but I thought I could learn something by working in the library. So I applied and got a job. Now, whenever I can, I tell my students to learn anything they can, because you never know when it will come in handy.”

Brooklyn College had an enrollment of nearly thirty-five thousand students when Pepi started work in September 1958, and the library was always busy. Initially, she worked at the circulation desk, helping students and faculty members find what they needed for their research. Later, she switched
to the shelving division, where she pushed a cart loaded with new and returned books and restocked the volumes.

“I liked to get around, to learn different things,” recalls Pepi, who eventually divorced her husband and began to regard the students she served in the library as her children. “In those days, everybody used to sit in their own little niche, but I used to say, ‘It’s all one library. We should know as much as we can so that we can help people.’”

During her many years in the library, Pepi has seen a lot. There was, for example, a colleague who could not adjust to the switch from the Dewey Decimal System of cataloging to the Library of Congress system and had to quit. There was the student sit-in protest, resulting from the library’s decision to shorten its hours and remove its benches, which in itself was the result of discovering students engaging in sexual intercourse on those benches. And there was the time when stink bombs set off the alarms throughout the library and Pepi was reprimanded by a responding firefighter who discovered her behind the circulation desk, searching for a bomb.

All in all, says Pepi, “I have no complaints. Brooklyn College has been good to me.”

In 1993, thirty-five years after joining the staff of Brooklyn College, she retired. But, she notes, it was only so that she could qualify for pension and health coverage, and it lasted only one day. “My boss, Miriam Deutch, said ‘Pepi, I can’t afford to let you go.’ I asked her, ‘Can I have my same hours and my same pay?’ She said, ‘Yes.’ So I came back.”

Now, at age eighty-seven, Pepi intends to remain working here for as long as her health holds out. “I enjoy my job and it is good for me,” she says.

A Reminder from Academic Personnel

Pursuant to Article 18 of The Agreement Between The City University of New York and the Professional Staff Congress/CUNY November 1, 2002–September 19, 2007, observations of nontenured and noncertificated members of the teaching staff must be conducted for a full classroom period during the first ten weeks of the semester. Adjunct teaching personnel must be observed until the adjunct has completed ten semesters of service. After that, observations may be held at the chairperson’s or adjunct’s request. Tenured and certificated faculty may be observed once each semester. Twenty-four hours notice must be given to the person who will be observed.

At least once a year, all faculty members except tenured full professors must have an evaluation conference with the department chairperson or an assigned member of the department appointments committee. Adjunct teaching personnel must be evaluated until the adjunct has completed four semesters of service. After that, evaluations may be held at the chairperson’s or adjunct’s request. If held at the adjunct’s request, the evaluations will be conducted no more than once every four semesters. Tenured full professors may be evaluated, although it is not required.

By March 1 of each year, a date should be set for the annual evaluation conference. If a faculty member has not been notified by March 1 of the date and time when the conference will be held, he or she should write to the chairperson or supervisor within ten working days and ask that one be scheduled.

Questions about observations and evaluations may be addressed to Associate Provost Jerry Mirotznik or Denise Flanagan.

Come with Lunch, Leave with a Fresh Perspective!

We are looking forward to resuming our monthly schedule of Brown Bag lunchtime seminars for your benefit. Topics this semester will include sweet treats for Valentine’s Day, eating out, risks of skin cancer, and more. Watch your e-mail for dates. As always, we love to hear from you, so drop us a line at hrweb@brooklyn.cuny.edu with any suggestions.
Professional Development Made Easy

The CUNY Office of Professional Development and Learning Management has expanded its offerings of courses available for all employees. The training will be held over the course of the entire spring semester. Each month’s training will be based on a specific topic, as follows:

February: Diversity and Communication
March: Managers and Supervisors
April: Personal Productivity
May: Managers and Supervisors
June: Technology

Some courses offerings include:

**New Concepts in Change Management (February).** This change management course will assist managers in enabling change initiatives. Participants will explore the dynamics of the change process with emphasis on cutting-edge methods for viewing the change process, assessing employee readiness, communicating change activities, and facilitating the transition.

**Dynamics of Management (March).** In this overview of the managerial role in the public sector, emphasis is placed on internal and external customers, devising and implementing process improvement, and tracking measurable outcomes.

**Managing Multiple Priorities (April).** This program will prepare participants to better manage the multiple priorities faced in today’s fast-paced work environment. Participants will learn to take control of their workday by maximizing efficiency and effectiveness and minimizing stress.

To see the full course offering, visit: www.brooklyn.cuny.edu/bc/offices/hr/include/pdf/training08.pdf.

If you have any questions or would like to register for classes, contact Natalie Michel, (718) 951-5131 or NMichel@brooklyn.cuny.edu.

Computer Training at Brooklyn College

Need to brush up on Microsoft Office Suite or learn something new? Want to learn how to incorporate a PowerPoint presentation into your class? Then Professional Staff Computer Workshops are for you! The Office of Academic Information Technologies and the Topfer Library Café present these workshops that are especially designed for the professional staff of Brooklyn College. All staff and faculty are welcome (space permitting). No registration is necessary, and all workshops are free. For more information on upcoming dates, visit: http://ait.brooklyn.cuny.edu/librarycafe/home.htm.

Professional Development from the PSC-CUNY

In accordance with the PSC-CUNY collective bargaining agreement, a University-wide total of $500,000 per annum is available to support professional development activities for eligible employees in titles in the Higher Education Officer series and the College Laboratory Technician series. The maximum award for professional development activities in any academic year (September 1—August 31) is $3,000, and preference will be given to employees who have not previously received funds from this program.

In March 2007, the PSC announced the opening of applications for the new PSC-CUNY Adjunct Professional Development Grants. Grants of up to $3,000 per academic year are available to adjunct faculty who are teaching six or more classroom contact hours in the semester and to continuing education teachers who are teaching a minimum of twenty hours per week.

For guidelines and applications, visit www.psc-cuny.org/ProfessionalDevelopment.htm.
Focus on Environmental Health and Safety

CUNY/EPA Compliance Audits
In 2003, the City University of New York entered into a five-year self-audit agreement with the Environmental Protection Agency (EPA). As part of the agreement, CUNY had to conduct self-audits of all its campuses and disclose the findings to the EPA. The audits have now been completed, and the agreement period will end on February 1. After this date, EPA Region 2 and/or the New York State Department of Environmental Conservation (DEC) can very well be expected to conduct unannounced compliance inspections of CUNY campuses. Campuses will receive fines if found in violation of applicable environmental regulations.

In order to make sure that campuses continue to operate in accordance with these environmental requirements, the CUNY Office of Environmental Health and Safety is conducting periodic internal environmental compliance audits every three years. Following the initial EPA audit schedule, an audit team of several individuals from the CUNY office and other CUNY campuses will visit each campus.

Brooklyn College is scheduled to undergo the CUNY internal audit in mid-March. The inspection will focus on such key areas as science labs, art studios, facilities shops, etc. In order to help these areas to be prepared for both the CUNY audit as well as a possible EPA/DEC visit, the Office of Environmental Health and Safety has been conducting training sessions and inspections in these areas. Additional training and inspections will be scheduled during the upcoming weeks. If you have any questions or need assistance, contact Aldo Orlando, (718) 951-5400 or Aldo@brooklyn.cuny.edu.

Civil Service Corner

Welcome to New Employees
Accounting Assistant  Giancarlo Falchetto
Campus Peace Officer  Derrick Brown
Cement Mason  Edward Lind
CUNY Office Assistants  Jasodra Badri, Asimida Besler, Jason Cunningham, Deborah Gelfand, Ellen Kreger
Custodial Assistant  Alvero Valencia

IT Assistant  Corliss Bittar
IT Senior Associate  Richard Klein
Maintenance Worker  Syeed Ali
Thermostat Repairer  Robert Reiderer

Recent Retiree
CUNY Administrative Assistant  Nancy Pardo

Upcoming Civil Service Exams

<table>
<thead>
<tr>
<th>Title</th>
<th>Filing Period</th>
<th>Exam Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Campus Peace Officer Exam #2011</td>
<td>February 4–29</td>
<td>March 22</td>
</tr>
<tr>
<td>Campus Peace Officer Exam #2013</td>
<td>April 7–May 9</td>
<td>June 7</td>
</tr>
<tr>
<td>Campus Peace Officer Exam #2016</td>
<td>July 5–August 1</td>
<td>August 30</td>
</tr>
<tr>
<td>Campus Security Assistant Exam #2014</td>
<td>April 7–May 9</td>
<td>n/a</td>
</tr>
<tr>
<td>Campus Public Safety Sergeant #2015 Promotional</td>
<td>April 21–May 16</td>
<td>June 21</td>
</tr>
<tr>
<td>CUNY Office Assistant Exam #2012</td>
<td>February 18–March 14</td>
<td>April 12</td>
</tr>
<tr>
<td>Custodial Supervisor Exam #2010 Promotional</td>
<td>TBD</td>
<td>n/a</td>
</tr>
<tr>
<td>Supervisor Plumber Exam #2008 Promotional</td>
<td>TBD</td>
<td>n/a</td>
</tr>
</tbody>
</table>
Workplace Violence Prevention

Brooklyn College and the City University of New York (CUNY) are committed to providing a safe environment for employees to work and for students to learn. Although violence at the College is rare, you must be prepared should it occur. Thus, CUNY has a Workplace Violence Policy designed to inform the College community about workplace violence, to prevent its occurrence, and to provide procedures to be followed should it occur.

The policy prohibits violence, threats of violence, intimidation, harassment, coercion, or other threatening behavior. This policy covers all members of the College community, including, but not limited to, faculty, staff, students, vendors, and campus visitors.

All of us are responsible for maintaining a safe environment. Therefore, no member of our community should ignore an incident of violence. Instead, acts of workplace violence should be reported to the Office of Campus and Community Safety Services, Office of Human Resource Services, or your supervisor. When students have complaints about other students, they should contact the Office of the Dean of Student Affairs.

To learn more about the policy, visit the Human Resources webpage at www.brooklyn.cuny.edu/bc/offices/hr/index.php.

Evaluating the Campus Community

The College has established a Workplace Violence Advisory Team (WVAT), led by Jennifer S. Rubain, director, affirmative action, compliance, and diversity, and Therese Marrocco, manager of employee relations and recruitment. The WVAT comprises faculty, staff, and students whose main responsibility is to educate the campus community about the policy.

Last summer, Rubain and Marrocco held several focus groups to discuss campus concerns about workplace violence. Participants requested formal training for supervisors on the issue of workplace violence and our policy. This training will take place in late January.

Members of the WVAT are also discussing the policy at department meetings and union meetings, and with student clubs. If you would like a member of the WVAT to discuss the policy with your office or group, e-mail Jennifer Rubain at jrubain@brooklyn.cuny.edu.

Remember, a safe environment is a community responsibility. Please report all incidents.

Workplace Violence Advisory Team

Jennifer S. Rubain, Affirmative Action, Compliance, and Diversity
Therese Marrocco, Human Resource Services
Valerie Bell, SEEK
Ryan Buck, Student Center
Moraima Burgos, Student Affairs
Ursula Chase, Campus and Community Safety Services
Miriam Deutch, Library
Vannessa Green, Student Development
Michael T. Hewitt, Human Resource Services
Aldo Orlando, Human Resource Services
Pamela Pollack, Legal Services
Shirley Puchkoff, Personnel Counseling / Psychology
Sally Robles, Personnel Counseling / Psychology
Donald A. Wenz, Campus and Community Safety Services
Judith Wild, Library
Karina Donald, Student
Francesco Priamo, Student

Domestic Violence

It is important to be circumspect when an employee’s spouse or significant other calls the workplace, even if you are personally acquainted with him or her. Information should not be given about the employee’s whereabouts if the partner calls or visits the office. In the employee’s absence from the office, the best course of action is to take a message. If you are told there is an emergency, or if you have concerns about the employee, you may try to contact the employee directly and relay the partner’s message. Any problems with telephone inquiries or campus visits by an employee’s partner should be reported immediately to the Office of Campus and Community Safety Services, (718) 951-5511.
Security for Seniors
Scam artists target the most vulnerable victims, and very often that means seniors. Please be aware of all of the scam artists who might be lurking to get you! Three scams are particularly popular when it comes to the elderly, as reported on Dateline NBC:

Home Diversion Burglary
This scam usually occurs during the spring, summer, or fall, when residents are working outdoors. Most individuals working in their yard do not lock the doors to their home. An individual will approach the victim and occupy his or her attention while a second person enters the home and steals cash, jewelry, etc. Another technique is for perpetrators to come to a residence and ask for a drink of water, to use a bathroom, or to use a telephone for an emergency to gain entrance to a home. They will then attempt to divert the victim’s attention while an accomplice searches for valuables.

If unknown persons come to your home asking to use the phone, offer to make the call for them, keeping them outside and with at least one door locked between you and them. If they need water, direct them to an outside faucet. When working in the yard, leave your door unlocked only if you can visibly monitor it at all times.

The Pigeon Drop
In the most common variation of this scheme, a victim (“pigeon”) is approached by strangers who claim to have found a large bag containing cash. The victim is convinced to put up “good faith” money to share in the find and is driven to his or her bank to obtain the money. The good-faith money is put in a purse or parcel for safekeeping. The pigeon is then distracted while the parcel containing his or her money is switched. The bogus parcel is later given to the victim for safekeeping, and the strangers leave with the good-faith money “to make final arrangements”…and they never return.

Obviously, if a deal sounds too good to be true, it usually is. Anyone who asks for a person to put up money in “good faith” is not to be trusted. A fool and his money are soon parted, so be wise to this scam: Why would anyone who finds a large bag of cash want to share it with a stranger? If you encounter such con artists, advise your local police.

Letter Scam
The person in this scheme claims to be from a foreign country, often Nigeria, and has just inherited a large sum of money. He then displays a letter that states that, under the law in his country, he cannot return home with more than a small amount of U.S. currency. The swindler solicits the victim’s assistance and either asks her to keep the money and periodically send small amounts of it back to him in his home country or to make a small donation. In either case, the victim is given the impression that this person will return to his country, leaving his money behind. The con artist tells her that he trusts her; but it will be necessary for her to prove she has money of her own so she won’t be tempted to keep his money. When the victim withdraws a large sum of money from her bank, the money is placed into an envelope along with the con artist’s money and a switch is made. The victim is later given an identical envelope containing cut-up paper, and the con artist departs, never to be seen again.

Remember, this person approached you because of your reputation for honesty. If you then have to prove your financial responsibility, then this person is not being truthful about his intention.

For more information on these scams, visit www.scpo.net/brochures/SeniorSecurityTips.pdf.

Go to the Source for Savings
Sometimes the easiest way to get the best deal is to go straight to the source. So the next time you are buying an airline ticket, booking a hotel room, picking out a computer, or shopping for an unusual book, try skipping online brokers or discount sites and go to the source. For example, some airline carriers will give you a third trip for free after your first two, if you book directly through them.

For more information, visit www.bankrate.com/brm/news/cheap/20051010a1.asp.
**Retiree Musings**  
*by Alfia Tonachio*

Having just returned from the marvelous Retirees Luncheon, I couldn’t help but continue thinking about my years—all twelve of them—at Brooklyn College.

The hard work that Therese Marrocco and her staff put into making our luncheon so pleasant and interesting is commendable. Thanks to these people, retirees can enjoy each other’s company once again as we did when we all worked here. Whether we worked in the same office, on the same floor, or in the same building, or just crossed paths on the Quad, we were all one big family. Therese and her staff entertained and fed us, and they made us all feel special and welcome all day.

It was good to see all our friends and acquaintances, and I hope that word about these events will spread and more and more people will attend. To all of you who missed the fun-filled day, my condolences, and my wish for you to attend the next luncheon. The more the merrier! Just because we’ve retired, our days at Brooklyn College need not be over and done with. I have returned to work part time, a decision based 90 percent on social reasons and, fortunately, only 10 percent on financial need. Here at Brooklyn College, our knowledge is appreciated and acknowledged, and you know how we love to be appreciated!

So, come on down to BC and enjoy a day with all of us. We will be waiting.
Calendar

February

February 4
Persuasion (1995)
3:30 p.m.
Gershwin Theater

February 12
Lincoln's Birthday
College closed.

February 13
Brown Bag Luncheon:
Sweets for Your Sweetie
Noon–2 p.m.
Alumni Lounge,
Student Center

February 14
Faculty/Adjunct Pay Date

February 18
Presidents' Day
College closed.

February 19
New Employee Orientation*

February 19–20
Blood Drive
Noon–4:30 p.m.
Campus Road
(mobile unit)
* Date subject to change.

March

March 13
Faculty/Adjunct Pay Date

March 18
New Employee Orientation*

March 27
Faculty/Adjunct Pay Date

April

April 3
Second Annual President's Concert
3:30–5 p.m.
Whitman Hall

April 10
Faculty/Adjunct Pay Date

April 15
New Employee Orientation*

April 24
Faculty/Adjunct Pay Date

May

May 7–9
Blood Drive
New York Methodist Hospital, Park Slope

May 8
Faculty/Adjunct Pay Date

May 8
CUNY Wellness Festival
Noon–3:30 p.m.
Quad

May 22
Faculty/Adjunct Pay Date

May 26
Memorial Day
College closed.

June

June 5
Brooklyn College Day
Athletic Field

Who's Who in HRS

Steve G. Little
Vice-President, Finance and Administration
2439 Boylan Hall
(718) 951-5116
Slittle@brooklyn.cuny.edu

Michael T. Hewitt
Assistant Vice-President for Human Resource Services
1219 Boylan Hall
(718) 951-5131
Mhewitt@brooklyn.cuny.edu

Aldo Orlando
Director, Environmental Health and Safety
1219 Boylan Hall
(718) 951-5400
Aldo@brooklyn.cuny.edu

Donna Corbin
Benefits Coordinator
1227 Boylan Hall
(718) 951-4255
Dcorbin@brooklyn.cuny.edu

Denise Flanagan
Director of Academic Personnel
1231 Boylan Hall
(718) 951-5137
Denise@brooklyn.cuny.edu

Gwendolyn Harewood
Payroll Administrator
1151 Boylan Hall
(718) 951-5091
Harewood@brooklyn.cuny.edu

Therese Marrocco
Manager of Employee Relations and Recruitment
1219 Boylan Hall
(718) 951-5131
Therese@brooklyn.cuny.edu

Judith Rieger
 Classified Staff Administrator
1219 Boylan Hall
(718) 951-5377
Judith@brooklyn.cuny.edu

Newsletter Staff

Editor: Therese Marrocco
Contributing Editors: Donna Corbin, Denise Flanagan, Anna Maldonado, Natalie Michel, Aldo Orlando, Judith Rieger, Lynda Sobieski