



Matters

The Newsletter of the Office of Human Resource Services

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Welcome to New Assistant Vice-President Edna Chun

Edna Chun brings more than twenty years of human resource experience on both coasts to her new position as assistant vice-president, human resource services, at Brooklyn College.

Perhaps more impressive, she switched to human resource management after years of preparing for a career in music. It's this very range of experience that gives her a particular understanding of the challenges people face when accepting new jobs or staying with their current companies.

"It's wonderful to see the commitment of the administration to a quality urban education," she says. "It's especially refreshing in an era when so many colleges are run like corporations."

"I'm blessed with a good staff," Chun says, "and I believe we're going to do some exciting things."

Chun was raised in Mt. Vernon, N.Y. She received a bachelor's degree in music, cum laude, from Oberlin College and a master's degree in Chinese literature from Columbia University. She earned a second master's degree in piano performance from Indiana University School of Music and went on to receive a doctorate from there in music and piano pedagogy.

Unfortunately tendonitis prevented Chun from pursuing piano. She was disappointed but determined to find a second career that would tap her other skills and talents. Her first

job was as a minimum-wage bank teller on the Upper West Side, and she eventually moved from there into the human resources department.

"I learned about the corporate world from the bottom up," Chun says.

She went on to serve as manager of classification, compensation, and information systems at the University of California, Davis; director of human resources at California Polytechnic State University in San Luis Obispo; associate vice-president for human resources at Portland State University; and most recently as vice-president for human resources at Kent State University.

Chun lives in Park Slope with her husband and sixteen-year-old son.

Since her arrival in July, Chun says she has been very impressed by Brooklyn College. "The faculty, staff, and administration are really what set the college apart," she says.

Her goals at the college include streamlining the hiring process, expanding an orientation program for new employees, enhancing employee commitment, and improving various in-house processes with the help of technology.

"Part of our job is to make life more pleasant," Chun says, "to be more available and helpful. We're not here just to process paper but to add value to the institution. We want to be part of why staff and faculty want to come and build their careers at Brooklyn College."

Chun wants to keep an open-door policy in the Office of Human Resource Services and invites Brooklyn College employees to drop in and offer their comments and suggestions.

Chun may be reached at Echun@brooklyn.cuny.edu.

From the Assistant Vice-President

Welcome to the first issue of *HR Matters*, the newsletter of the Brooklyn College Office of Human Resource Services.

We hope it will provide you with timely and essential information about working at Brooklyn College as well as about the college community. We look forward to hearing your comments and suggestions for future issues.

Edna Chun



Information from the Benefits Office

Benefits Booklets

Instructional and Executive Compensation Staff Benefits Booklets are now available on the City University of New York Web site, www.cuny.edu. Click on "About CUNY" and "Policies and Procedures."

Group Health Incorporated (GHI)

GHI is pleased to offer its members the following discounted programs:

Weight Watchers—Weight Loss Program Discount

Free registration at any time; Suffolk County residents receive an additional 10 percent off a ten-week prepaid savings plan. For more information, call (800) 651-6000 or visit the Web site, www.weightwatchers.com.

HEARX—Hearing Aid and Product Discount

A complimentary hearing screening; a \$200 discount off the price of any single hearing aid; extended family member discounts. For more information, call (800) 323-3277 or visit the Web site, www.hearx.com.

Davis Vision—Laser Vision Correction Services Discount

Laser vision correction savings of up to 25 percent off the customary fee at participating providers. For more information, call (800) 584-2866 (give client number 7940) or visit the Web site, www.davisvision.com.

American Specialty Health Networks (ASHN)—Acupuncture and Massage Therapy Discount Access Program

Significant savings on acupuncture and massage therapy services. For more information, call (877) 327-2746.

WellQuest Fitness Network

Making regular exercise affordable and convenient. For more information, call (800) 595-8448 or visit the Web site, www.wellquestonline.com.

CARExpress

Pharmacy program that offers discounts on prescription drugs. For more information, call (888) 448-5749.

Municipal Credit Union (MCU)

Municipal Credit Union has moved its Brooklyn location from 185 Montague Street to 350 Jay Street. For more information, call (212) 693-4900 or visit the Web site, www.nycmcu.org.

New York City Employees' Retirement System (NYCERS)

NYCERS annual disclosure statements were mailed in March. If you have not received your statement, please contact NYCERS, (347) 643-3000.

NYCERS offer presentations on Wednesdays at 335 Adams Street. Tier 1 and 2 members may attend a presentation on the following days: September 25; October 9 and 23; November 6 and 20; and December 4 and 18. Tier 3 and 4 members may attend on October 2, 16, and 30; November 13 and 27; and December 11.

All sessions begin at 3 p.m. To sign up for the presentations, call 951-4255.

Early Retirement Incentive (ERI-02)

Chapter 69 of the Laws of 2002 authorizes the city of New York and its participating employers to offer an Early Retirement Incentive (ERI). This ERI is divided into two parts.

Part A provides for one month of additional retirement service credit for each year of credited pension service as of the effective date of retirement, up to a maximum of thirty-

Listening Post

Join us for light refreshments and lively discussions at the next Listening Post. Four sessions are scheduled for the fall—check the calendar on pages 6–7 for dates and times.

Assistant Vice-President Edna Chun and Classified Staff Coordinator Judi Rieger will be available to listen to your concerns and discuss matters of interest.

six months (three years) of such service. To be eligible, you must be at least fifty years old and have at least ten years of credited pension service on your date of retirement.

The Open Enrollment Period for Part A for classified staff begins on October 3 and ends on December 31. The Open Enrollment Period for instructional staff begins on October 31 and ends on January 28, 2003.

Part B provides a retirement benefit without reduction for employees who are at least fifty-five years old and have at least twenty-five years of credited pension service on their date of retirement.

The Open Enrollment Period for Part B for both classified and instructional staff begins on October 31 and ends on January 28, 2003.

Flexible Spending Accounts

The Open Enrollment Period for the Flexible Spending Accounts program is September 23 to November 22. The program consists of the Dependent Care Assistance Program, the Health Care Flexible Spending Account Program, and the Medical Spending Conversion Health Benefits Buy-out Waiver Program.



Brooklyn Cyclones Game

Brooklyn College celebrates Brooklyn's own! As part of the Reward and Recognition Program, one hundred college employees enjoyed a fun evening at KeySpan Stadium.

TIAA-CREF

TIAA-CREF offers counseling at its offices at 485 Lexington Avenue, 16 Floor (between 46 and 47 Streets), Monday to Friday, 8:45 a.m. to 4 p.m. To make an appointment, call (800) 842-2733, extension 2803.

Telephone counseling is also available by calling (800) 842-2776, Monday to Friday, 8 a.m. to 11 p.m., and Saturday and Sunday, 9 a.m. to 6 p.m.

TIAA-CREF will be at Brooklyn College on the following dates: October 4 and 16, November 5 and 14, and December 4 and 12. For an appointment, call Chris Weyrauch, (212) 490-9000, extension 2514.

HIP/HMO

HIP is one of the first health plans in the nation to provide a Web site in Spanish. For more information, visit www.hipusa.com.

Free Tours: Take a Walk for Heart Health

Cardiovascular disease is the no. 1 killer of Americans. Doing such moderate exercise as walking for just a half hour a day can significantly reduce the risk for heart disease, high blood pressure, stroke, diabetes, and high cholesterol.

Take a Walk, New York! is program of free, monthly guided walking tours throughout the city. It is a great opportunity for you and your family to learn about New York and improve cardiovascular health. For more information, call (212) 379-8339 or visit the Web site, www.WalkNY.org.

Empire Blue Cross Blue Shield Subscribers

The Long Island Health Network hospitals listed below no longer participate with Empire Blue Cross Blue Shield.

- Brookhaven Hospital Medical Center—Patchogue
- Good Samaritan Hospital West Islip—West Islip
- John T. Maher Hospital—Port Jefferson

- Mercy Medical Center—Rockville Center
- New Island Hospital—Bethpage
- St. Catherine of Siena—Smithtown
- St. Charles Hospital—Port Jefferson
- St. Francis Hospital—Roslyn
- South Nassau Communities Hospital—Oceanside
- Winthrop University Hospital—Mineola

Please note that hospital benefits under the Empire Plan provide the same coverage regardless of whether a hospital participates. Therefore, this will have no impact on Empire Plan benefits available to patients. However, these facilities will no longer be paid directly by Empire Blue Cross Blue Shield, and if you choose to use these facilities you will have to pay the hospital directly.

If you are currently receiving services from the hospitals listed above or are scheduled for treatment at one them, please call Empire Blue Cross Blue Shield, (800) 495-9323, 8:30 a.m. to 5 p.m., Monday to Friday, for assistance.

If you have any questions about this information or any other benefits program, please call Donna Corbin, benefits administrator, 951-4255.



Grand Opening of the Employee Lunch Area

Assistant Vice-President Edna Chun cut the ribbon at the September 4 grand opening of the long-awaited designated employee lunch area in the cafeteria in Boylan Hall. Also present at the ceremony were Lois Pilieri, shop steward for Local 384; Judith Rieger, classified staff coordinator; and other appreciative members of the Brooklyn College staff. The lunch area is set off with velvet ropes, and there is special signage indicating that the tables are reserved for employees from noon to 2 p.m. each day.

Money News

Payroll Message for Adjuncts

In 1998 the Office of the State Comptroller converted to a new payroll system in which an annualized tax rate is used for calculating withholding taxes for adjuncts. The annualized methodology does not assume that the same amount of wages will be earned throughout an entire year. Taxes are calculated on the amount of contract pay using the tax marital status of single or married and the number of withholding exemption allowances. This amount is then divided by the number of contract periods, and any additional withholding amount reported is then added.

Although the annualized methodology complies with federal, state, and local regulations, it generally results in zero taxes. Adjunct employees are advised to consider reviewing their tax withholding status with a professional, determine whether withholding additional taxes is necessary, and reconsider their withholding status if contract dates and amounts change. Visit the Payroll Office immediately to ensure proper withholdings.

Changing Banks? A Note on Direct Deposit

Are you changing financial institutions? If so, don't forget to pick up a new enrollment form in the Payroll Office. When completing the form, choose "change to existing account." Changes may take up to two weeks to complete, so please try to keep the old account open until they are finalized. This will help to prevent any delays in the transferring of funds.

Getting Married? Remember to Change Your Name on Your Social Security Card

The Internal Revenue Service has advised all employers that,

beginning with W-2s filed for 2002, it will begin charging employers for each form containing a mismatched Social Security number and name. A \$50 penalty for each mismatch will be levied beginning in 2004.

The Office of the State Comptroller (OSC) is sending state payroll files to the Social Security Administration (SSA), which uses their Enumeration Verification System to identify indirect matches between a Social Security number and name data from IRS and/or SSA records. The OSC's sample check of its own data revealed that 98 percent of its mismatches were women who changed their names after marriage but did not inform the SSA.

The Payroll Office advises all employees to confirm the accuracy of their records, especially recently married women. We will provide further information and guidance as we learn more. Our goal is to have correct data and avoid penalties for New York State.



Family Leave

Did you know that as an employee of the City University of New York you may be eligible for leave under the Family Medical Leave Act?

A quick overview, required forms, and answers to FAQs are now available on the new Family Medical Leave Act page on the Brooklyn College Human Resource Services Web site, www.brooklyn.cuny.edu/bc/offices/hr.

Focus On: Environmental Health and Safety

Asbestos issues? Mold problem?

The Office of Environmental Health and Safety (EHS) is responsible for coordinating environmental health and safety on campus and for implementing national- and state-mandated environmental and occupational health and safety programs.

The EHS staff also provide related technical and administrative support to the campus community. For more information about the specific programs coordinated by the office, please visit the Human Resource Services Web site, www.brooklyn.cuny.edu/bc/offices/hr. You may also call Aldo Orlando, director, EHS, 951-5400.

In the future, this section of the newsletter will focus on current EHS issues of concern or interest on campus.

Classified Staff News

Welcome to new classified staff employees!

Campus Peace Officers Mohamed Ahmed, Kyungmin Chun, Manuel Del-Villar, Mohammad Khan, Daniel Nizza, and Delia Rojas.

CUNY Office Assistants Susie Akrong, Doris Brandquist, Jennifer Clarke, Kimberly Griffin, Enza Matarazzo, and Melinda Olivares.

Electricians Christopher Delace and Walter Nolan.

College Assistants Yasmin Ali, Akobundu Amuta, Azalia Best, Winnie Chan, Maria Cora, Grace Fang, Linda Gonzalez, Mo Chei Ko, Carol Lau, Diane Sheynman, and Brenda Warde.



Calendar

October

October 1

Listening Post Seminar

10 a.m.–12:30 p.m. State Lounge, SUBO

October 2

Second Annual Human Resources Fair

Noon–3 p.m. Gold Room, SUBO

October 3

Open Enrollment Period for Part A of the Early Retirement Incentive for classified staff begins.

October 4

TIAA-CREF Representative

9 a.m.–5 p.m. Grog Room, SUBO

October 9

College Assistant Orientation

10 a.m.–2 p.m. Occidental Lounge, SUBO

October 10

Adjunct Mini-Fair

4–6 p.m. Gold Room, SUBO

October 15

Listening Post Seminar

10 a.m.–12:30 p.m. State Lounge, SUBO

October 15 – November 15

Open Enrollment/Transfer Period

October 16

TIAA-CREF Representative

9 a.m.–5 p.m. Grog Room, SUBO

Management Development

Workshop: Employee Relations and Corrective Action

9:30 a.m.–Noon. State Lounge, SUBO

New Employee Orientation

10 a.m.–Noon. Occidental Lounge, SUBO

October 20

Making Strides Against Breast Cancer

Registration: 9 a.m. Walk: 10 a.m.
Prospect Park—9 Street Bandshell

Community Open House

1–4 p.m. Lower Quadrangle

October 21

Early Retirement Incentive Meeting

with representatives from the University Benefits Office and the pension systems. 10 a.m.–Noon Alumni Lounge, SUBO

October 22

Early Retirement Information Meeting

Donna Corbin, benefits coordinator, will answer your questions.
10 a.m.–Noon. Cosmic Room, SUBO

October 29

Early Retirement Information Meeting

Donna Corbin, benefits coordinator, will answer your questions.
10 a.m.–Noon. Cosmic Room, SUBO

October 31

Open Enrollment Period for Part A of the Early Retirement Incentive for instructional staff begins.

Open Enrollment Period for Part B of the Early Retirement Incentive for instructional and classified staff begins.

November

November 5

Election Day. Vote!

TIAA-CREF Representative

9 a.m.–5 p.m.
Grog Room, SUBO

Early Retirement Information Meeting

Donna Corbin, benefits coordinator, will answer your questions.
10 a.m.–Noon. Cosmic Room, SUBO

November 6

New Employee Orientation

10 a.m.–2 p.m. Occidental Lounge, SUBO

Health Benefits Program

This year, the Health Benefits Program will conduct a limited Fall Transfer Period from October 15 to November 15.

During this period, employees may change plans, add or drop riders, etc. The effective date of the first day of the first full pay period will be in January 2003.

November 13

Management Development

Workshop: Linking Job Descriptions and Performance Evaluations with Organizational Goals

9:30 a.m.–Noon. State Lounge, SUBO

Blood Drive

10 a.m.–8 p.m. Health Programs Office, 1115 Plaza Building

November 14

TIAA-CREF Representative

9 a.m.–5 p.m. Grog Room, SUBO

Blood Drive

10 a.m.–6 p.m. Health Programs Office, 1115 Plaza Building

November 19

Early Retirement Information Meeting

Donna Corbin, benefits coordinator, will answer your questions.

10 a.m.–Noon. Cosmic Room, SUBO

November 20

New Employee Orientation

10 a.m.–Noon. Alumni Lounge, SUBO

November 21

Great American Smoke-Out

11 a.m.–3 p.m. Lobby, Plaza Building

*December***December 2**

World AIDS Day

Quilt Display

10 a.m.–6 p.m. Lobby, SUBO

December 4

TIAA-CREF Representative

9 a.m.–5 p.m. Grog Room, SUBO

New Employee Orientation

10 a.m.–Noon. Occidental Lounge, SUBO

December 10

Early Retirement Information Meeting

Donna Corbin, benefits coordinator, will answer your questions.

10 a.m.–Noon. Cosmic Room, SUBO

December 11

Management Development

Workshop: Improving Communication Skills—Leading and Communicating

9:30 a.m.–Noon. State Lounge, SUBO

December 12

TIAA-CREF Representative

9 a.m.–5 p.m. Grog Room, SUBO

December 17

Early Retirement Information Meeting

Donna Corbin, benefits coordinator, will answer your questions.

10 a.m.–Noon. Cosmic Room, SUBO

December 18

New Employee Orientation

10 a.m.–Noon. Occidental Lounge, SUBO

December 26

Human Resources Holiday

Open House

10 a.m.–Noon. 1156 and 1219 Boylan Hall

December 31

Open Enrollment Period for Part A

of the Early Retirement Incentive for classified staff ends.

Newsletter Staff

Editor: Therese Marrocco

Contributing Editors: Donna Corbin, Denise Flanagan, Dionne Francis, Aldo Orlando, Judith Rieger, Lynda Sobieski

Who's Who in Human Resource Services

Steve G. Little

Vice President, Finance and Administration
2439 Boylan Hall
951-5116
slittle@brooklyn.cuny.edu

Edna Chun

Assistant Vice-President
1219 Boylan Hall
951-5131
Echun@brooklyn.cuny.edu

Aldo Orlando

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

Donna Corbin

Benefits Coordinator
1227 Boylan Hall
951-4255
Dcorbin@brooklyn.cuny.edu

Denise Flanagan

Associate Director, Human Resources/Academic Personnel
1231 Boylan Hall
951-5377
Denise@brooklyn.cuny.edu

Gwendolyn Harewood

Payroll Administrator
1151 Boylan Hall
951-5091
Harewood@brooklyn.cuny.edu

Barbara Lawson

Administrator, Human Resource Information Systems
1223 Boylan Hall
951-5161
Blawson@brooklyn.cuny.edu

Therese Marrocco

Manager, Recruitment and Staff Development
1219 Boylan Hall
951-5131
Therese@brooklyn.cuny.edu

Judith Rieger

Classified Staff Coordinator
1219 Boylan Hall
951-5377
Judith@brooklyn.cuny.edu

Jeannith Sosa

Labor Relations Associate
1219 Boylan Hall
951-5277
Jsosa@brooklyn.cuny.edu

BROOKLYN



COLLEGE

Human Resource Services

Brooklyn College
The City University of New York
2900 Bedford Avenue
Brooklyn, New York 11210-2889