



Matters

The Newsletter of the Office of Human Resource Services

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President Christoph M. Kimmich Looks to the College's Future

Next fall President Christoph M. Kimmich will observe the thirtieth anniversary of his arrival at Brooklyn College. He arrived as an associate professor of history in fall 1973, rose to become chairperson of the History Department, and then served as provost for nine years before becoming interim chancellor of CUNY from 1997 to 1999. Experienced in all levels of the administration, his years in the classroom have also given him a good idea of what it's like to be a student here. He has dedicated his life to Brooklyn College, and he knows what it means to work here.

"The College is in my blood," President Kimmich remarks. "We pour our lives into creating educated men and women, and the full effects may not be known for years or

even decades. Our goal is to serve as a gateway to a satisfying life, a successful career, a rewarding profession. To judge by our alumni, all 140,000 of them, we have done a good job from the very beginning. To contribute to that is not merely rewarding, it is a gift. You truly make a difference, and that is true of everybody who works here."

Upon his arrival at Brooklyn College thirty years ago, the future president enjoyed something less than lavish hospitality. "I was assigned an empty office—no furniture, no nothing—that I was to share with three other people. We were told we should consider ourselves lucky to have an office at all," he recalls. "That experience left me attentive to questions of quality of life. If we ask people to work for the College, and work hard, we must give them the best working conditions we can create."

For just that reason, President Kimmich has launched a campaign to upgrade classrooms and learning facilities. He also knows that many staff members have concerns about their working environment. The West Quad project, which will replace Plaza Building, will address some of these problems. "Construction will start this summer and probably go on for three or four years," Kimmich says. "Like all construction, it will bring with it noise, dust, and disruption, but it is the price we pay for new space and an improved physical plant. The outcome, as we can already see from the drawings provided by the architect, Rafael Viñoly, will be both lovely to look at and a pleasure to live with."

The West Quad will be financed through New York's capital budget. The College's operating budget is another matter. "Everyone knows that this is a tight budget year.

From the Assistant Vice-President for Human Resources

As President Kimmich has indicated in our lead article, his commitment to recognizing the work of staff is reflected in the expansion of human resource offerings over the past several months. We have received positive feedback on the Listening Posts and will be continuing that initiative as well as a number of other collegewide events. Please let us know what you think about our new featured section, "Celebrating Civil Service." We look forward to our continued work together this spring.

Edna Chur



The University has imposed a hiring freeze on all non-instructional positions. We expect this hiring freeze to be temporary and will insist on filling crucial positions. We don't have any precise figures yet, but we do know that our finances will be far more straitened than in recent years. We have a plan in place to avert the worst. I have called on the College community to help and I will call on it again. We have coped with budgetary shortfalls before and done so effectively. We will do so again.

"One of my priorities, from my first day as president, has been to improve our finances by calling on friends, alumni, and other donors to provide funds to pay for things that are beyond the reach of our public funding. I spend a great deal of time raising funds to enable the College to make the academic experience of our students, and therefore of us all, truly exceptional. I am deeply moved by the generosity I have encountered and continue to encounter:

"I also want to recognize the excellent work done by our community. That's why we established the Employee-of-the-Month program. Brooklyn College Day showcases the hard work of the staff, which contributes indispensably to running the College.

"As you know, one of my important goals is that we create a climate at the College that is civil and respectful. I've seen a lot of improvement since I've come back. In the past three years the number of complaints, from students and

others, has dropped. I think that customer service training and the recognition and appreciation of the staff have contributed to this result. I don't generally get suggestions for how to make things better. I wish members of our community would send me their thoughts and ideas."

If you have an idea you would like to share, please write President Kimmich at CMK@brooklyn.cuny.edu.



A Few Hours with The Hours

Nearly one thousand members of the Brooklyn College community attended the special viewing of *The Hours* and the discussion by Distinguished Professor of English Michael Cunningham. The event, held in appreciation of the community's continued dedicated service to the College, was sponsored by the Departments of Film and English, Brooklyn Center for the Performing Arts, the Reward and Recognition Committee, and Paramount Pictures.

"It is my pleasure to host a showing of *The Hours* for the Brooklyn College community," said President Kimmich. "We are thrilled to have Michael Cunningham on our faculty, giving new direction to our M.F.A. program in Creative Writing, and I very much appreciate his taking the time to speak with us about his work."

Look for more upcoming movie events in the near future!

Information from the Benefits Office

Teachers' Retirement System of the City of New York

The Teachers' Retirement System (TRS) of the City of New York has mailed the Quarterly Accounts Statements (QAS) for the period ending December 31, 2002, directly to the homes of TRS members.

If you have questions about your statements, you should file a QAS Inquiry Form (code MA3), which is available through the "Forms" feature on the TRS Web site, www.trs.nyc.ny.us, or the TRS Service Line, (888) 8-NYC-TRS, Option 1.

TRS has implemented a new feature on its Web site. You can now change your phone number or address on-line. Simply log on at www.trs.nyc.ny.us, click on "My TRS Account," choose "Change of Address," and follow the instructions.

Group Health Incorporated (GHI) Subscribers

GHI has designed a program called **Osteoporosis and You** for individuals with arthritis, osteoporosis, or symptoms of osteoporosis and for anyone interested in learning more about these conditions. The program is free of charge to all eligible subscribers. For more information or to register, call the Arthritis Foundation community outreach coordinator at the New York Chapter; (212) 984-8713.

HIP Subscribers

HIP Health Plan of New York now offers eligible members access to laser vision correction procedures, such as LASIK, at reduced rates through its association with Davis Vision, www.davisvision.com. Visit the Web site or call (800) 743-1170 to obtain your confirmation number, which will be required when accessing services. You will be responsible for paying the provider directly for these services.

PSC-CUNY Welfare Fund Changes

Effective January 1, 2003, the PSC-CUNY Welfare Fund changed the fund prescription benefit manager (PBM) to MedcoHealth. This change affects only those members in the following health insurance plans: GHI, Empire EPO and Empire HMO, Vytra, and HealthNet. These members now have two prescription cards—the MedcoHealth card covers

all basic prescription drug coverage; the NPA card is used for psychotropic, injectable, chemotherapy, and asthma drugs only.

If you have any questions, call MedcoHealth, (866) 386-3797, or the Benefits Office, 951-4255.

District Council 37

Representatives from DC 37 Health and Security Plan are available to help members Monday through Thursday, noon to 8 p.m., and Friday, 9 a.m. to 5 p.m., in the ground floor lobby at the union location, 125 Barclay Street, New York, New York.

Members may receive assistance with problems in the following benefit areas: dental, drug, disability, optical, death, pension, COBRA, eligibility and enrollment, and city health insurance.

Important Information from NYCERS

NYCERS is pleased to announce the launch of its new interactive Web site, www.nycers.org. This site now allows you to review your account information and to calculate the cost of a loan. You may also change the pre-filled values in the calculations to review hypothetical situations. Visit the site often to see what new tools will be featured, such as a retirement calculator and a buy-back calculator. These tools are free to all members after registering on-line by entering your membership number, which is found on any of your NYCERS correspondences, and following the easy directions provided.

If you need additional information, call NYCERS, (347) 643-300; write to 335 Adams Street, Suite 2300, Brooklyn, New York 11201-3751; or visit the NYCERS Customer Service Center on the mezzanine level at 340 Jay Street, which is easily accessible via subway—the A, C, and F lines (Jay Street); 2, 3, 4, and 5 lines (Borough Hall); and M, N, and R lines (Court Street or Lawrence Street).

NYCERS looks forward to continuing to help you build your retirement into one of your most valuable assets.

Adjunct Faculty Fair a Great Success

On February 26, the Adjunct Faculty Committee sponsored its second adjunct fair to help adjuncts learn more about work-related issues. Despite the cold winter evening, the fair had a greater turnout than last year.

Afterward, the committee received many evaluation forms with extremely positive comments. Many adjuncts appreciated how the fair provided them the opportunity for face-to-face communication with members of other offices and departments whom they would not ordinarily encounter or would see only briefly during the rush of day-to-day activities. Many came with questions and most found that by the end of the fair they had a better understanding of where to get answers. One adjunct faculty member wrote that “the wealth of information was given in an impeccable fashion: very collegial and instructive.” Everyone agreed that there should be at least one fair per year, if not more.

The evening in the Georgian Room culminated in the awarding of door prizes. Saul Bethay won a fleece pullover; Veronica Brodsky and Rubin Kaplan each received a bag; Eurick Brown and Giselle Goldschmidt each won a gift certificate; and Kwaku Quist and Peter Zaneteas each took home a mug.

The committee thanks Vice-President for Finance and Administration Steve Little for his support, Douglas Schwab, of the Office of College Information and Publications, for taking pictures, Andy Drinkwater and Paul Denis for a great culinary set-up, and Michael D’Aceirno, manager of the campus bookstore, for helping to make this fair a great success.

If you have any ideas or questions concerning the adjunct faculty fair, contact any of the following team members:

Donna Corbin, coordinator of fringe benefits, 951-4255;
Gwendolyn Harewood, payroll administrator, 951-5091;
or Yelena Kushelman, payroll officer, 951-5091.



Gwen Harewood welcomes adjuncts to the second annual adjunct information evening.

Information from the Payroll Office

Summer Pay Dates for Adjuncts

Summer session 1: June 26 and July 10

Summer session 2: July 23 and August 7 and 21

Workman’s Compensation

All claims and concerns for workman’s compensation should be forwarded to Gwendolyn Harewood, payroll administrator, 1156 Boylan Hall, 951-5091.

Free Education

Want to earn your degree or just take a refresher course? Tuition benefits are available to all full-time staff members who take courses at Brooklyn College or any other CUNY college. Waivers may be applied to undergraduate and graduate courses, depending on job title. Credit limits may apply. For more information, contact the Office of Human Resource Services, 951-5377.

Celebrating Civil Service: Stationary Engineers

(This is the first in a series of profiles that will describe the many job classifications that are needed to run a campus for 15,000 students.)

There is at least one group at Brooklyn College that never stops working. Two stationary engineers watch over four massive hot-water boilers and the seven-thousand-ton chiller plant twenty-four hours a day, seven days a week. These engineers are responsible for the operation, maintenance, and repair of building systems and equipment related to heating, ventilating, and air conditioning; refrigeration; steam production; power generation; and other mechanical/electrical work. They are highly trained, and each serves a five-year apprentice in order to qualify.

The boilers funnel pressurized steam through a twelve-inch pipe to the buildings on campus, plus the Student Center and Midwood High School. During the summer months, the chiller plant sends out cold water used in air conditioning in many of the newer buildings. What is surprising to visitors to the heating plant is the huge scale of the operation—enormous boilers, huge blinking control panels, and a formidable network of pipes and vents all surround a small, glassed-in room in the center of the heating plant floor. Here the stationary engineers keep track of the temperature in nearly every room on campus. They also listen to the boilers for any changes. “Sound is a key thing,” says John Walsh, a senior stationary engineer who has been at the College since 1988. “We also look at the weather reports, so we can anticipate changes.”



Much of a stationary engineer's job involves preventative maintenance and responding to complaints about room temperature. With a click of a mouse, the engineer can check the thermostat in the room and adjust the temperature setting. A maintenance person, also on duty twenty-four hours a day, communicates with stationary

engineers by radio, walks through underground tunnels, and makes spot checks on conditions.

Built in 1935, the heating plant originally burned coal, eventually switching to heating oil, and then, in 1994, to natural gas. If the natural gas supply is interrupted, a boiler fueled by heating oil is ready and waiting. Likewise, if a water main is shut off, engineers can tap into a second main to get the 2,750 gallons of water the boilers require every hour when they are working at full capacity.

All of this presents interesting and challenging work for the engineers, but Walsh admits that in the middle of the night on the third shift, from 11 p.m. to 7 a.m., the job can be “lonely and quiet.”

Campus Safety

The major role of the Office of Campus and Community Safety Services is to maintain a safe and secure environment for Brooklyn College faculty, staff, and students. The office provides twenty-four-hour service, including escorts to parking areas, shuttle bus service to campus parking facilities and nearby public transportation, and crime-prevention lectures for small groups. Members of the office are sworn peace officers, some of whom are also emergency medical technicians. In addition, the office is responsible for the locksmith shop and the photo ID office. For more information, call the office, 951-5511, or visit the Web site, www.brooklyn.cuny.edu/bc/offices/security.

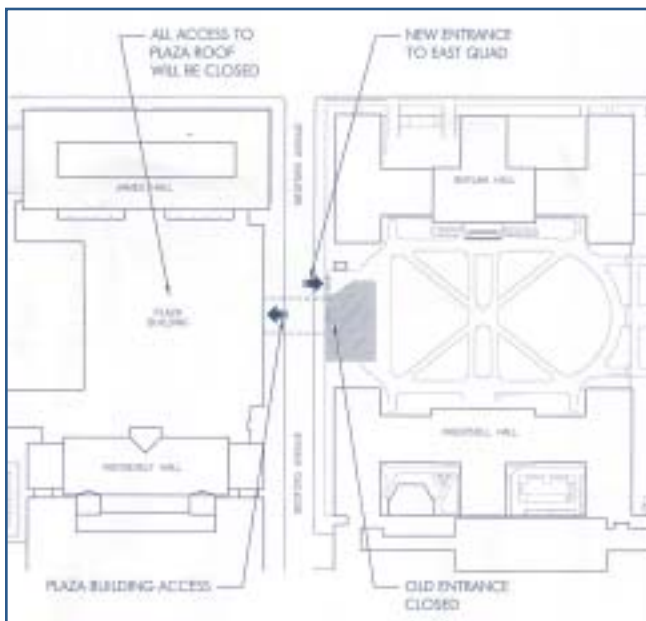
New Employee Orientation

As part of an initiative to welcome new personnel to Brooklyn College, the Office of Human Resource Services has developed the New Employee Orientation program. The orientations provide pertinent information on the College's mission statement, employee policies, and payroll and benefits as well as an introduction to the Brooklyn College neighborhood.

In addition, Human Resources will be holding refresher orientations for current employees. Check our Web site, www.brooklyn.cuny.edu/bc/personnel/offices, for further information in the coming months.

Campus Construction

The West Quad project will begin this summer with the demolition of the Bedford Avenue overpass. Check the College Web site for details.



Proposed temporary access during bridge demolition, effective August 1, 2003

Focus on: Environmental Health and Safety-CUNY-EPA Agreement

Chancellor Goldstein recently signed an important agreement between the City University of New York (CUNY) and the federal Environmental Protection Agency (EPA), which commits CUNY to undertake a comprehensive environmental self-audit program. The agreement calls for environmental self-audits at each CUNY campus during the next five years, along with required corrections of findings.

Additionally, CUNY is planning to develop and implement an environmental management system that will facilitate and ensure ongoing compliance with applicable regulatory requirements. The environmental compliance initiative will include such campus locations as laboratories, art studios, darkrooms, and scene shops. In a recent memo regarding the initiative, the chancellor stressed the importance of faculty involvement and support as being "critical to its success." An EPA self-audit committee with representatives from each campus department primarily affected will be convened to assist in this effort. Each CUNY campus will have an opportunity to review current practices and procedures and enhance existing programs.

The Office of Environmental Health and Safety will be coordinating the College's efforts throughout the course of the agreement. If you have any questions or concerns, please contact Aldo Orlando, 951-5400 or Aldo@brooklyn.cuny.edu.

Calendar

May

May 15

My Big Fat Greek Wedding
4 p.m. Whitman Hall

May 16

Annual Brooklyn College
Science Research Day
10 a.m. Maroon and Gold Rooms,
Student Center

May 20

Brooklyn College Day
Noon–3 p.m. Athletic Field

May 26

Memorial Day
College closed

May 28

Twenty-first Annual Student
Film Festival
4 p.m. 1302 Plaza Building, free
admission

TIAA-CREF Representative

9 a.m.–5 p.m. Aviary Lounge, Student
Center

May 29

Seventy-eighth
Commencement Exercises
10:30 a.m. – noon, Quad

June

June 4

TIAA-CREF Representative
9 a.m.–5 p.m. Aviary Lounge,
Student Center

June 17

TIAA-CREF Representative
9 a.m.–5 p.m. Aviary Lounge,
Student Center

June 25

New Employee Orientation
(Subject to change)

June 26

Pay Date for Adjuncts
Summer Session I

July

July 10

Pay Date for Adjuncts
Summer Session I

July 23

Pay Date for Adjuncts
Summer Session 2

July 23–24

Blood Drive
12:45–6:15 p.m. Alumni Lounge,
Student Center

July 29

New Employee Orientation
(Subject to change)

August

August 7

Pay Date for Adjuncts
Summer Session 2

August 13

New Employee Orientation
(Subject to change)

August 21

Pay Date for Adjuncts
Summer Session 2

Children on Campus

The phone rings at 8 a.m. It's your babysitter, telling you she can't make it. On such short it's impossible to find someone to cover for her. What do you do? Can you take the child to work with you?

Situations like this do arise from time to time. For this reason an ad-hoc presidential committee of faculty and staff members, students, and administration personnel developed a policy regarding children on campus. Sau-fong Au, director of the Women's Center, served as chairperson of the committee.

The policy states: "Employees who have emergency childcare needs must first inform their immediate supervisor/chair/designee to obtain approval to bring a child to the workplace. The supervisor should base his or her decision on the following factors: the nature and safety of the office functions; whether or not the work environment offers a quiet and safe area in which the parent or guardian is able to supervise the child; the frequency of the employee's request; the duration of the accommodation; and the age, needs, and behavior of the particular child. The child must be signed into the campus by the parent/guardian at any of the security posts. To obtain the complete policy regarding children on campus, contact the Women's Center, 951-5777.

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BROOKLYN



COLLEGE

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