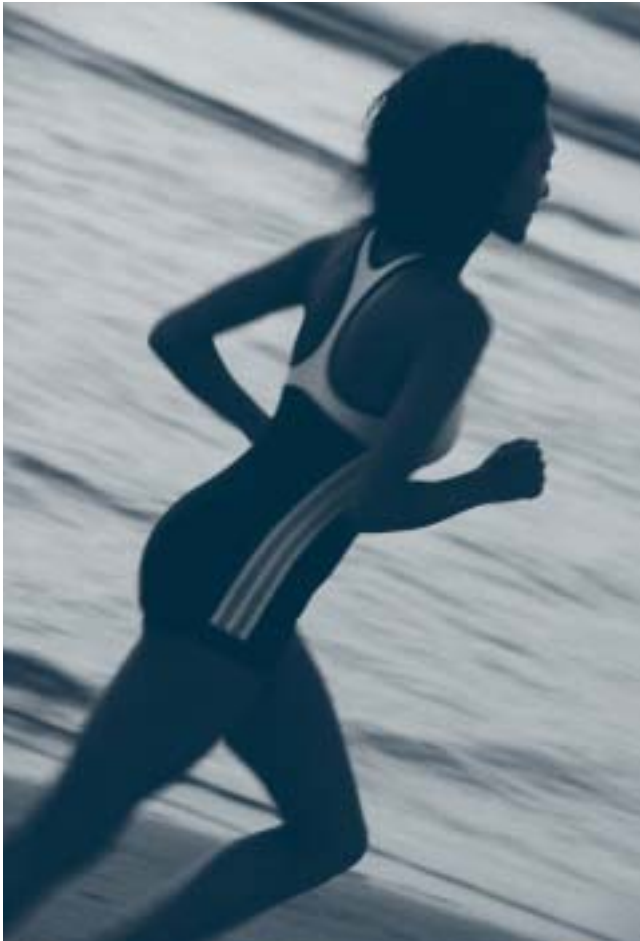




# Matters

The Newsletter of the Office of Human Resource Services

Volume 2, Number 2 Spring 2004



## *Brooklyn College and Your Health*

You spend a lot of time on campus over the course of a year, and Brooklyn College wants to make your hours here vigorous, rewarding, and healthful. A great place to get extra information—and free testing from various departments—is the annual Brooklyn College Health Fair, scheduled for May 4 from 11 a.m. to 3 p.m. on the Quadrangle. In the meantime, here are a few suggestions to keep your energy high and blood pressure low.

**Yoga Classes:** Whether or not you know what the Muladhara Chakra is, these yoga classes will limber you up and relax you. Primarily composed of stretching and breathing exercises, this free class is open to beginners. It's a popular alternative to lunch at the Junction and a great way to relax. Classes are held in 203 Roosevelt Hall Extension, Tuesday and Thursday, 1:30 to 2:30 p.m.

**Recreation and Athletics:** A state-of-the-art fitness room, a fantastic pool, and racquetball, squash, basketball, and tennis courts—Brooklyn College has it all! For \$75 a year (July 1 to June 30) or \$40 for a half year (January 3 to June 30), Brooklyn College employees may join what surely ranks as Brooklyn's cheapest health club. Most facilities are open until 9 p.m., Monday through Thursday, and Friday and Saturday afternoons. Sign up at the Recreation Office, 125 Roosevelt Hall, and pick up a schedule.

**WeightWatchers:** Anyone interested in starting a WeightWatchers group on campus may contact a representative at (800) 8-AT-WORK. Many of our unions cover a portion of the first-time fees. All you need is twenty interested employees in order to sign up, so put that New Year's resolution into effect and watch the inches disappear.

**Environmental Health and Safety:** Worried about your workplace safety? Contact Aldo A. Orlando, director of Environmental Health and Safety, 1219 Boylan Hall, 951-5400. In addition to monitoring indoor air quality and laboratory safety and heading up the accident prevention program, the EHS office maintains service contracts for radiation safety badges, chemical and biomedical waste removal, and industrial hygiene, asbestos, and lead analysis. The office is also actively involved in safety-related issues during renovation and construction projects on campus.

**Personal Counseling Program:** Need to talk to a professional about a problem you, your spouse, or a family member is having? Personal Counseling offers free, confidential service to Brooklyn College employees that can help you decide what sort of treatment would be best.

Counselors can help you find professional therapists who are covered on your health plan. Typical consultations with a New York State–licensed, doctoral-level psychologist last forty-five minutes to an hour, and faculty and staff may be seen for up to three sessions. “Unless we’re dealing with a very short-term problem,” says Greg Kuhlman, director of Personal Counseling, “we help people understand what they need and assist them in finding appropriate treatment.” For more information, stop by the program’s office, 1303 James Hall, or call 951-5363.



**Metropolitan Food Service:** On the Atkins or South Beach diet? Stock up on low-carb and sugar-free cheesecake, candy bars, Kaiser rolls, and plain bagels at the Brooklyn College cafeteria in the basement of Boylan Hall. (Head honcho George Bonn assures us that new items will be added when they become available.) The cafeteria also features fresh salads with low-fat dressings and fresh fruits and vegetables. The smoothie bar has been revamped to incorporate suggestions from staff and students.

**Brooklyn College Library:** Spend a few minutes with Irwin Weintraub and you’ll soon find answers to your health questions. A seasoned science librarian, he can show you the proper resources and point you in the right direction. Besides having books on health subjects that employees may

check out, Brooklyn College pays for a number of databases filled with up-to-date information on nearly every ailment you can imagine. You can check these out on the library Web site under “Research Resources,” which includes such databases as Alt Health Watch, Academic Search Premium, Biological and Medical Sciences, Cumulative Index to Nursing and Allied Health Literature, Health Reference Center Academic, Health Science Nursing Academic, Medline, and PsychInfo. One of the most comprehensive databases is New York On-line Access to Health, a collaborative effort between CUNY and local libraries that features an easy-to-use database of health information in English and Spanish. “If you do a search on Google for health advice,” advises Weintraub, “be sure to go to ‘advanced search’ and limit your results to those domain names ending in ‘edu’ or ‘org.’ That way you will avoid the dot-com Web sites that just want to sell you something.”

**Health Clinic:** Think the flu season is over? Hardly. It lasts until March, and the Health Clinic offers flu shots to employees for \$15. The clinic also offers an annual diabetes screening program and tons of free literature. Visit the clinic at 114 Roosevelt Hall or call 951-5580.

**Emergency Medical Squad:** If you should get injured or not feel well when you are on campus, the crack squad at the Brooklyn College EMS is here to take care of you. Since 1977, this team of dedicated volunteers keeps an ambulance on call most days, from noon to 6 p.m. Unlike the New York City EMS, Brooklyn College EMS will not charge you upwards of \$500 to take you to the hospital. In the event of a campus emergency, call the Office of Campus and Community Safety Services at 951-5511, or dial the EMS office directly at 951-5858 during regular business hours. BCEMS also welcomes walk-ins to its office in 021 Ingersoll Hall Extension.

## *Where in the World Is...?*

With the Bedford Avenue overpass removed and the West Quad Project well under way, finding an office in James or Roosevelt Hall is about to become a little more complicated. Many of these offices will be temporarily or permanently relocated in order to allow important renovations prior to the demolition of Plaza Building in the fall.

Below is a list of offices that will be moving and where they will be housed, at least for a while. Kiosks with more specific information regarding relocations and other West Quad Project data will be placed in several locations at the start of the spring semester.

A word of advice: The months below are estimates, so before you head out on your journey, call the office to see if it has moved yet.



### **January**

Central Routing → 004 Roosevelt Hall

Childhood Internship Programs → James Hall

Personal Counseling Supplemental Space → Plaza Building

### **February**

Admissions Information Center → 1210 Plaza Building

Admissions Office → 1210 Plaza Building

Property Management → Roosevelt Hall

Services for Students with Disabilities → 137 Roosevelt Hall

### **April**

Copy Center → 0610 Plaza Building

Education (Art Labs) → James Hall

Education (Guidance) → 2401 James Hall

### **May**

Student Clubs → 156 Field Building

Testing Office → 245 Field Building

### **June**

Film Department → 200 Field Building

Student Computer Labs → 102 Field Building

## ***2001 in 2003: Still a Great Film***

On November 19, BC Goes to the Movies offered faculty, staff, and students the opportunity to view a classic film in Whitman Hall on the largest screen in Brooklyn. Hosted by the Office of Human Resource Services, the Department of Film, and the Brooklyn Center for the Performing Arts, the event featured the screening of *2001: A Space Odyssey* and a live discussion with the star of the film, Kier Dullea (left), and Professor of Film Foster Hirsch.

Look for more upcoming movie events in the near future!

## *Information from the Benefits Office*

### **New Pension Loan Rules**

Effective January 1, 2004, employees taking new loans from their pensions or annuities will no longer be able to combine the loans. Under new Internal Revenue Service regulations, employees will have to take out a separate loan with separate deductions.

For more information, TRS members may call (888) 8-NYC-TRS or visit the TRS Web site, [www.trs.nyc.ny.us](http://www.trs.nyc.ny.us). NYCERS members may call (347) 643-3000, and TIAA-CREF members may call (800) 842-2733.

### **District Council 37 Members Only**

Effective January 1, 2004, it will be mandatory for employees who require maintenance prescription drugs to fill their prescriptions via mail order. Maintenance drugs are prescribed for arthritis, cholesterol, heart disease, and hypertension.

For short-term illness requiring a one-time prescription (and no refills) for a medication such as an antibiotic, your local pharmacy must be used.

For more information, call District Council 37 at (212) 815-1531.

## *Focus on Environmental Health and Safety—Universal Waste*

Universal waste regulations were established to promote recycling of widely generated common wastes that, when disposed of, the U.S. Environmental Protection Agency defines as being hazardous. These regulations divert such wastes from the regular municipal waste stream and also simplify the stringent collection and management requirements pertaining to more hazardous wastes. For example, management as universal waste allows facilities that meet “universal waste handler” requirements to accumulate these wastes up to one year without a hazardous waste storage permit.

The most common type of universal waste is used fluorescent lamps. Because they contain mercury vapor, they have to be sent out for recycling or else disposed as hazardous waste. Brooklyn College has established a program to manage the used fluorescent lamps generated on campus. Spent bulbs are collected and consolidated in designated storage areas by the Facilities Department. They are stored in structurally sound containers labeled “Universal Wastes—Used Lamps.” When the containers are full, they are sealed, dated, and transported to a central storage location, where they can remain for up to one year before being picked up. If you have any questions or concerns, contact Aldo Orlando, 951-5400 or [Aldo@brooklyn.cuny.edu](mailto:Aldo@brooklyn.cuny.edu).

## *Another Year of CUNY Campaign Success*

**We are very proud and happy to announce that this year to date 138 members of the Brooklyn College community pledged a grand total of \$18,650 to the annual CUNY Campaign—an especially notable outpouring of charity given today’s economic restraints. As a result of Brooklyn College’s generosity, education, social services, ethnic, and community organizations all benefited.**

**We would like to extend thanks and a hearty “well done!” to the hard-working captains: Randy Balogh, Bruce Filosa, Sally Fleming, Tunji Fussell, Marla Ginsberg, Evelyn Guzman, Mitsu Handy, Marianne LaBatto, Rosalin Latse, Elizabeth Ledoux, Amy Marino, Patricia McCarrick, Maryann McKenzie, Jesus Perez, Lynda Sobieski, Bettina Smith, and Tanya Wilson.**



### *Celebrating Civil Service: Crew Chief and Head Sound Engineer*

Without them, the show could not go on. Brooklyn College's newest classified employees, Nicoletta Arlia and Chet Green, keep the stages of Whitman Hall and Sam Levenson Recital Hall from falling into utter chaos. Members of the International Alliance of Theatrical Stage Employees, Arlia is a crew chief with a decade of experience at Brooklyn College and Green has been head sound engineer for the past sixteen years. Before their new bargaining unit was established within the City University, Arlia and Green worked as college assistants and part-time workers paid by the Brooklyn Center for the Performing Arts at Brooklyn College. Their new affiliation gives them a place in the nation's oldest theatrical union (founded in 1863) and provides them with health care and other benefits. It also extends membership to other part-time stagehands at Brooklyn College, giving those employees an opportunity to work on Broadway or at any of the hundreds of venues around the city.

For Arlia and Green, the theatrical bug bit in high school. "I started when I was fourteen years old," says Arlia, a graduate of Edward R. Murrow High School. "It was a way to stay out late and not get yelled at." The job has unusual hours, and it's not uncommon for crewmembers to work until well

past midnight or arrive at the theater at 6 a.m., including weekends, which does not leave much time for a conventional social life. "I can't tell you how many family events, birthday parties, and dinners that I've missed," says Arlia.

Backstage, Arlia runs the show from a small desk, speaking into a headset to give other stagehands the cues for moving scenery, turning on lights, and bringing in scrims and curtains. It is a job filled with traditions and superstitions. "Centuries ago the rigging was done by unemployed sailors, and, just like on a sailing ship, they communicated by whistling," explains Green. "That's why it's considered unlucky to whistle on stage, or you'll get hit by a piece of scenery."

The backstage world is often chaotic, with as many as twenty-eight technicians, dozens of actors and dancers, and scores of musicians working on a show that may turn out to be memorably bad or transcendently good. "If you want to know how good a show is," says Arlia, "ask a stagehand." Favorite performances include those by the Dance Theater Company of Jamaica and the late tap dancer Gregory Hines.

"Gregory Hines was having problems with the producers, and he was upset that his tap floor was fifteen feet away from the audience," says Green. "Hines and his staff pulled Lighting Director Steve Bailey and me aside and told us he would not be able to perform a good show without a closer connection to the audience. At the time, we had no way of knowing how important this event was to him. Hines was from Brooklyn, and he had invited a lot of his childhood friends to the show. Seeing how concerned he was we sank the orchestra pit to the audience level, filled it full of chairs, and had the house manager move Hines' friends and select audience members into those seats. When he came out, he saw all of his old friends in the front row. Stagehands look at performances differently than members of the audience. You can get a little jaded after a while, but that night every one of us was standing in the wings, watching. It turned out to be his last show in Brooklyn; he died less than two years later."

"Sometimes I sit back and ask myself why I got involved in all of this," muses Arlia. "But somebody once told me, 'Think about it, Nikki. You're doing a job you love—not many people can say the same thing:'"

## *Payroll News*

Adjunct pay dates for spring 2004 are: February 5 and 19; March 4, 18, and 31; April 15 and 29; and May 13 and 27.

It's never too late to participate in Direct Deposit. We strongly recommend that all eligible employees pick up an application in the Payroll Office, 1156 Boylan Hall.

The Payroll Office will distribute duplicate W-2 forms upon request on Fridays, after noon. Requests may be made by visiting the Payroll Office or by calling 951-5091, Monday–Friday, 9 a.m.–5 p.m. Proper identification must be presented in order to receive the duplicate W-2.

### **Kudos to the Payroll Office**

State Comptroller Alan Hevesi and the Office of Payroll Services for the State of New York cited Brooklyn College as having the best payroll office as compared with all the senior colleges within the City University of New York. The office received the honor for its outstanding performance in payroll processing in 2003.



Alan Hevesi presents Yelena Kushelman (left) and Gwen Harewood (right) with the award for the best payroll office among all the senior CUNY colleges.

## *Classified Staff News*

### **Welcome to new classified staff employees!**

**Campus Peace Officers** Arkeen Dunlap, Quintielia Greene, Raishawn Harris, Jean Milord, Michael Odom

**CUNY Office Assistants** Louise Garthaffner, Arline Levine, Renee Lovett, Carlton Lee, Rosemary Morgan, Nataliya Shchekinova, Ruth Snapper

**Electrician** Xandra Bindervoet

**Painter** Gregory Hajar

### **Upcoming civil service exams** (dates to be announced)

**Information Systems Specialist** (promotional and open competitive) with the following specialties:

- Applications and Systems Programming
- Communications
- DBA/Database Administration
- Operations
- Repair and Technical Support
- Systems/Business Analysis
- User Services/In-House Consulting/Training
- WWW Design and Programming

# Calendar

## February

### February 10

GHI Representative  
11 a.m.–4 p.m.  
Health Programs Office

### February 11

New Employee Orientation\*  
TIAA-CREF Representative  
9:45 a.m.–4 p.m. 036 Library

### February 12

Lincoln's Birthday  
College closed.

### February 16

Presidents' Day  
College closed.

### February 23

Blood Drive  
12:30–6 p.m. Occidental Lounge,  
Student Center

### February 24

Blood Drive  
12:30–6 p.m. Occidental Lounge,  
Student Center

### February 26

New Employee Orientation\*

## March

### March 11

New Employee Orientation\*

### March 25

Melanoma Awareness  
1:30–3:30 p.m. Lobby, Plaza Building  
New Employee Orientation\*  
TIAA-CREF Representative  
9:45 a.m.–4 p.m. 036 Library

## April

### April 8

New Employee Orientation\*

### April 15

West Nile Virus Awareness  
Call 951-4505 for time and location.

### April 20

General Health Information Table  
1:30–3:30 p.m. Lobby, Plaza Building

### April 22

New Employee Orientation\*

### April 29

TIAA-CREF Representative  
9:45 a.m.–4 p.m. 036 Library

## May

### May 4

Brooklyn College Health Fair  
11 a.m.–3:30 p.m. Quad

### Blood Drive

10 a.m.–8 p.m. Occidental Lounge,  
Student Center

### May 5

#### Blood Drive

10 a.m.–6 p.m. Occidental Lounge,  
Student Center

### May 13

New Employee Orientation\*

### May 25

Faculty Day

### May 26

New Employee Orientation\*

TIAA-CREF Representative  
9:45 a.m.–4 p.m. 036 Library

### May 31

Memorial Day  
College closed.

## June

### June 3

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

### June 8

#### BC Day

Noon–3 p.m. Athletic Field

### June 16

New Employee Orientation\*

### June 23

TIAA-CREF Representative  
9:45 a.m.–4 p.m. 036 Library

### June 30

New Employee Orientation\*

\* Please call the Office of Human  
Resource Services, 951-5137, to  
register for orientation.

## *Who's Who in Human Resource Services*

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BROOKLYN



COLLEGE

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