



Matters

The Newsletter of the Office of Human Resource Services

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Message from Michael

Welcome back from what I hope was a wonderful—albeit seemingly short—summer!

The Office of Human Resource Services begins this academic year with some innovative events. This issue describes our new Wellness Seminar series. I encourage you to take your lunch to one or all of the seminars on topics such as cardiac care, tension relief, and financial fitness. We are also developing several movie screenings for this semester. For further details, check our Web site, www.brooklyn.cuny.edu/bc/offices/hr.

Best wishes for a productive and exciting semester.

Michael T. Hewitt

Assistant Vice-President for Human Resource Services

Brown Bag Luncheon Series

Bring your lunch, spend a little quality time with your coworkers, and learn something helpful and informative! The Office of Human Resource Services announces a new luncheon seminar series designed to add something extra to your work life. Everyone recognizes that a sense of well-being is a principal tool for managing stress both on and off the job. Programs developed to improve your wellness at work are geared toward helping you do your best because you feel your best. Such programs have contributed to recruitment and retention of faculty and staff as well. We hope you enjoy this series and are looking forward to seeing you there.

Please note that registration is limited, so if you would like to attend the series, contact Anne Balsamo, (718) 951-5131 or Abalsamo@brooklyn.cuny.edu, as soon as possible.

Just bring your lunch and your questions. We will provide the beverages and dessert!

September—Cardiac Care

Join a health professional from New York Methodist Hospital for a discussion on how to stay heart healthy. Learn the connection between a healthy lifestyle and longevity. Free blood pressure screenings!

October—The Mind/Body Connection

According to Professor and Chairperson of Physical Education and Exercise Science Charles Tobey, "There is a Superman inside all of us waiting for the mind to let him out." Experience this inspirational hands-on session that will convince you of the mind's significant power over our levels of wellness and its ability to allow ourselves to live up to our potential.

November—Basic Strategies for Financial Fitness

Talk with expert Edward Alferoff of AXA Advisors about saving for retirement, setting up and managing college funds, and developing basic strategies for financial fitness.

December—Tension Breaker

Stressed out from the holiday madness? A representative from the Natural Balance Massage and Wellness Center will share some techniques to increase your wellness. Learn about the holistic approach to healthy living and find out how you can develop the tools to attain a healthy lifestyle. Demonstration massage and coupons for discounted services will be made available!



Information from the Benefits Office

New York City Employees' Retirement System (NYCERS)

This past spring, the Annual Disclosure Statements from NYCERS were mailed directly to participants' addresses on file with NYCERS. The statement lists your accumulated deductions, your designated beneficiaries, your home address, and your membership number. If you did not receive this statement, please contact the Benefits Office, (718) 951-4255; you may also request the statement directly from NYCERS by accessing their Web site, www.nycers.org.

NYCERS has designed pension seminars for all plan members except the uniform force and special 20/25 plan members. At these sessions you will receive a tutorial breakdown of the various retirement options and a Web tutorial during which members can work one-on-one with NYCERS representatives to receive help registering online.

All seminars are held on the following Wednesdays only, beginning at 3 p.m., at the NYCERS office in downtown Brooklyn, 335 Adams Street, 22 floor:

- September 14 (Tier 4)
- September 28 (Tiers 1 and 2)
- October 12 (Tier 4)
- October 19 (Tier 4)
- November 2 (Tier 4)
- November 16 (Tier 4)
- December 7 (Tier 4)
- December 14 (Tiers 1 and 2)

If you have any questions or if you would like to attend any of these seminars, please contact the Benefits Office, (718) 951-4255.

Group Health Incorporated (GHI)

GHI and Blue Cross Blue Shield issued new identification cards to protect members' privacy and confidentiality effective March 2005. These identification cards no longer list your Social Security number but do provide an alternate ID number. Please destroy the old identification cards and notify your medical provider of the change.

Active employees who did not receive new ID cards should contact the Benefits Office, (718) 951-4255; retirees should contact the Office of Labor Relations Retiree Division, (212) 513-0470.

TIAA-CREF

Are you making the right financial decisions to afford the retirement lifestyle you want to achieve? What is your risk-tolerance level? Do you want to review your current asset allocation? If so, Ira Black and Vito Ruvolo of TIAA-CREF are ready to meet with you.

Black and Ruvolo are senior consultants with twenty years and fifteen years of experience, respectively, at TIAA-CREF. Both are registered with the National Association of Security Dealers.

If you would like to meet with either of them, please call Maxine Jones at (800) 842-2733, extension 2461, to schedule an appointment. Their tentative dates on campus are as follows:

- August 25
- September 12 and 27
- October 6 and 18
- December 8 and 15
- January 17 and 26

Black and Ruvolo will be in 036 Library from 8:45 a.m. to 4:45 p.m.

If you have any questions about TIAA-CREF or other concerns, please feel free to contact the Benefits Office, (718) 951-4255.

Junction Deals!

Your Brooklyn College ID is your ticket to discounts at the Junction. Many of the local businesses around the junction of Flatbush and Nostrand Avenues provide a discount for Brooklyn College employees. So the next time you are picking up some fast food or shopping for clothing, flash your ID. Savings can range from 5 to 20 percent off the listed price.

PICA Changes

As of July 1, 2005, psychotropic and asthma drugs are no longer covered under the Psychotropic, Injectable, Chemotherapy, and Asthma (PICA) program. Only injectable and chemotherapy medications will be covered. It will be necessary for you to get new prescriptions for any refills outstanding after July 1.

The new copayments for injectable and chemotherapy medications will be:

Retail Pharmacy (up to a thirty-day supply):

- \$10 for generic medications
- \$25 for preferred brand name (formulary medications)
- \$45 for nonpreferred brand name (nonformulary medications)

If you choose nonpreferred brand name medications that have a generic equivalent, you will be charged the difference in cost between the nonpreferred brand name drug and the generic drug, plus the nonpreferred brand name drug copay.

Benefits Fair

This fall the Benefits Office will host its Fourth Annual Employee Benefits Fair on Tuesday, October 11, 10 a.m. to noon in the Gold and Maroon Rooms, Student Center. Expected attendees include representatives from the health insurance providers, TIAA-CREF, Municipal Credit Union, Flexible Spending Accounts, and more!

Personal Trainers Come to BC

The Department of Physical Education and Exercise Science is pleased to announce that, beginning in October, personal training will be available for the staff. For more information, please contact Professor Charles Tobey, (718) 951-5514.

TransitBenefit Transportation Spending Account Program

Since the CUNY Office of Faculty and Staff Relations introduced the Transportation Spending Account (TSA) program last November, 105 BC employees have enrolled. Deductions are taken from your pretax earnings and placed into an account from which you can draw for use on New York City subways and buses. The program can save you more than \$200 annually.

To learn more about this program, contact the Benefits Office, (718) 951-4255, or log on the TSA Web site, www.cuny.edu/transitbenefit.

Employee Discounts

Verizon Wireless offers a 19 percent discount to CUNY employees. If you are interested or would like to obtain an application, contact Gwendolyn Harewood, payroll manager, 1156 Boylan Hall, (718) 951-5091.

Cingular Wireless offers discounts to Brooklyn College employees. To learn more about this offer, visit our Web site or call Cingular at (800) 356-9752.

On the portal Web site of the **CUNY Office of Faculty and Staff Relations**, employees can receive discounts on clothing, health and fitness, entertainment, computers and office supplies, financial services, and communications. To learn more about these exciting offers, simply go to www.cuny.edu and click on "Log-in." Once you click on the log-in button and you will be given a prompt. Existing users are prompted to enter their username and password. New users must click on "Register Now!" and select your current affiliation with the University (e.g., staff, faculty, etc.) Once you enter your last name, Social Security number, and date of birth, you can begin to use the portal.

Book It!

The Brooklyn College Staff Book Club invites new members to attend its monthly meeting. You'll get acquainted with fellow employees and expand your horizons while sharing lunch and exchanging ideas and insights about selected works of literature.

The club meets on the last Wednesday of every month, with the first meeting scheduled for September 28, 1–2 p.m. in the Women's Center, 227 Ingersoll Hall Extension.

September's book is William Faulkner's *As I Lay Dying*, the classic 1930 novel about the Bundren family's bizarre journey to bury the family matriarch.

Lunch will be provided by the Office of Human Resource Services. If you would like to attend, contact Nava Renek, nrenek@brooklyn.cuny.edu.

Campus Construction Update

Plaza Building is expected to be completely demolished by the end of October. Excavation for the new building is set to begin in about two months; the entire project for the West Quad is expected to be completed by the end of 2007.

Elsewhere on campus, the expansion of the Library Café is scheduled to be finished by the end of September, so you'll soon be able to once again enjoy your favorite Starbucks coffee drink.

You can also look forward to more parking! Starting this November, fifty-seven new parking spaces will be available near the tennis courts.

Finally, the top two floors of the Student Center will be receiving makeovers during summer and fall 2006, with work to be completed by November.

As always, we thank you for your patience during all renovation projects.

eAppointments Up and Running

The online program for the submission of appointment information—eAppointments—was piloted this past spring in five academic departments and proved to be a success. Over the summer, eAppointments was expanded to all departments that process adjunct appointments and is now being piloted in four administrative departments for college assistant appointments. The Offices of Human Resource Services and Information Technology Services are looking forward to extending the process to all categories of staff in the near future.

Focus On:

Environmental Health and Safety

Accident Prevention

In order to effectively prevent work-related injuries and illnesses, existing or potential hazards in the workplace must be identified and eliminated or controlled. Below are some suggestions from the Office of Environmental Health and Safety on how to make the workplace a safer place.

- Concerns regarding an incident or unsafe condition, as well as near-miss incidents, should promptly be brought to the attention of the immediate supervisor or area head.
- Hazardous situations in need of immediate attention should be reported to the Office of Environmental Health and Safety (EHS), the Facilities Department, or the Office of Campus and Community Safety Services, as appropriate.
- Follow safety warning signs, safe work procedures, and other instructions.
- Always use required personal protective equipment that is in good working condition.
- Do not remove any protective safety devices or safeguards that have been provided.
- Encourage coworkers to use safe work practices on the job.
- Make suggestions about changes that you believe will improve employee safety.

In the event of an injury, medical assistance should be sought immediately by contacting the Office of Campus and Community Safety Services, (718) 951-5511. As soon as possible, an employee injury report should be completed and forwarded to the Office of Payroll, 1156 Boylan Hall.

2005 W-2 Announcement

Starting with the 2005 W-2 statements, the Office of the State Comptroller will begin to provide direct mailing of statements to all CUNY employees. Statements will be mailed to the address as it appears on your paycheck/direct deposit advice.

To ensure that your W-2 is mailed to your correct address, please make sure you provide the Office of Human Resource Services or the Payroll Office with an updated mailing address as soon as possible. Mailing W-2s directly to employees saves time and, in most cases, money for the College and provides a more reliable method of distributing these statements.

The employee's direct supervisor also needs to complete a brief report. Both reports are required in order to file for workers' compensation benefits.

The EHS Office receives copies of injury reports, maintains records, and files annual reports in compliance with Occupational Safety and Health Administration (OSHA) and New York State Department of Labor requirements. Upon reviewing reports, the office conducts any necessary safety inspections, hazard assessments, and safety training. If you have any safety-related questions or concerns, contact Aldo Orlando, (718) 951-5400 or Aldo@brooklyn.cuny.edu.

Classified Staff News

Welcome to new classified staff employees!

Campus Peace Officers Kim Cook, Kelena Jackson, Jamar Jamison, Nahama McLean-Hadden, Dorothy Meade

College Accounting Assistants Dana D'Alessandro, Caroline Marrero

CUNY Office Assistants Ebony Anderson, Donaree Brown, Angela Caragliano, Deborah Dancy, Jennifer DePalma, Patrice Evans, Shonte Harrell, Malka Hoffert, Sharona Naftaliahu, Peggy Sainte, Euradene Speede, Elizabeth Vittorioso

Custodial Supervisor Abraham Hunter

Mail/Message Services Worker Michael Thomas

Painter Michael Taylor

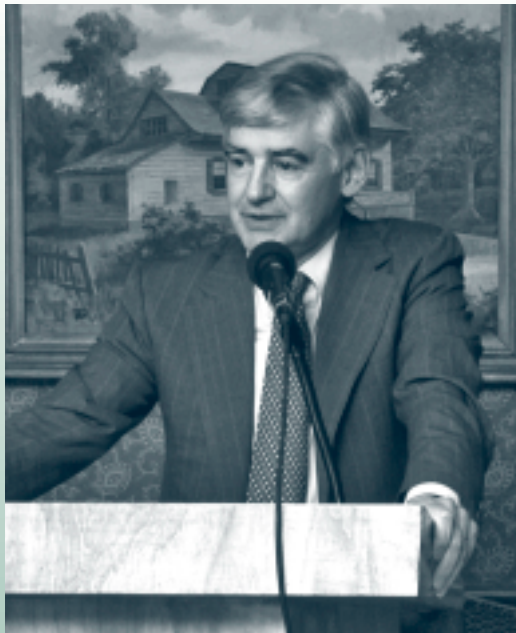
Senior Custodial Supervisor David Green

Stationary Engineer Oliver Heaney

Thermostat Repairer Matthew Fried

Best wishes to recent retirees!

Marion Felicetti and Rhoda Melendez, CUNY office assistants; Frank Macaluso, maintenance worker



Employee-of-the-Month Luncheon

The fifth annual Employee-of-the-Month Luncheon was celebrated on June 10 in the State Lounge, Student Center. The luncheon, hosted by President Christoph M. Kimmich, honored the awardees for the 2004–05 academic year.



*Clockwise, from far left:
President Kimmich greets the
Employees of the Month.*

*December 2004 Employee of the
Month Jacqueline Galang, with
President Kimmich*

Winners and their guests enjoy lunch.





Celebrating Civil Service: Hourly Custodial Assistant



Yvonne Williams has been at Brooklyn College just over a year, but already her work on the custodial crew has been recognized. A few weeks ago, while Williams was working her 11 a.m.–7 p.m. shift in the basement and on the first floor of Boylan Hall, a young woman ran up to her. “Miss, I’ve been looking for you since yesterday,” she said. “I just wanted to say you do a really good job, and since you’ve been here things are so much better in the bathrooms.”

Williams, a mother of three from Trinidad, laughs at the memory. “I do the bathrooms here as I would do the bathrooms in my own home,” she explains. Williams has lived a few blocks from the College for the past ten years and submitted her résumé to Human Resources last year, hoping she could land a cleaning job. For more than a decade she had worked as a nanny helping to raise three children for a family in South Orange, New Jersey. Now that those kids have grown up, she was looking for work closer to home.

She remembers her interview with Mike Golan, administrative superintendent of campus buildings and grounds, very well. “When I came in for the interview he told me, ‘I’m sorry, we don’t have an opening right now. Yvonne, I don’t know what it is about you, but I like you.’ When I got home that night, there was a message from Mr. Golan asking me if I could come in the next day.”

Williams proved Golan right, and after a few months Principal Custodial Supervisor Frank Brocato increased her daily hours from four to eight. Meanwhile, the inhabitants of Boylan Hall, now accustomed to the sparkling fixtures and spotless surfaces in the bathrooms she oversees, have become naturally protective of her. “The other day,” says Williams, “I was called because somebody had spilled coffee in the hallway, and I came over to mop it up. A woman who works in one of the offices came out and said, ‘Are they having you mop the hallways, too? That is too much! They’re going to kill you!’ and I just started laughing.”

Calendar

September

September 5

Labor Day

College closed.

September 12

TIAA-CREF Representative*

September 13

New Employee Orientation**

10 a.m.–noon

State Lounge, Student Center

September 15

Faculty/Adjunct pay date

September 27

TIAA-CREF Representative*

September 28

Book Club Meeting

1–2 p.m. Women's Center,
227 Ingersoll Hall Extension

September 28–29

Blood Drive

11 a.m.–7 p.m.

Student Center

September 29

Faculty/Adjunct pay date

September 30

TIAA-CREF Representative*

October

October 6

TIAA-CREF Representative*

October 7

New Employee Orientation**

10 a.m.–noon

State Lounge, Student Center

October 10

Columbus Day

College closed.

October 11

Benefits Fair

10 a.m.–noon, Gold and Maroon
Rooms, Student Center

October 13

Faculty/Adjunct pay date

October 16

Breast Cancer Walk

9 a.m.–1 p.m., Prospect Park
For additional information, call
(718) 951-4505.

October 18

TIAA-CREF Representative*

October 25

New Employee Orientation**

10 a.m.–noon

State Lounge, Student Center

October 27

Faculty/Adjunct pay date

November

November 1–December 17

Toy Drive

Drop off locations in lobbies of Boylan
Hall and James Hall

November 10

Faculty/Adjunct pay date

November 15

New Employee Orientation**

10 a.m.–noon

State Lounge, Student Center

November 17

Twenty-ninth Annual Great American
Smokeout®***

November 19

World AIDS Fashion Show

Student Center

November 23

Faculty/Adjunct pay date

December

December 6

New Employee Orientation**

10 a.m.–noon

State Lounge, Student Center

December 6–8

Blood Drive***

December 8

Faculty/Adjunct pay date

TIAA-CREF Representative*

December 15

TIAA-CREF Representative*

December 22

Faculty/Adjunct pay date

December 26

Christmas Holiday

College closed.

* To schedule an appointment, call
(800) 842-2733, extension 2461.

** Date subject to change.

*** Time and location to be
announced.

Who's Who in Human Resource Services

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

Barbara Lawson

Deputy Director for HRS and Information Systems
1223 Boylan Hall
(718) 951-5161
Blawson@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 Coordinator
1219 Boylan Hall
(718) 951-5377
Judith@brooklyn.cuny.edu

Newsletter Staff

Editor: Therese Marrocco

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



Human Resource Services

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