



Message from Michael

Welcome back from what I hope was an enjoyable summer.

Although I am not exactly the

new kid on the block, I look forward to working with you in my new capacity as assistant vice-president for human resource services (HRS). Thanks so much to everyone who has offered congratulations and generously expressed support.

HRS begins this academic year with some fresh initiatives, all of which are designed to help us better serve you. This issue of *HR Matters* describes several of them, including our improved and enhanced Web site as well as our “How Are We Doing?” survey.

Enough from me—you have reading to do. Best wishes for a productive and exciting semester.

Michael T. Hewitt

Assistant Vice-President for Human Resource Services

Visit Our Souped-Up Web Site!

This semester, the Office of Human Resource Services will launch a new easy-to-use Web site. The site was redesigned to highlight the many services HRS provides to the College community and to make important information easily accessible. One of the new key features is a section for forms that can be easily downloaded and printed. Visit the site at www.brooklyn.cuny.edu/bc/offices/hr/.

How Are We Doing?

The Office of Human Resource Services is committed to providing quality service to the campus community, but there's only one way to know if we're doing it properly—if you tell us! We are asking you to rate our performance with our “How Are We Doing?” survey. What do you think? Are we doing our jobs well? What are the areas we can improve? You will be receiving both a hard copy and an e-mail version of the survey. Please take a few moments to complete it. Your responses—which will be kept anonymous—will help us to better serve your needs.

Information from the Benefits Office

The Health Benefits Transfer Period will be held this fall. During this period, employees may transfer health plans, add or drop dependents, and add or drop optional riders. You must complete a health benefits application in order to make any changes regarding your health insurance status. Information about the transfer period will be available at the annual Benefits Fair on October 13 in the Student Center.

The fall semester will also include an Open Enrollment Period for the Flexible Spending Accounts Program (HCFA), the Dependent Care Assistance Program (DeCAP), and the Health Benefits Buy-Out Waiver Program. Please note that there *will not* be an Early Retirement Incentive Program offered.

For more information, please visit www.nyc.gov/html/olr/html/health/health_benefits_prog.shtml.



Focus On: Environmental Health and Safety

James Hall Study Update

A pilot study to address faculty and staff concerns regarding cancer incidence in James Hall was initiated during the spring 2004 semester. The first phase invited faculty and staff who work or have worked in James Hall to participate in the study. As of July 22, 113 responses have been received out of the initial distribution of 607 questionnaires. Responses are being reviewed and a follow-up questionnaire will be mailed out shortly. The study is expected to be completed by the end of the fall 2004 semester and a report of the findings will follow.

Plaza Building Abatement and Demolition

As part of the West Quad Project, Plaza Building is slated to be demolished this fall.

The building is scheduled to be vacated by September 1. Afterward, all materials that contain asbestos, such as floor tiles and roofing material, will have to be removed prior to demolition. In accordance with regulatory requirements, a licensed/certified contractor will perform the abatement work and an independent environmental consultant will conduct air monitoring throughout the course of the work.

If you have any questions or concerns, contact Aldo Orlando, (718) 951-5400 or Aldo@brooklyn.cuny.edu.

Asbestos FAQs

What does abatement mean?

Asbestos abatement is the safe removal of any material containing asbestos. Asbestos is an odorless, naturally occurring fibrous material that used to be considered an ideal fire-retardant. It is found in two forms: 1) *friable*, which crumbles and becomes airborne, and 2) *nonfriable*, which is embedded in a hard, durable material (e.g., cement, plaster, glue, etc.) and, therefore, not easily airborne. Plaza Building contains nonfriable asbestos in the floor tiles and roof materials that must be removed before the building is demolished. Removal of asbestos in Plaza Building will begin in October 2004, after the building is completely vacant.

What measures are being taken to ensure the health and safety of staff and students?

Every precaution is being taken to ensure the safety of the College community. The abatement process is heavily regulated. There are laws that are designed and strictly enforced to protect both the contractors and building inhabitants. The process has stringent standards set by the federal government, the Occupational Safety and Health Administration (OSHA), the Environmental Protection Agency (EPA), the New York State Department of Labor (DOL), and other reputable organizations. The process involving the selection of a contractor is governed by these federal and state requirements. The company that is awarded the abatement contract has to demonstrate that it is fully certified in the removal process.

Important Reminder

Remember to contact the Office of Human Resource Services if you have experienced any major life event, such as marriage, birth, adoption, loss of a spouse, name change, or divorce.



*Celebrating Civil Service:
Administrative Superintendent*

Michael Golan would like you to stop smoking. He's aware that smoking is bad for your health, but as the administrative superintendent he's also concerned that some members of the College community are not careful when disposing of their cigarette butts. "I see them everywhere and I know we can do better," sighs the twenty-one-year Brooklyn College veteran, who oversees the cleaning and grounds crews. This summer, Golan, in joint review with his immediate supervisor, Steve Czirak, and Vice-President Steve Little, purchased new Alladin Smoker's Stations to place at prime smoking spots on

campus. Each three-foot-high station is topped with a long hollow steel column above a solid base. Ideally, smokers will place their smoldering butts into a hole at the top of the device and they will fall into a bucket at the bottom and extinguish in the airless dark.

To accompany the Smoker's Stations, Golan has put out new garbage cans—green, fireproof steel cans from the award-winning Architek line of trash receptacles made by Howard Products. They are part of President Kimmich's long-term campaign to beautify the College that has yielded astonishing results: In 2003, the Princeton Review ranked the Brooklyn College campus the "most beautiful" in the United States.

But, as Golan will tell you, this kind of beauty doesn't come easy. During snowstorms and in the fall when leaves clog the sidewalks, Golan and his crew spend a lot of time cleaning. Outside, the grass gets cut, the trees and bushes are trimmed, and garbage is collected; inside, the halls are polished, the bathrooms cleaned, and the windows washed. "Only a team effort can make such an undertaking possible, and I am fortunate to have a dedicated custodial and grounds staff, who have greatly improved the campus environment.

"Like many New York City kids today, I went to the City University," says Golan, who graduated from Lehman College in 1977 with a degree in urban science.

Back when he was a student, Golan protested to keep CUNY tuition free. Now he fights to make sure the halls are kept clean. "In the future the biggest problem is going to be staffing and maintaining these beautiful buildings," he says. Currently, Golan oversees a staff of ninety part- and full-time workers. He'd like to have more.

His job is rewarding, but the sometimes careless behavior of students gives him pause. "We need to remember how special this College is. We can all help by putting things in garbage cans, turning off lights when we leave a room, or closing a window. This way the College will be in a better position to launch our new leaders."

Payroll News

Adjunct pay dates for fall 2004 are September 16 and 30, October 14 and 28, November 10 and 24, December 9 and 23, and January 6.

Banking News

Brooklyn College has been authorized by the University to offer its employees participation in direct deposit of paychecks without the previously required waiting period. With direct deposit, there is no need to wait for a check to clear—your salary is available to you in advance of a check being mailed to your bank by the College or picked up from Check Distribution on payday. In order to participate in direct deposit, employees must have a bank account. To assist those individuals who do not have an account or who would like to change their current banking arrangement, the institutions below offer a wide variety of services.

Chase

Villana Williams, assistant treasurer
1599 Flatbush Avenue • Brooklyn, NY 11210
villana.Williams@jpmchase.com

Chase offers free checking with direct deposit to all Brooklyn College employees. You would enjoy free and easy access to your money, with no monthly service and transaction fees and no limit to the number of checks you write for as long as you remain an employee of the College. And you won't need to keep a minimum balance in your account!

Enrollment in the program also entitles you to the following, applicable to direct deposit accounts only:

- Free Chase Online services
- Free online bill payment
- Free e-mail banking alerts
- Free Chase banking card with MasterCard logo
- All the financial expertise that only Chase can offer

HSBC

Janice Tatum
1545 Flatbush Avenue • Brooklyn, NY 11210
JaniceTatum@US.HSBC.com

HSBC also offers Brooklyn College employees free checking as well as a gift to every customer who opens an account. The free checking introductory offer also features a tell-a-friend component—when a current HSBC customer refers family and friends to open new checking accounts, each will receive a free gift. HSBC's free checking product includes:

- Free access to HSBC'S award-winning Internet banking
- Free online bill payment service
- No-fee MasterMoney debit card
- Free 24/7 telephone banking access
- Option of overdraft protection
- No monthly maintenance fee
- No required minimum balance
- Access to more than four hundred branches and six hundred ATMs in New York State
- Fifty free checks and the ability to view cancelled checks online

As the College is in the process of discontinuing the mailing of employee paychecks, it is especially important that you take advantage of direct deposit services. Employees interested in participating in direct deposit may pick up an enrollment application in the Payroll Office, 1156 Boylan Hall. Those interested in participating with either Chase or HSBC should visit or contact their branch.

MCU and PSC

MCU and PSC are full-service financial institutions offering a broad range of high-quality, low-cost services. Both offer the convenience of direct deposit, automatic payroll deductions, and twenty-four-hour access to ATMs. MCU has ATMs in all New York City hospitals, and all MCU branches are open late on Thursday. To obtain more information about the services offered by MCU and PSC, visit the Payroll Office or contact the institution.

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

PSC
25 West 43 Street
New York, NY 10036
www.psc-cuny.org

Classified Staff News

Welcome to new classified staff employees!

Campus Peace Officers Mario Augustin, Anthony Baker, Leslie Cameron, Joycelyn Davilar, Anise Dixon, Vincent Hill, Thomas Hunter, Debra Williams, Wayne Woodley

Laborers Richard Goodwin, Jason Robinson

Steamfitter Gus DiFabio

Steamfitter's Helper Joseph Tuers

Electrician's Helper Richard Stackpole

Print Shop Associate Harry Delva

Information Systems Assistant Cristian Feliz

Principal Custodial Supervisor Frank Brocato

Custodial Supervisor Cheryl Clarke

Custodial Assistants Michael Bennett, Rogelio Parris, Frank Tammaro

CUNY Office Assistants Jacqueline Binder, Natasha Dutton, Jane Graham, Lorraine Greenfield, Audre Jackson, Lena Lopez, June Perino, Marjorie Vanriel

Stationary Engineers Raymond Atiles, Joseph DePrisco



Book It!

Oprah's not the only one with a book club—now Brooklyn College has one, too!

The Office of Human Resource Services, the Office of the Dean of Undergraduate Studies, and the Women's Center are happy to announce their joint sponsorship of the new Brooklyn College Staff Book Club. The

club will meet once a month at lunchtime to discuss that month's book selection. For September, the book will be Brooklyn College alumnus Frank McCourt's critically acclaimed bestseller *Angela's Ashes*. After that, each month's book will be chosen by the entire club.

Human Resources will sponsor the inaugural luncheon for the September discussion meeting, and the Women's Center will provide free copies of *Angela's Ashes* to the first twenty people who join the club.

Don't miss this great opportunity to get to know colleagues from other offices and other parts of the campus!

For more information or to help organize club meetings, please contact Nava Renek, (718) 951-5777.

Coming Soon

In response to your concerns about the amount of paperwork and time spent completing appointment forms, the Office of Human Resource Services and Information Technology Services are developing an online program for submission of appointment information. The project is well under way and is expected to be available in spring 2005.



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

Assistant Vice-President Michael Hewitt congratulates the ten awardees for the 2003–04 academic year.

November Employee of the Month, Jean Patterson, gets a warm hug from President Kimmich.

Guy Cocchiarella, the deserving February awardee, smiles as he and President Kimmich strike a picture-in-picture pose.



Employee-of-the-Month Luncheon

The fourth annual Employee-of-the-Month luncheon was celebrated on June 23 in the State Lounge, Student Center. The luncheon, hosted by President Christoph M. Kimmich, honored the awardees for the 2003–04 academic year.

Calendar

September

September 6

Labor Day
College closed.

September 7

Blood Drive
Noon–5:30 p.m.
Mobile van on Campus Road

September 22

New Employee Orientation
10 a.m.–noon. State Lounge, Student Center. Date subject to change.

TIAA-CREF Representative*

September 30

TIAA-CREF Representative*

October

October 6

Medicare Seminar
Noon–1 p.m. Maroon Room, Student Center. Seating limited. RSVP to the Benefits Office by October 1.

October 8

TIAA-CREF Representative*

October 11

Columbus Day
College closed.

October 12–13

Blood Drive
11 a.m.–8 p.m. Occidental Lounge, Student Center

October 13

Benefits Fair
10 a.m.–noon. Gold and Maroon Room, Student Center

October 17

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

October 20

New Employee Orientation
10 a.m.–noon. State Lounge, Student Center. Date subject to change.

October 21

Domestic Violence Conference
9 a.m.–5 p.m. Gold Room, Student Center

October 25

TIAA-CREF Representative*

November

November 1–December 17

Toy Drive
Lobbies of Boylan Hall and James Hall

November 11

Diabetes Screening
1:30–3:30 p.m. Location to be announced.

November 12

TIAA-CREF Representative*

November 17

New Employee Orientation
State Lounge, Student Center. Date subject to change.

November 18

Twenty-eighth Annual Great American Smoke-Out
1:30–3:30 p.m. Location to be announced.

November 24

TIAA-CREF Representative*

November 25–26

Thanksgiving Holiday
College closed.

December

December 1

World AIDS Day Quilt Display
10 a.m.–6 p.m. Location to be announced.

December 1–2

Blood Drive
Hours and location to be announced.

December 9

TIAA-CREF Representative*

December 13

TIAA-CREF Representative*

December 15

New Employee Orientation
10 a.m.–noon. State Lounge, Student Center. Date subject to change.

December 24–25

Christmas Holiday
College closed.

December 31–January 1

New Year's Holiday
College closed.

*To schedule an appointment, please call (800) 842-2733. Consultations will be held between 9 a.m. and 5 p.m. in 036 Library.

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

Associate Director, Human Resources/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

Administrator, Human Resource Information Systems
1223 Boylan Hall
(718) 951-5161
Blawson@brooklyn.cuny.edu

Therese Marrocco

Manager, Recruitment and Staff Development
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