New Provost Addresses
Borough Roots, Sports Favorites, and Reasons for
Coming to Brooklyn College

“I am humbled that anyone would want to know these details about me,” remarked newly appointed Brooklyn College Provost and Vice-President for Academic Affairs William Tramontano, who agreed to answer a few of our questions about his background.

As a Brooklyn native, what was it like growing up in the borough?
Life for me as a child growing up in Dyker Heights and Bay Ridge revolved around St. Bernadette’s Church on 83 Street, then St. Patrick’s on 95 Street. I was an active musician in the Folk Group and in the Parish Council. I also took part in all sorts of athletics—playing golf at Dyker Beach, fishing under the Verrazano-Narrows Bridge. We spent summers in the Hamptons, on the poor man’s side of the bay, where we went clamming and crabbing.

I come from a big, extended Italian family. I attended high school at Brooklyn Prep, where the Jesuits made you mature very quickly. I was a squire in the Knights of Columbus and was, and still am, a Rolling Stones fanatic! I also coached Little League.

What sports teams do you follow?
I’ve always followed the Long Island side of sports—the Mets, the Jets, the Islanders, and the Nets. I was a crazed Jets fan and even have an autograph from Joe Namath. In the late 1950s, when I was two or three, my folks dressed me up in a Brooklyn Dodgers uniform. Despite those loyalties, I was awed when I met Vince Lombardi.

What made you decide to accept the provost position at Brooklyn College?
After serving as acting provost at Lehman College and as a member of the CUNY Academic Council, I decided to pursue provost positions in the metropolitan area, especially within CUNY. When the opportunity presented itself at Brooklyn College, with its traditions and history, it was an easy decision for me.

What were your first impressions of the campus?
The Brooklyn College Library floored me, especially the mixing of the traditional with the modern. It is our challenge to bring all the original buildings to that same place.

How about the College community—the faculty, staff, students, surrounding area?
Everyone has been kind and welcoming to me. So far, I have dealt mostly with staff and a few faculty. I’m eager to get to know the student population. On paper the students here are a bit younger and more traditional than they were at Lehman. They are closer to what I experienced at Manhattan College in Riverdale.

As a child and teenager growing up in the borough, I never ventured into this part of Brooklyn. I stayed “along the water,” as I put it. People do not realize the sheer size and complexity of the borough. The community outside the College seems particularly vibrant. However, the lack of family-owned ethnic restaurants in the immediate area distresses me.

What are some of the ideas you’d like to put into effect in the academic area?
There is so much for me to learn about Brooklyn College. We are always looking to upgrade our infrastructure and create new programs that respond to the changing world.

We have a difficult mission because we have many constituencies, both undergraduate and graduate. A new science facility and the performing arts complex are vital, as is the renovation of existing facilities, particularly Ingersoll Hall. Business is one of the largest majors at Brooklyn, and expansion into graduate areas should be explored. It is
critical that we be seen as a major player in doctoral education at CUNY. Brooklyn also has a very atypical academic organizational structure that may or may not be the most efficient at this point in time in the history of the College and CUNY.

Key Points in PSC-CUNY Collective Bargaining Agreement

The University and the Professional Staff Congress/CUNY reached an agreement on a new contract to run from September 20, 2007, through October 19, 2010. The union’s membership has voted to ratify the agreement.

Some of the features of the new contract included:

- Across-the-board increases will equate to 10.5 percent by October 20, 2009. Additional increases will be applied to contractual salary schedules. Union members separated from employment after the salary increase takes effect will receive retroactive pay for the time they were in active status. The State Office of Payroll has announced that the new salaries are scheduled to be implemented with the first payroll of November 2008.

- Those persons serving in the CLT title series and in the title Assistant to Higher Education Officer who hold master’s degrees from an accredited university in a field related to their work will receive an annual salary differential of $1,000. Employees in these titles who hold a doctorate from an accredited university in a job-related field will receive an annual salary differential of $2,500.

- The agreement establishes a fund to pay for a parental leave benefit of up to eight weeks for full-time instructional staff employed by CUNY who are on a continuous leave of absence to care for a newborn or adopted child under one year of age. Both the benefit itself and the logistics of implementation are still in negotiation among the PSC, CUNY, and the state of New York.

*Pending a labor-management committee’s discussion of issues, full-time instructional staff will be eligible to share accrued temporary disability leave days in two forms:*
One will allow contributions to a named individual who has insufficient accrued leave to cover an acute medical need; the other will allow contributions to a time bank, which can be used by qualifying individuals in need.

- Benefits for adjuncts will be expanded. Full-time substitute service will count toward the ten semesters of service required for a tuition waiver and toward eligibility for adjunct health coverage.
- The new title of clinical professor will be established. Persons appointed to this title will hold annual appointments with service in the title limited to a maximum of seven years. Persons serving in this title will not advance toward tenure or a certificate of continuous employment.
- Retirees will retain access to their CUNY e-mail addresses, subject to University policies and procedures.

**Payroll News**

**Direct Deposit and You**
No more fees or long lines. Let us do the work for you! With direct deposit your check is in the bank waiting for you. It’s convenient and easy. Simply stop by the Payroll Office or download the enrollment form at www.brooklyn.cuny.edu/bc/offices/hr.

Here are a few of the benefits that direct deposit offers:
- It’s convenient. No waiting for your paycheck on payday—the money is already in your account.
- It’s safe. No worrying over lost, stolen, or destroyed paychecks.
- It saves time. Avoid long lines at the bank on payday.
- If you miss work on a payday or you’re on vacation, your money is placed in the bank automatically.
- You can have portions of your pay deposited into eight different accounts.

**Note:** Any changes or cancellations must be received by the Payroll Office two weeks prior to the payday for which the change is to occur.

**Reminder:** December 31 is a pay date, and the University will be closed for the holiday.

**Another reminder:** Adjuncts are eligible to participate in direct deposit, too!
If you have any questions regarding direct deposit, contact the Payroll Office, 1156 Boylan Hall, 718.951.5091.

**Paycheck Distribution**
Paychecks are available for pickup at the Enrollment Services Center (ESC), 0100A Boylan Hall (near the cafeteria) after 3 p.m. the Wednesday before payday. All faculty and staff members are required to present proper photo identification (Brooklyn College ID or valid state identification) in order to receive their paycheck check and/or advice.

**The hours of operation for the ESC are:**
- Monday and Thursday 9 a.m.–6:45 p.m.
- Tuesday and Wednesday 9 a.m.–8:30 p.m.
- Friday 9 a.m.–5 p.m.

Checks are held in the ESC for pickup for up to one week. Checks that are not picked up after the indicated time frame will be mailed to the employee’s home address; advices that are not picked up will be mailed to the employee’s department.

If you have any questions or would like additional information, call 718.758.8150.

**Fall Adjunct Instructional Staff Pay Dates**
During the fall semester, adjuncts shall be paid on nine successive adjunct pay dates. The first pay date was September 11 (payroll #12) and the final pay date will be December 31 (payroll #20).

- September 11 and 25
- October 9 and 23
- November 6 and 20
- December 4, 18, and 31
**Timesheets at Your Fingertips**

Time sheets for nonteaching adjuncts, continuing education teachers, college assistants, and student aides are available on the Brooklyn College website. They are easily accessible to download and print whenever needed. Log on to www.brooklyn.cuny.edu/bc/offices/hr/include/pdf/nonteaching.pdf.

**W-2 Statements**

The New York Office of the State Comptroller will be mailing the 2008 W-2 statements beginning the third week of January 2009. To ensure receipt of your statement, please notify the Payroll Office of any changes to the address that appears on your paycheck and/or direct deposit advice. Failure to do so will result in a delay of your W-2.

Address changes may be completed in either the Office of Human Resources or the Payroll Office. You may also download the form at www.brooklyn.cuny.edu/bc/offices/hr/.

**Important Social Security Number Verification**

In order to successfully process annual employee W-2 wage reports to the Social Security Administration, names and Social Security numbers must be correct. The accurate reporting of this information will ensure proper crediting to employee earnings records, which in turn is important for determining future Social Security benefits.

**We’re Investing in You!**

Beginning later this fall, we will be offering several management and leadership training programs to staff members. TriC Training and Consulting will be working with participants in the areas of communication, teamwork, dealing with difficult people, conflict resolution, and decision making. Previous professional development seminars have been very successful, and the Office of Human Resource Services looks forward to sponsoring these programs.

**Identity Theft and What You Can Do**

**What is identity theft?**

Identity theft occurs when someone uses your personal identifying information (e.g., your name, Social Security number, credit card number) without your permission to commit fraud or other crimes.

**What should I do if I’m a victim of identity theft?**

Immediately place a fraud alert with any one of the credit reporting agencies listed below and contact your local precinct. Be sure to keep a record with the details of your conversations and copies of all correspondence, and always remain aware of your surroundings when conducting personal business.

**How can I place fraud alerts on my credit reports and review my credit reports?**

Fraud alerts can help prevent an identity thief from conducting business in your name. Contact the toll-free number of any of the three companies below to place a fraud alert on your credit report or to review your report. The agency you contact is required to notify the other agencies, and all three will send you a letter of confirmation. The alert will remain on your credit reports for approximately ninety days.

- Equifax: 800.525.6285; www.equifax.com; P.O. Box 740241, Atlanta, GA 30374-0241
- Experian: 888.EXPERIAN (397.3742); www.experian.com; P.O. Box 9532, Allen,TX 75013
- TransUnion: 800.680.7289; www.transunion.com; Fraud Victim Assistance Division, P.O. Box 6790, Fullerton, CA 92834-6790

For more information about identity theft and your credit report, visit www.ftc.gov.
New Employee Recognition Program Seeks First Award Winner

The Brooklyn College Employee of the Month program, which highlighted the outstanding performance of dozens of College staffers, has come to an end. Or, more accurately, it has morphed into something bigger and better—the Employee Recognition Awards Program, which will extend recognition to an even broader spectrum of the College community.

The Employee of the Month program was introduced shortly after the arrival of Christoph M. Kimmich in February 2000. The president was determined to create a culture of civility and high morale among employees. Reasoning that the staff was composed of extraordinary, competitive, high-achieving people, he said, “We need to recognize this openly and to enlist them in what needs to happen to achieve change.”

Over the more than seven years of its existence, the program fulfilled its mission so successfully that it has now been expanded. Like its predecessor, the Employee Recognition Awards Program will acknowledge the outstanding performance, excellent service, high-minded scholarship, or creative works delivered by an individual employee, whether that employee is a member of the support staff or faculty, full time or part time.

Each semester employees will be recognized in a variety of categories. You can nominate any employee you think is deserving of this recognition. For rules, nomination forms, and more information, visit the Human Resource Services webpage at www.brooklyn.cuny.edu/erap/.

The last Employee of the Month luncheon was celebrated on Wednesday, June 11, in the Penthouse in the Student Center. The luncheon, hosted by President Christoph M. Kimmich, honored the awardees for the 2007–08 academic year.


President Kimmich congratulates Dave Bryan, the final Employee of the Month.
Two Project Managers Join Facilities Staff to Guide Construction

As the spate of major construction projects on campus progresses, the Facilities Department has added two veteran project managers whose years of experience will help guide ongoing and future building projects toward successful completion.

The new hires, Matthew Schaefer (right) and Jose Santamaria, who arrived on campus in late August, “are architects who also have project management experience,” says Kathleen Kovach, director of facilities planning and construction. “Each of them will be responsible for overseeing a variety of capital and in-house projects. They will be assigned projects on a rotational basis on the schedules of the projects, each with a particular timeline based on the process of design and construction.”

Matthew Schaefer, a native of Idaho who now calls Ditmas Park home, has a dozen years of experience in the design and construction industry, including a stint with the internationally recognized design firm of Robert A.M. Stern Architects LLP. He is certified by the United States Green Building Council as a leader in energy and environmental design.

“The ‘leader’ accreditation basically means that I’ve been trained to design with consideration to environmental concerns,” he explains. “That has come in handy during the course of my career because I’ve worked on a number of small college projects where taking the environment into account is a real asset.”

Schaefer, who earned his bachelor’s degree in architecture from the University of Idaho, says he is anticipating with pleasure becoming part of the Brooklyn College community. “I’ve worked on many small college projects but have never been part of one,” he said. “It will be great to work at Brooklyn College because I consider the College my neighbor, and it’s a real gem of a campus.”

Jose Santamaria, a native of Ecuador, immigrated at age six to the United States with his family, growing up on West 97 Street in Manhattan. He attended public schools and received his bachelor’s degree in architecture from City College of New York. Now a naturalized citizen of the United States, Santamaria has worked in the design and project management fields for nearly two decades. He was with New York Life Insurance for seventeen years, and then with Fortis, a Brussels-based international financial services company, until recently.

He says he is very much looking forward to working within the CUNY project management system. “I’m really looking forward to getting down to work on the large number of projects here,” Santamaria says. “I’m anticipating learning a whole new form of project management, one that’s different from the financial and insurance industries because of the differences between the needs and goals of those industries and the higher education field.”

Santamaria and his wife have two daughters and a son, who recently received a master of science in information sciences from LaSalle University.
### Keepin’ It Safe

The Workplace Violence Advisory Team and the Advisory Committee on Campus Security conducted several focus groups to discuss the concerns of the campus community. From these discussions and in response to requests, we developed training programs to address fundamental approaches to personal safety and recognizing risk factors.

On June 25 and 26, 2008, we conducted four Workplace Security Awareness Training Programs for approximately one hundred employees.

Jesus Perez, director of the Center for Academic Advisement and Student Success, commented that this was one of the most useful training seminars the College has held: “These seminars should be available for all employees. My staff was reluctant to go at first but quite enthusiastic once they attended. The training is just what we need right now. We should have more of these types of sessions.”

The training was conducted by Felix Nater, of Nater Associates, Security Consulting. Nater is a certified security consultant, retired postal inspector, and Army Reserve sergeant major with more than thirty years of management and security experience.

### Multiple Position Reporting Forms Now Online

The Office of the Associate Provost and the Office of Academic Personnel are happy to announce that Multiple Position Reporting Forms can now be completed online.

An announcement sent to all faculty in late August contained both the reformatted form and the new instructions for completing it. Any faculty members who missed the e-mail announcement may access the “Forms” section of the human resources webpage, where they will find not only the new form and instructions but the University’s Statement of Policy on Multiple Positions as well as the Brooklyn College Guidelines on Multiple Positions.

All full-time faculty should forward completed reporting forms to their respective department chairpersons no later than September 18, 2008.

Questions on multiple positions should be addressed to Associate Provost Jerry Miroznik at x5124 or to Denise Flanagan at x5137.

### Learning at Lunch

Our Brown Bag Luncheon series will continue this fall with three exciting, informative, and helpful meetings. First up, on October 22, “Take a Piece of Brooklyn” brings Brooklyn Historian Ron Schweiger on campus for an in-house tour of Brooklyn’s offerings and hidden gems. Schweiger will share some personal memorabilia of what makes New York’s most populous borough so intriguing.

On November 12, a representative from Natural Balance Massage and Wellness Center will share some techniques to increase your wellness and “Set Your Mind Free.” Natural Balance is a wellness center with a genuine passion for promoting healthy, balanced living. Through therapeutic bodywork, natural medicine, rejuvenating treatments, lifestyle education, wellness classes, and natural products, attendees will learn about the holistic approach to a healthy lifestyle and find out how to acquire tools to attain it. Soothing foot and body massages will be demonstrated, and a yoga instructor will discuss meditation techniques.

“Trigger Your Good Health,” our December 3 meeting, will reveal how stress affects the body. You will learn simple techniques that you can do at work or home to reduce the negative effects of stress. You’ll also learn about trigger points—what they are, how to locate them on the body, how to relieve them, and their relationship with stress and your overall well-being.

All meetings will be held in the Alumni Lounge, Student Center, from noon to 2 p.m. As always, light refreshments and beverages will be provided. Space is limited; please contact Therese Marrocco at therese@brooklyn.cuny.edu to reserve your spot. Now pack your lunch and come learn with us!
Focus on: Environmental Health and Safety

Risk Management
The City University of New York is in the process of implementing a comprehensive risk management program. Risk management includes policies and practices designed to prevent or minimize the adverse effects of incidents that may result in personal injury, property damage, regulatory noncompliance, etc. In July 2007, Chancellor Goldstein established a dedicated risk management function by expanding the role of CUNY’s Office of Environmental Health and Safety and creating the Office of Environmental, Health, Safety, and Risk Management (EHSRM). EHSRM is responsible for organizing and implementing a program to enable the University to fulfill the objectives of risk management. The program addresses a number of key risks, including emergency response, training programs, hurricane preparedness, business continuity, accident prevention, and regulatory compliance.

One example of this effort is the development of a University-wide Risk Management Council. The council is composed of representatives from each campus, as well as other members of CUNY administration, who share ongoing and proposed risk management activities and serve as a key contact for risk management communication. Although many ongoing risk management activities are already being performed within specific functional units in the University (e.g., environmental audits, personnel procedures, emergency preparedness, business continuity planning, lab safety training), the Risk Management Council will help integrate the function throughout the CUNY system. The council meets monthly and is chaired by EHSRM Office Director Howard Apsan. Each CUNY campus has also been asked to form campus risk management committees to review existing programs and activities, and help to implement new policies and procedures, which may be needed to more effectively control or mitigate risk.

CUNY Alert
CUNY recently implemented CUNY Alert, a new emergency notification system designed to send automated voice, text, or e-mail messages to all subscribers in the event of an emergency. Faculty, staff, and students are encouraged to sign up. CUNY Alert covers all of CUNY, but users will receive messages only about events that affect the campuses they select. Possible warnings include utility failures, hazardous material on campus, severe weather conditions, and other threats to personal safety. For more information on how to sign up, visit www.cuny.edu/alert.

Circuit City in the Junction
Brooklyn College welcomes Circuit City to the Junction! Circuit City opened at the Target mall in August and has already made a splash in the neighborhood. A Fortune 500 company and one of the nation’s leading providers of consumer electronics, Circuit City has offered Brooklyn College employees a discount. When making a purchase, just show your College ID and receive a 5 to 15 percent discount! Circuit City will also be hosting a Brooklyn College night during the holiday season. See the store manager for more details.

Civil Service Corner
Welcome to New Employees
Campus Peace Officer Renee Foo
CUNY Custodial Assistants Oswaldo Melendez, Maria Isabel Rojas
CUNY Office Assistants Corinne Amato, Quonnetta Calhoun, Melissa Chan, Joseph DeStefano, Lori DeToma-Frank, Kimberlyann Johnson, Jasmine Martin, Gloria Nieves, Rachel Patterson, Tiffany Walker
Painter Richard Nelson
Project Managers Jose Santamaria, Matthew Schaefer
Creativity and You

Did you know that creativity stimulates endorphins in the brain and contributes to healthy living? Many seniors choose to use their golden years to find the artist within. Whether you have always wanted to paint, write, or sculpt, there is no better time than retirement to focus on your hobbies and interests without having to work around the schedules of others. There is no better way to spend your days than doing something you truly love, so whether you want to take up dancing lessons or join a local pottery club, you will find that it is a truly freeing experience!

Physical health is affected by the health of the mind, by how and what we think and feel. This is also known as emotional health, recognizing that our emotions and feelings originate in our brain. In particular, our immune system can be damaged by poor emotional health, thus creating disease and illness. Stimulating the brain with activity (puzzle games, reading, new learning experiences, daily conversation) shows a remarkable positive correlation with a healthy body. Likewise, managing emotional reaction (fear, anxiety, anger) to daily life events is critical to keeping cortisol levels in the brain from damaging the immune system and rendering it incapable of protecting the body (its primary function). Health of the mind and health of the body are inseparable!

For more information, visit www.seniorcitizenjournal.com/seniorhealth.html.

Brain Exercises Keep You Young

Can a fitness program for your brain improve thinking and concentration the way lifting weights can increase muscle strength? From crossword puzzles to computer games, there are a growing number of options promoting brain exercise as a method to keep your mind young. Initial results of a study funded by the National Institute on Aging indicate that these exercises teach the aging brain to filter out distracting sounds and increase visual focus.

As we age, we experience changes in how we perceive the information that our eyes and ears gather from the environment. Specifically, older adults combine information from the different senses more readily than younger adults. This can lead to difficulties in blocking out distracting sights and sounds while still maintaining focus on important information.

Chinese Martial Art of T’ai Chi Chih Helps Seniors Sleep Better, Fight Shingles Virus

Most senior citizens have sleeping problems, but most do nothing about it. UCLA researchers say the answer is the Westernized version of a two-thousand-year-old Chinese martial art, t’ai chi chih. From the same study, they had earlier determined that this exercise also significantly boosts the immune systems of older adults against the virus that leads to the painful, blistered rash known as shingles. The researchers’ latest report says practicing t’ai chi chih promotes sleep quality in older adults with moderate sleep complaints. Those who experience sleep problems often turn either to medications, which can lead to other health problems, or to behavior therapies, which are costly and often not available close to home. T’ai chi chih may be the answer!
Can You Hear Us Now?

We know everyone is very busy and understand that keeping up with daily e-mail may not be your top priority. That being said, we can’t emphasize enough how important it is for you to read the important announcements that Human Resource Services sends via e-mail, including information on such issues as the benefits open-enrollment period, faculty promotion and tenure, changes in official University policies, emergency situations, etc.

We can assure you that it’s absolutely in your own best interest to make a point of reading our announcements. Ignoring them could result in your missing a unique opportunity or an important deadline. It pays to be a good e-mail “listener!”

Wednesdays with the BC Book Club

The Brooklyn College Staff Book Club is in its fifth year of existence and always welcomes new members. The club meets in the Women’s Center, 227 Ingersoll Hall Extension, from 1 to 2 p.m. on the last Wednesday of every month to discuss the book they read the month before. Conversations are interesting and always congenial. If you’d like to be included on the club’s e-mail list, contact Nava Renek, nrenek@brooklyn.cuny.edu.

And the Winner Is…

Arline Levine! All staff in the Gittleson series of titles who came to the Office of Human Resource Services to pick up a $5 discount coupon for lunch in the cafeteria, the Georgian Room, or at Kosher Haven were entered into the raffle. As the winner of the Administrative Professionals Day raffle, Arline took home a $100 gift certificate to Target.

In Memoriam

It was with deep regret that this summer we reported the death of Scott Yates, a longtime employee of the ITS Office, who passed away suddenly at his Brooklyn home on August 12. He is survived by his wife, Stacey; his daughter, Allyson; his mother, Roberta; his sister, Sari; and his nephew, Jesse.

Donations in Scott’s name may be made to Autism Speaks. For further information, visit www.autismspeaks.org/donate/index.php?hppp.
Calendar

October
October 19
Make Strides Against Breast Cancer Walk
10 a.m.–2 p.m.
Prospect Park

October 22
Brown Bag Luncheon:
Take a Piece of Brooklyn
Noon–2 p.m.
Alumni Lounge, Student Center

October 23
Faculty/Adjunct Pay Date

October 28
CPR Training
Time TBA
State Lounge, Student Center

November
November 6
Eating Disorder Workshop
12:30–2 p.m.
Maroney-Leddy Lounge, Student Center

November 6
Faculty/Adjunct Pay Date

November 10
New Employee Orientation*

November 12
Brown Bag Luncheon:
Set Your Mind Free
Noon–2 p.m.
Alumni Lounge, Student Center

November 20
Great American Smokeout®
Noon–2 p.m.
Boylan Cafeteria

November 20
Faculty/Adjunct Pay Date

November 27–28
Thanksgiving Holiday
College closed

December
December 1–2
Blood Drive
Noon–5:30 p.m.
New York Blood Center Mobile Unit, Campus Road

December 3
Brown Bag Luncheon:
Trigger Your Good Health
Noon–2 p.m.
Alumni Lounge, Student Center

December 4
Faculty/Adjunct Pay Date

December 9
New Employee Orientation*

December 11
President’s Holiday Party
3 p.m.
Penthouse, Student Center

December 18
Faculty/Adjunct Pay Date

December 24–25
Christmas Holiday
College closed

December 31
New Year’s Eve
College closed

* Date subject to change
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