



Polytechnote

February 2001

The Division of Human Resources Welcomes New Managers

Since the restructuring of the Division of Human Resources, four new managers have been hired to oversee Recruitment and Selection, Salary Administration and Benefits & Pension Administration.

Ms. Anne Bilynsky has been hired as the Manager of Compensation. She will assume the responsibility for managing and overseeing Institute-Wide salary administration. Ms. Bilynsky has over 14 years experience in Human Resources management. Most recently she held the position of Manager of Compensation and Benefits Operations for Albany Medical Center where she was responsible for administering compensation and health and welfare programs for the corporation. Anne holds a degree in Management Sciences from the State University of New York at Geneseo and she is certified as a Compensation Professional.

Mr. Louis Padula has been hired as the Manager for Benefits and Pension Administration. He will assume the responsibility for managing and overseeing the Institute-Wide benefits and pension programs. Mr. Padula has over 15 years in trust and benefits administration services. He has served as Vice President and Senior Account Manager for Fleet Investment Services that had over \$1.5 billion in managed assets. Most recently he was the Manager of Employee Benefits Administration at Milliman & Robertson, Inc. He has also worked at Coopers & Lybrand as a consultant in the actuarial and benefits division and Altman & Brown as an Actuarial Analyst. Mr. Padula holds an Interdisciplinary Degree in Business Administration/Mathematics from the College of Saint Rose. He is certified as a Retirement Services Professional.

Mr. Carlton R. Sauls has been hired as the Manager for Employment Operations. He will assume the responsibility for managing and overseeing Institute-Wide recruitment and selection as well as coordination our Affirmative Action program. Mr. Sauls has over 10

years of management, program development and supervisory experience in higher education. He served as Director of Residence Life at Marymount University in Arlington, Virginia and has served as a Staff Assistant for the Society of Human Resources Management. Mr. Sauls received his undergraduate degree from Boston College and holds a Master of Arts Degree in Psychological Services Counseling from Marymount University and is affiliated with several college and university associations.

Mr. James Sinnock has been hired as the Assistant Manager of Retirement. He will assume the responsibility of overseeing the Institute-Wide pension programs. Mr. Sinnock has over 13 years experience providing actuarial services, overseeing pension programs and administering retirement benefits. Most recently he held the position of Retirement Benefits Quality Analyst for Fleet Investment Services. Mr. Sinnock received his undergraduate degree in Mathematics from Dartmouth and holds a Masters Degree in Mathematics and Statistics from the State University of New York at Albany. He was formerly certified as an Associate of the Society of Actuaries.

HR Continues Progress on Six Point Plan

The Division of Human Resources continues to make progress on the Performance Management Project. Most recently, the Division of Human Resources has conducted focus group sessions with employees in administrative support positions and some employees in information technology positions. Focus group sessions have also been held with employees at the Hartford campus. The supervisors and employees in these areas will receive a draft copy of their respective performance management tool within the next month. The next set of focus group sessions are scheduled with the employees in the Division of the Chief Information Officer and remaining positions in the Administration Division.

The purpose of the Performance Management Tool is to clarify job expectations, establish core competencies, develop career ladders and establish individual goals and job qualifications.

KUDOS

Kudos to Peter Fedorchak for his 50 years of service to the Rensselaer Community! For the past 19 years, Peter has been employed as a Painter in Auxiliary Support Services. Prior to 1982, Peter was employed as a Cook with Dining Services. When asked what advice he would share with new employees to help them succeed at Rensselaer, Peter stated, "work hard, keep your mind on your job, learn the best way to do your job and do it well." Over the years, Peter has come to appreciate a number of things at Rensselaer. Most importantly the relationships he has developed with students, faculty and staff. When Peter is not hard at work at Rensselaer, he and his wife Carol enjoy trips to Maine and spending time with their six grandchildren.

Peter will also celebrate his 70th birthday this April. Please join us in congratulating Peter!

Retirement Plan Update

Have you checked your retirement plan investment mix lately? If not, now may be a good time to assess if your investment asset allocation matches your time horizon, needs, and your tolerance for risk. Fidelity Investments, Scudder Funds and TIAA-CREF representatives will be on campus in the Spring. A memo announcing the dates will be issued shortly.

Cingular Wireless

Susan Smith, Cingular Wireless Account Executive, will be on campus to assist employees who are interested in setting up a cellular phone account. She will be located in the Folsom Library, Fischbach Room, from 11:00am – 2:00pm on the following dates: February 28th, March 15th, April 12th, May 16th and June 14th.

Interview Guidelines

With regard to employment operations, Curtis Powell, VP for Human Resources and our Manager of Employment recently conducted a training program called, "Structured Interview Guidelines" for several interview committees. These particular committees are currently participating in the VP for Administration interview process. Within the next two weeks, staff members serving on the interview committees for the Director of Physical Plant search will participate in the same training program.

The "Structured Interview Guidelines" training program is designed to do the following: 1) Encourage uniformity in conducting job interviews; 2) Conduct interviews that are based on bona fide occupational qualifications and that are behavioral based; 3) Eliminate potentially discriminatory practices, which may occur during the interview process; 4) Enhance awareness of high-risk pre-employment inquiries and how they may become complaints of alleged discrimination; 5) Provide

a mechanism for documenting the results of an interview.

The Changing Face of Rensselaer

New Hires

Alice Baker

Administrative Secretary, Mathematical Sciences

R. Mark Larkin

Investment Analyst, Investments and Treasury

Murat Arcak

Asst. Professor, Electrical, Computer & Sys. Eng.

Nikhil Koratkar

Asst. Professor, Mech. Eng., Aero Eng. & Mech.

Judith Schmidt

Customer Service Rep. I, Registrar

Susan Garrigan-Piela

Mng. of Operations, Humanities & Social Sci. Office

Gary Westover

Auxiliary Repairer II, Auxiliary Facilities

Martin Murtha

Environmental Specialist I, Environmental Services

Mirissa Conley

EMBA Coordinator, Office of Executive Programs

Louis Padula

Manager of Benefits and Retirement, Human Resources

Marc Destefano

Director, Philosophy, Psych. & Cognitive Sci.

Keith Toomey

Director of Communications, LRC

Ravindra Kane

Associate Professor, Chemical Engineering

Debra Poole

Clerk Specialist I, Disbursement Operations

Dawn Cushing

Communication Spec., Undergrad. Admissions Office

Rosemarie Karame

Clerk Specialist II, Information Systems

Jeraldine Lake

Associate Controller, Controller's Office

Anne Bilynsky

Manager of Compensation, Human Resources

Retirements

Roberta Jankowski

Manager, Office of Executive Programs