



Polytechnote

March 2001

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 the Divisions of the Chief Information Officer and Administration. 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 tools within the next month.

Open Enrollment Follow-Up

Open enrollment for the year 2001 has been closed since December 31, 2000. If you have any questions regarding your new enrollment, please do not hesitate to call Lou Padula, Manager of Benefits and Retirement at extension 6164. Remember if you have any status changes (married, newborn, divorced) and you need to change your medical coverage, stop by the office and complete the Health Care Plan Change Form or visit our website at <http://www.rpi.edu/dept/hr/forms/>, download the form, complete and mail to Human Resources at 2144 Burdett Avenue.

Post-Implementation Banner Review in Progress

The Division of Human Resources is conducting a Post-Implementation Review of the Human Resources module of Banner. Banner is the system used campus-wide for information processing. A key component of the Division's Performance Plan, the Post-Implementation Review of the Banner system will allow the Division to better understand the capability of the system and to determine what core Human Resource processes can be improved or enhanced by fully utilizing existing technology.

A consultant from SCT, the Banner vendor, came to the Troy campus to meet and interview key representatives from Human Resources, Payroll, Budget, AIS and the

Provost's office. During the interviews, the SCT consultant assessed current and historical Banner usage, desire for enhanced usage, current business practices, resource levels, and future plans. Based on SCT's findings and recommendations, the Division of Human Resources will develop a training plan to raise the level of Banner expertise and increase utilization of the Banner HR module. A key component will be to reduce the number of employee/benefit classifications, making possible the following improvements:

- Streamlined administrative processes for hiring faculty and staff.
- Implementation of Banner 2000 Web for Employees, which will allow employees to view their pay history and update personal information via the web.
- Development of an interactive, on-line performance management tool that will allow electronic submission and tracking of performance appraisals.
- Development of appropriate metric, audit, and reporting tools that can be used to measure progress against both short-term objectives and long-term goals.

The SCT consultant will be returning to the Troy campus to discuss the findings and recommendations. Progress reports will appear in future editions of the *Polytechnote*. If you have any questions or comments concerning the Post-Implementation Review, please contact us via email at hmail@rpi.edu.

Performance Evaluations and Merit Increase Guidelines

Guidelines for this year's performance evaluation process and merit increase program will be distributed to managers by March 23rd. Written performance evaluations must be completed and returned to Human Resources by May 31st. Merit increase guidelines have been developed and will allow salary increase opportunity of 0 – 7% based on performance ratings. All departments will be held to a 4% budgeted merit pool.



KUDOS

Kudos to President Shirley Ann Jackson. Rensselaer has obtained a gift of \$360 million, the largest gift ever to any public or private university in the United States.

Also, President Jackson was recently elected to the National Academy of Engineering for her contributions to industry research, education, and the formation of the International Nuclear Regulators Association.

Kudos to Professor James Tien for his recent election to the National Academy of Engineering. Professor Tien was elected for his contributions to the development and application of systems engineering concepts and methodologies to improve public services and engineering education.

The Changing Face of Rensselaer

New Hires

Qiang Ji

Asst. Professor, Electrical, Computer & Systems Eng.

Jill Evans

Web Site Master, School of Engineering

Valerie Masterson

Admin. Secretary, Core Engineering

Michael Schnoop

Computer Technician, Electrical, Computer & Systems Eng.

James Sinnock

Asst. Manager of Retirement, Human Resources

Mary Foti

Admin. Assistant, VP for Institute Advancement Office

Christopher Coonrad

Mail Service Driver, Mail Services

Matthew Johnston

Internal Auditing Manager, Internal Audit

Timothy Robichaud

System Administrator, Professional & Distance Education

Renee Gardner

Admin. Secretary, Professional & Distance Education

HOLD THE DATE

Annual Service Recognition and Retirement Dinner

The annual employee service recognition and retirement dinner will be held June 15, 2001 at the Desmond Hotel and Conference Center. Employees who will complete service with Rensselaer in five-year increments by June 30, 2001 will be honored at this event along with employees who have retired during fiscal year 2001. Please mark your calendar. Invitations will be issued in May.

Support Staff Day

The annual Support Staff Day event will be held on Wednesday, April 25, 2001 for nonexempt secretarial and clerical staff. Invitations will be issued in April to

Supervisors of these staff members for distribution. The event will include a luncheon at the Russell Sage Dining Hall followed by a brief program.

HR Contacts

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<i>HR Associate</i>	
Louis Padula	x6164
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Curtis Powell	x2888
<i>Vice President</i>	
Cindy Price	x6163
<i>HRIS Coordinator</i>	
Janice Renna	x6302
<i>Senior Director</i>	
JoAnn Roberts	x6302
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Carlton Sauls	x3053
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James Sinnock	x6369
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Jackie Turner-Creech	x2888
<i>Office Manager</i>	
Geri Tymeson	x3061
<i>Asst. Mgr., Benefits</i>	

News From Rensselaer at Hartford

On Tuesday, February 27th, Rensselaer launched a new class at Boehringer-Ingelheim in Ridgefield, CT. Through a collaboration of efforts between Professional and Distance Education in Troy and Hartford's Enrollment Management Department, there are seventeen students taking Bioinformatics I, via tape delay, on-site at Boehringer. Dr. Susan Smith, Clinical Assistant Professor (Troy) is the Bioinformatics instructor, and is acting as Faculty Advisor to the Boehringer group.