



Performance Management & Compensation Initiatives

During the months of October and November, Curtis Powell, VP for Human Resources, met with faculty and staff in each Division and School to review the progress on the Performance Management, Compensation and Training initiatives.

To give all faculty and staff an opportunity to learn more about the Compensation Study, the Division of Human Resources will hold Town Hall Meetings in January. During the Town Hall Meetings faculty and staff will have an opportunity to meet the consultants from William M. Mercer, Inc. who will provide an overview of the findings from leadership interviews, our pay design plans and major milestones to date.

Town Hall Meetings are scheduled as follows:

Date:	Time:	Location:
1/9/02	9:00 am – 10:00 am	DCC 308
1/9/02	1:00 pm – 2:00 pm	DCC 308
1/10/02	10:00 am – 11:00 am	DCC 308
1/10/02	2:00 pm – 3:00 pm	DCC 308

All faculty and staff are encouraged to attend.

2001 Benefits Fair

The Eighth Annual Benefits Fair was held on Friday, November 16th. Twenty-one vendors were in attendance from various plans and programs to answer questions from faculty and staff. The Benefits Fair also kicked off the start of Rensselaer's 2002 Wellness Program.

Seven hundred and fifty faculty and staff attended the fair and each participant received a Rensselaer CD holder. Over forty prizes were raffled including; a DVD player, George Foreman grill, RCA 5 CD audio system, Mikysa crystal bowl, season hockey tickets and Rensselaer Credit Union gift shares. Prize winners were: Leslie Khachadourian, Anthony Ortolano, Amy White, Thomas Hathaway, Jr., Gyna Sroga, Connie Grega, Terry Hayden, Janice Darling, Lois Chmielewski, Brian Dunn, Ann Shumway, Angela Bocketti, Darlene Raynsford, Toni Sposito, Tammy Bouchard, Donna Tomlinson, Marcia Hartnett, Jeff Fryar, Robyn Reville, Margaret Moutray, Lisa Davis, Denna Patterson, Joanne

Powers, Robert Gentner, Dana Chichester, Katherine Deutsch, Chuck Lobdell, David Wilcox, Charlene Norton, Kim Scott, Lee Bradt, Arthur Kilmer, Debbie Riggi, John Merrill, Dennis Milkiewicz, Valerie Masterson, Peggy Conroy-Martin, Ed Rogers, Carol Wagar, Judy Fowler and Louis Hardy.

Division Welcomes Environmental Health & Safety

With the New Year, we welcome the Department of Environmental Health and Safety to the Division of Human Resources. Under the direction of Cecile Mars, Environmental Health and Safety provides a broad range of services through technical support, information and training programs, consulting services, periodic auditing of health and safety practices and regulatory compliance. The training initiatives, compliance issues and problem resolution support the Mission and Vision of the Division of Human Resources as the employer of choice and the best place to work by promoting the health and safety of our faculty, staff and students, as well as the community and environment in which we live and work.

Immigration Update

The Division of Human Resources provides consultation services and assistance to faculty and staff on immigration matters. The Division has hired Michelle Santucci, Immigration Attorney, who will be on-site in the Human Resources Office on Wednesdays between the hours of 2:00 p.m. – 4:00 p.m. In addition to assisting our HR staff in reviewing visa application materials, Ms. Santucci will provide preliminary consultation services to any non-citizen Rensselaer faculty and staff member in need of obtaining or renewing an immigration visa. Individuals interested in meeting with Ms. Santucci for a preliminary consultation may contact Carlton Sauls at x3053 or Karen Kuziara at x6994 to schedule an appointment.

Federal Tax Forms Available at HR

The Division of Human Resources has ordered a CD-ROM of Federal Tax Products that will be made available to faculty and staff in early January. The CD-ROM will give faculty and staff access to over 700 current IRS tax forms, instructions, publications, tax regulations and IRS Bulletins. Faculty and staff may access the CD-ROM in our Kiosk area between the hours of 8:30 am and 5:00 pm, Monday through Friday.

Kudos

Kudos to Martha Fransson and Frank Jenkins

Martha Fransson and Frank Jenkins, Clinical Professors at Rensselaer at Hartford have been named recipients of the 2000 McGraw-Hill/Irwin Annual Advances in Business Cases Best Case Award for their case "Felco."

Sam's Club

One-Day Guest Passes to Sam's Club are available at Human Resources. Passes expire January 31, 2002. Please stop by and take advantage of this opportunity.

Employment Transaction Form Deadlines

Semi-Monthly Payroll:

December 28 for time worked 1/1 – 1/15

January 15 for time worked 1/16 – 1/31

Bi-Weekly Payroll:

December 28 for time worked 12/22 – 1/4

January 14 for time worked 1/5 – 1/18

New Faculty and Staff Set Up RCS Accounts On-line

Thanks to the joint efforts of representatives from the Divisions of Human Resources and the Chief Information Officer, newly hired faculty and staff can now activate their Rensselaer Computing System (RCS) userIDs on-line. This new "on-line pickup program" allows newly hired faculty and staff to set-up their RCS userIDs through an interactive website, and eliminates the need for a special trip to the VCC Help Desk. The RCS userID provides access to a host of important computing services, including electronic mail, printing, protected Web pages, personal on-line information, WebCT, File Transfer Protocol (FTP), remote access, the use of the RCS UNIX-based workstations, downloadable software, and the EZ-Snapshot file backup service.

To access the on-line userID pickup program, newly hired faculty and staff will need to supply their 16-digit Registration Pin (RP) number and their Social Security number or date of birth. The RP number will be activated by the Division of Human Resources upon completion of all new hire paperwork, including the Employment Transaction Form, which is initiated by the hiring department and the I-9 form. VCC Help Desk staff can assist newly hired faculty and staff who wish to obtain their RCS userIDs in person and, as always, are available should you need assistance with your account. To contact the VCC Help Desk, call extension 7777.

The Division of Human Resources wishes you and your family a happy Holiday Season!

The Changing Face of Rensselaer

New Hires

Timothy Austin, Financial Manager, School of Humanities & Social Sciences

Daniel Baker, Manufacturing Technician, School of Engineering

Kelly Becker, Data Entry Specialist, Enrollment Management

Paul Budlong, Assistant Director, Institute Advancement

Philip Chandler, Sr. Groundskeeper, Administration

Lois Brando Chmielewski, Research Accounting Specialist, Finance

Martha Clark, Sr. Clerk Specialist, Institute Advancement

Kyla Collings, Operations Coordinator, CIO

Lisa D'Angelo, Mail Services Specialist, Administration

Rosalie Faber, Programmer, Institute Advancement

Jammie Fisher, Accounting Technician, Finance

Christopher Furman, Research Accounting Technician, Finance

John Greene, Head Women's Basketball Coach, Student Life

John Hughes, Course Developer, Provost

C. Scott Isager, PCM/Painter, Administration

Cheryl Keefe, Financial Manager, School of Humanities & Social Sciences

Robert Mayo, Administrative Librarian, CIO

Kathleen McAuley, Strategic Procurement Manager, Administration

Robert McCrae, Environmental Specialist, Administration

Lisa McCrae, Environmental Specialist, Administration

Peal McLaughlin, Environmental Specialist, Administration

Roderick Middleton, Officer II, Administration

Jeffrey Miner, Director, CIO

David Mink, Laborer, Office of Economic & Technical Development

Gerald Moroskey, Sr. Maint. Mechanic/Plumber, Administration

Robert Murdock, Computer Operator I, CIO

Allison Newman, Director of Community Relations, Government & Community Relations

Liliana Ortiz-Bermudez, Administrative Secretary, Undergraduate & Continuing Education

Philip Parella, Contract & Grant Administrator, Research

Linda Polhemus, Project Manager, Undergraduate & Continuing Education

Darlene Raynsford, Assistant Dean, Student Life

Gina Ricci, Budget Analyst, Finance

Kirsten Singer, Senior Secretary, Lally School of Management & Technology

Valerie Sokol, Assistant Director, Student Life

Nadeen Thompson, Assistant Director of Course Development, Provost

Matthew Trolio, Public Safety Officer I, Administration

Oleh Turczak, Manager for Capital Projects, President

Carla Turner, Administrative Secretary, Student Life

Leslie Waugh, Officer II, Administration

Dmitri Zagorevski, Mass Spectrometer Facility Director, School of Science

Correction

Debra Macey, Administrative Assistant, Administration