



# Polytechnote

January/February 2002

Editor: Jacquelyn Turner-Creech

## ***Division of Human Resources' Staff Changes***

### Welcome:

**Mr. Kenneth Levine** has been hired as the Director of Employment Operations and Diversity. He will assume the responsibility for management and oversight of Institute-wide Recruitment, Selection, Affirmative Action and Diversity.

Mr. Levine possesses over 20 years experience in Human Resource Management. Most recently he held the position of Vice President of Human Resources for 100X Ventures. Mr. Levine hired and trained the Human Resource staff of the parent company at its inception as well as, the HR staff for the portfolio companies spawned by the venture firm. Mr. Levine holds a degree in Education from Bridgewater State College in Bridgewater, Massachusetts.

**Ms. Michele Murray** has been hired as a Human Resources Assistant. Ms. Murray will provide support to the Director of Employment Operations and Diversity with key leadership searches and will also provide operational and administrative support to the HR Managers and Directors.

Ms. Murray possesses over thirteen years experience in customer service related fields. Most recently she held the position of Travel Service Associate for Rosenbluth International where she was responsible for overseeing quality control, outlining policies and procedures for international travel, handling various aspects of Human Resources Management and performed an assortment of administrative tasks.

### Farewell:

**Ms. Dorothy Leavitt**, who is co-owner of the consulting firm Resources Plus, was contracted for the position of Director of Employee Relations and Development for a period of six months. Ms. Leavitt has resumed her role as a human resource consultant with Resources Plus. Resources Plus specializes in various human resources related matters.

Recruitment efforts are underway to place a candidate in the position of Director of Employee Relations and Development.

**Mr. Carlton Sauls**, who served as Manager of Employment, has accepted a position as a Management Consultant with a major consulting firm in San Diego, California.

*Please join us in welcoming Ken (ext. 6035) and Michele (ext. 2172) and wishing the best of luck to Dorothy and Carlton.*

## ***Performance Evaluations and Merit Increase Guidelines***

Written performance evaluations for all regular, full-time and part-time employees must be completed and returned to Human Resources by May 15<sup>th</sup>. Merit increase guidelines have been developed and will provide managers with the opportunity to recommend a 0 – 7% merit increase for faculty and staff based on their performance review. All portfolios will be held to a 3.5% budgeted merit pool.

## ***Review Your Payroll Deductions***

Now that the Open Enrollment period has closed, it is a good time to review your deductions for health, welfare and retirement plan elections included on your paycheck stub. If you have any questions related to your benefit deductions, or you believe a deduction is incorrect, please call Human Resources at extension 6737.

## ***Discounted HOYTS Movie Passes Available***

Hoyts movie passes are now available for purchase at Human Resources for the discounted price of \$6.00 per ticket. Be sure to take advantage of this great opportunity!

## ***New Employee Orientation***

In support of the Rensselaer Plan's First Year Experience for Employees initiative, the Division of Human Resources launched a New Employee Orientation program January 14, 2002. The program is an all day event, which consists of an overview of Rensselaer's mission, vision and history and presentations by 16 departments. New Employee Orientation is conducted every 2<sup>nd</sup> and 4<sup>th</sup> Monday of the month.



## **KUDOS**

Kudos to Rensselaer at Hartford employees, Tom Bittel, Joyce Furman, Lisa Matarazzo, and Teresa Tommasi who played an active role in their community serving as volunteer judges for science fair projects at their Hartford neighborhood elementary school, Barnard-Brown, on Wednesday, January 23. They judged projects related to recycling, erosion, magnetism, corrosion, volcanoes, temperature, the five senses, mixing, colors of the spectrum, and more.

## ***Second Annual Memorial Service for Staff***

In the spirit of reflection and remembrance, the members of the Rensselaer community will meet to honor those of our staff colleagues who have died in the past year. We would like to invite you to join with us in a celebration of their lives at the Chapel and Cultural Center at 11:00 a.m. on Friday, March 22nd. Father Ed Kascergius, Chaplain at Rensselaer, will lead the memorial service. The service will be followed by a reception with light refreshments.

This year we will be remembering:

**Deceased Staff:** James Lynch, Ronald Mayhew, Donald Merusi, T. J. O'Dell and Eileen Sutherland.

**Deceased Retirees:** Grace Beatty, Rose E. Brown, Rosamond M. Clickner, Clarence H. Daniel, Kenneth DeYoung, Joseph Dzura, Eva V. Fowler, Alma J. Galuski, Helen N. Kelley, John W. Macomber, Frank McNeil, Gertrude Meader, Robert Pendt, Guy C. Shafer, Virginia R. Sherwood, Dorothy M. Stroddard, John Tilley, Violet L. Tinkler, Robert Wimer and Dwayne L. Wood.

Please join us in this special tribute.

## ***Corporate Internship Program***

The Albany-Colonie Regional Chamber of Commerce is seeking companies who would be interested in hiring a student intern from June 2002 through August 2002.

The internship program provides internships for minority and women students entering their junior and senior years of college and is designed to train future business leaders and managers. Interns will receive a competitive salary of \$9.00 per hour for the duration of their internship.

If you are interested in further information regarding this program, please contact Kevin Butler, Director of Programs, Albany-Colonie Chamber of Commerce at 453-5236 for via e-mail at kevinbu@ac-chamber.org.

## ***Employment Transaction Form Deadlines***

### Semi-Monthly Payroll:

**March 1** for time worked 3/1 – 3/15

**March 15** for time worked 3/16 – 3/31

**April 1** for time worked 4/1 – 4/15

**April 16** for time worked 4/16 – 4/30

### Bi-Weekly Payroll:

**March 12** for time worked 3/2 – 3/15

**March 26** for time worked 3/16 – 3/29

**April 9** for time worked 3/30 – 4/12

**April 23** for time worked 4/13 – 4/26

## ***The Changing Face of Rensselaer***

### New Hires

**Andrew Bacchi**, Systems Programmer, IT Infrastructure & Services

**Jonathan Bieluch**, Production Asst., Rensselaer @ Hartford

**Alexander Bohn**, Website Mgr., School of H&SS

**Jeffrey Brannon**, Environmental Specialist, Administration

**Alyce Brannon**, Environmental Specialist, Administration

**Michael Brusio**, Safety Systems Technician, Administration

**Elizabeth Buckley**, Library Clerk, IT Infrastructure & Services

**David Caso**, Assistant Director, Student Life

**Anne Daley**, Sr Secretary, Lally School of M&T

**Anthony D'Amico**, Groundskeeper, Administration

**Suvranu De**, Assistant Professor, School of Engineering

**Mary Ellen DiGiulio**, Sr. Secretary, Lally School of M&T

**Karen DiNovo**, Department Specialist, Administration

**April Donner**, Receptionist, Rensselaer @ Hartford

**Kathy Durivage**, Assistant Director, Institute Advancement

**Jean Freyssinier Nova**, Lighting Design Specialist, School of Architecture

**Mary Jo Hall**, Environmental Specialist, Administration

**Kathryn High**, Assoc. Prof. Video & New Media, School of Humanities & Social Sciences

**Timothy Hilt**, Sr. Electrician, Administration

**Robert Jarvis**, Computer Repair Tech., IT Infrastructure & Services

**Peter LaPlaca**, Clinical Professor, Rensselaer @ Hartford

**Kenneth Levine**, Director, Employment Opportunities & Diversity, Human Resources

**Susan May**, Secretary, Student Life

**Jill Menyuk**, Sr Secretary, Lally School of M&T

**Sherri Naeser**, Acct. Clerk Specialist, Rensselaer @ Hartford

**Rahmi Ozisik**, Assistant Professor, School of Engineering

**Todd Palmer**, Secretary, School of Humanities & Social Sciences

**Evelyn Powell**, Librarian, IT Infrastructure & Services

**Scott Richards**, Director, Administration

**Giacomo Rivituso**, Officer II, Administration

**Hunter Samson**, Environmental Specialist, Administration

**Anthony Saunders**, Sr. Carpenter, Administration

**Mehmet Taner**, Clinical Assistant Professor, School of Engineering

**Alisa Tyson**, Financial Manager, Vice President of Research

**Stephen Tytko**, Production Coordinator/Media Archive Operations, Professional and Distance Education

**Kirsten Volpi**, Assistant Vice President/Controller, Finance

**Josephine Yankowski**, Clerk Specialist II, Student Life

### Retirees

**William Castle**, Senior Mason, Administration

**James Modestino**, Professor, School of Engineering

**Edwin Rogers**, Professor, School of Science

**Theresa Testo**, Operations Manager, School of Engineering