



Polytechnote

September/October 2002

Editor: Jacquelyn Turner-Creech

RENSSELAER HELD ITS 30TH ANNUAL SERVICE RECOGNITION DINNER

Over one hundred and fifty-six employees were honored for service at Rensselaer in 5-year increments ranging from 5 to 40 years. Also honored at this event were 18 employees who are retiring this year.

Elizabeth Large, Director of Student Services in Humanities and Social Sciences, received the 2002 Pillars of Rensselaer Award, the highest honor awarded to a Rensselaer staff member. The Pillars Award is presented annually to a staff member who understands the Institute's mission and history, has been a role model for other employees, has shown concern for students and their welfare, has added to the human dimension of the school, and who has played an active role in his or her home community.

The many people who nominated Large cited her caring attitude toward students, her willingness to go "above and beyond," and her involvement in events such as Discover Day, Medal Day, Accepted Students' Day, Student Orientation, and the First Year Experience. Large also was honored for her volunteer roles in campus events including Commencement and Honors Convocation, and her annual participation in the American Heart Walk.

The evening afforded Rensselaer the opportunity to express its gratitude to employees for their dedication and commitment to Rensselaer.

1ST ANNUAL FACULTY & STAFF APPRECIATION DAY

The Division of Human Resources hosted the first ever Faculty-Staff Appreciation Day Friday, August 23, 2002. The event was held at the Doris B. Robison Softball Field. Over 1,200 Faculty and Staff were in attendance. Many took a chance at rolling the dice to win a 2003 Dodge Stratus, sponsored by Albany Dodge. Although no one won, everyone had fun giving their best roll! Erin Crocker, a female engineering student, currently on the summer sprint car race circuit throughout New England, dropped by to visit and sign

autographs. She brought along her racecars and trailer for Faculty and Staff to admire. CDPHP also participated by providing a relaxing chair massage. Thanks for participating! Please send any comments about the event to the Division of Human Resources at hrmail@rpi.edu.

9TH ANNUAL BENEFITS FAIR SCHEDULED

Wednesday November, 13, 2002 the 9th Annual Benefits Fair will be held from 10 a.m. to 3 p.m. at the Heffner Alumni House. Vendors for the following programs will be there to share highlights and information on the programs that they offer to Rensselaer; medical, dental, flexible spending, long term disability, life insurance, and retirement benefit programs. Employees and retirees are encouraged and welcome to attend. This exciting and fun event will kick off the 2003 open enrollment period. You may contact Louis Padula, Manager of Benefits and Retirement at extension 6737 for more information.

STAFF TOTAL COMPENSATION INITIATIVE

Staff Focus Groups Conducted

The Division of Human Resources recently conducted staff focus group meetings to review and finalize the Professional and Management career ladders. Focus group sessions were also held with several departments, schools, and division financial managers to review the proposed position matrix and job titles for staff performing financial management duties and responsibilities.

The feedback we received from each of the focus groups was very valuable and will be extremely useful in the implementation of the Total Compensation Initiative.

Thank you to all staff who participated.

Implementation Plan in Progress

The Division of Human Resources is currently in the final stages of developing the implementation plan for the Staff Total Compensation Initiative. Once the implementation plan is approved a schedule of town hall meetings will be announced.



HR ON CALL

Human Resources responded to over 500 telephone inquiries last month. Employees inquired about pension, medical, prescription drugs, tuition remission and other benefits. The HR website www.rpi.edu/dept/hr/ is a great source for many of your HR questions. For instance, the site www.rpi.edu/dept/hr/forms/ is where you can find many of the forms used to sign up or change your benefits at Rensselaer. If you have any benefits or retirement questions, you can contact Justin Hoin, Christine O'Grady, Jim Sinnock or Louis Padula at 518-276-6737 or email us at hmail@rpi.edu.

Semi-Monthly Payroll:

September 19, 2002 for time worked 9/16 – 9/30

October 4, 2002 for time worked 10/1 – 10/15

Bi-Weekly Payroll:

September 27, 2002 for time worked 9/14 – 9/27

October 11, 2002 for time worked 9/28 – 10/11

THE CHANGING FACE OF RENSSELAER

New Hires:

Karen Dale, Public Safety Specialist I, Administration

Jefferson Ellinger, Clinical Asst Prof, School of Architecture

Ananth Krishnamurthy, Asst Prof, School of Engineering

Andrew Lacosse, Public Safety Spec II/Driver, Administration

Scott Mannarino, Public Safety Officer II, Administration

Beverly Pruitt, Director, Employee Relations & Development, Human Resources

Margaret Ruggeri, Clerk Specialist I, Finance

Frank Santana, Public Safety Officer II, Administration

Lisa Scammell, Public Safety Spec II/Driver, Administration

E. Fred Schubert, Constellation Chair/Prof, School of Engineering

Retirees:

Michael Abbott, Prof. Chemical Engineering

Shyam Murarka, Prof. Materials Science and Engineering

HOYTS MOVIE PASSES

The Division of Human Resources has deeply discounted **Hoyts Movie** passes available for sale in our office. Stop by to purchase them, and take advantage of the great savings!!

HR CONTACTS

Benefits & Retirement

Louis Padula, *Manager* x6164

James Sinnock, *Asst. Mgr., Retirement* x6369

Christine O'Grady, *Specialist* x4094

Justin Hoin, *Assistant III* x6737

Compensation

Anne Bilynsky, *Manager* x2774

Kathy McNamara, *Specialist* x8426

Lauren Bould, *Assistant III* x4093

Human Resource Information Systems

Cindy Price, *HRIS Coordinator* x6163

Cindy Kyea, *HR Associate* x6335

Employee Relations & Development

Beverly Pruitt, *Director* x6038

Employment

Rita Richardson-Salley, *Interim Asst VP* x3065

Jude Klein, *Recruiter* x4124

Karen Kuziara, *HR Associate* x6994

Environmental Health & Safety

Cecile Mars, *Director* x6114

Will Fahey, *Training & Prog. Dev. Splst.* x2318

Judy Kays, *Safety Compliance Specialist* x2092

Chan Kim, *Institute Radiation Safety Officer* x2212

Steve Lee, *Environmental Compliance Splst.* x6666

Elaine O'Grady, *Department Specialist* x6427

Office of the Vice President

Curtis Powell, *Vice President* x2888

Jacquelyn Turner-Creech, *Office Manager* x2888

Michele Murray, *Assistant III* x2172

Heather Whitfield, *Office Secretary* x6302

NEXT ISSUE

Two Hoyts Movie passes will be awarded to the individual who is able to find their hidden RIN number in the next issue of the *Polytechnote!*