

HR Polytechnote

Published by the Division of Human Resources

March/April 2004



WELCOME

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STUDENT LIFE

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Gale Keraga

UNDERGRADUATE

EDUCATION

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RENSSELAER @ HARTFORD

Thomas A. Foard

LUNCH WITH LEADERSHIP

The Division of Human Resources is happy to announce a new lunch series, entitled, "Lunch with Leadership." Once each quarter, a small group of randomly selected faculty and staff will be invited to have lunch with two representatives of the President's Cabinet. These lunches will be opportunities for Leadership, Faculty, and Staff to have an open discussion about the State of the Institute. Our first lunch will take place on April 29th.

RETIREMENT AND TAXES

Tax season is a great time to strategize on how to reduce current taxable income. Want to take advantage of tax deferred growth in your retirement plan? Many employees choose to re-evaluate how much they are contributing to their Supplemental Retirement Plan around this time of year. If you want to increase the amount you contribute to the plan, simply complete the Supplemental Retirement Program Salary Reduction Agreement with the new per pay amounts. Be sure not to contribute more than your maximum allowed by law. Please contact James Sinnock, Asst. Manager for Retirement at extension 6369 for further information and to request form.

The Division of Human Resources has responded to over 800 telephone inquiries related to the health and welfare program 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 benefit related questions. To access the forms used to sign up or change your benefits at Rensselaer, go to www.rpi.edu/dept/hr/forms/. General inquiries may be directed to Christine O'Grady, Benefit Specialist at 6737 or email us at hmail@rpi.edu.

RETIREEE

Guido H. Slangen, Ed.D., '75, Associate Chair and Clinical Professor, Hartford Department of the Lally School of Management and Technology

ANNUAL PERFORMANCE MANAGEMENT PROGRAM

Anne Bilynsky, Manager of Compensation, and Beverly Pruitt, Director of Employee Relations, Training and Development, recently conducted performance management workshops for 220 supervisors and managers in each division and school. These workshops provided managers with detailed information on the annual Performance Management and Merit process as well as Rensselaer's Professional Development Program. Additionally, Judi Clements, from Judi Clements Training & Development, provided managers with valuable strategies for conducting effective performance evaluations.

FY 2005 HOLIDAY SCHEDULE

HOLIDAY	OBSERATION DATE	DAY OF WEEK
INDEPENDENCE DAY	July 5, 2004	Monday
LABOR DAY	September 6, 2004	Monday
THANKSGIVING DAY AND DAY AFTER	November 26—27, 2004	Thursday-Friday
CHRISTMAS	December 24, 2004	Friday
NEW YEAR'S DAY	December 31, 2004	Friday
MARTIN LUTHER KING, JR.	January 17, 2004	Monday
PRESIDENT'S DAY	February 21, 2004	Monday
MEMORIAL DAY	May 30, 2005	Monday

PAYROLL SCHEDULES

SEMI-MONTHLY		BI-WEEKLY	
PAY PERIOD	CHECK	PAY PERIOD	CHECK
4/16 to 4/30	4/30/2004	4/10 to 4/23	5/4/2004
5/1 to 5/15	5/14/2004	4/24 to 5/7	5/18/2004
5/16 to 5/31	5/28/2004	5/8 to 5/21	6/1/2004
6/1 to 6/15	6/15/2004	5/22 to 6/4	6/15/2004
6/16 to 6/30	6/30/2004	6/5 to 6/18	6/29/2004
7/1 to 7/15	7/15/2004	6/19 to 7/2	7/13/2004

DATE
LOCATION

**PROFESSIONAL
DEVELOPMENT OFFERING:**

APRIL 29, 2004

Rensselaer at Hartford

CONNECTING WITH CUSTOMERS

This module prepares service providers to know when and how to establish that all-important human connection with each customer, even in brief interactions. Participants learn how to build rapport with customers and to consider each service situation from the customer's point of view. They practice using positive, service-oriented language, projecting a positive attitude and a willingness to help, and listening to show interest and respect for customer's unique needs.

MAY 4, 2004

Heffner Alumni House

IDENTIFYING WORK PRIORITIES

Staff today often takes on many different kinds of jobs and responsibilities—cross-functional, project related, short duration, and long term. Work may come from many sources, and the supervisor must facilitate from time to time. This unit helps staff prioritize their work according to the key results the organization is trying to achieve. Participants learn a common-sense approach that helps them formulate clear goals and add goals to those with high payoffs for the entire organization.

May 13, 2004

Heffner Alumni House



SEXUAL HARRASSMENT AWARENESS

An introduction to sexual harassment, including: a definition of what constitutes sexual harassment, discrimination, the responsibilities of managers and supervisors in maintaining a harassment-free workplace, and a review of relevant organization policies and procedures; heightening sensitivity and awareness of gender issues to promote effective working relationships.

MAY 19, 2004

Rensselaer at Hartford

TIME MANAGEMENT

Do you feel as though you can't keep up with all of the papers, emails, and requests that come across your desk? This experience is becoming increasingly common as the working world gets more complex and can be greatly improved by learning. This course is intended to help participants develop these basic techniques in order to effectively managing their time and work priorities.

JUNE 16, 2004

Rensselaer at Hartford

DEALING WITH DIFFICULT PEOPLE

An introduction to understanding the difficult people in our lives; includes an introduction to the personality, dynamics and essential communication strategies designed to diffuse difficult encounters and move beyond conflict to problem-resolution.

PeopleAdmin and SunGard SCT form Marketing Partnership

PeopleAdmin, Inc., Rensselaer's chosen applicant tracking vendor, has entered into a marketing partnership with SunGard SCT Inc., the makers of Banner, to offer online employment application and job requisition workflow capabilities to SunGard SCT clients and prospects.

Using PeopleAdmin, SunGard SCT clients can collect employment applications, screen candidates using job specific questions, provide applicants with automated email updates, route application materials to hiring managers and even automate the creation and approval of job requisitions using a convenient web-based interface. PeopleAdmin dramatically reduces or eliminates many of the most paper and staff intensive processes associated with higher education human resources.

"A formal relationship between PeopleAdmin and SunGard SCT seemed a logical next step since our two companies have a similar focus on the technology needs of higher education," stated Jeff Carpenter, President, PeopleAdmin, Inc. "As the leading provider of on-line employment application systems to higher education, it seemed only natural to partner with SunGard SCT, a complementary market leader with such a shared "customer focus."

"With PeopleAdmin's continuing focus on the higher education employment process, their complementary solution will provide value to SCT Banner and SCT Plus Human Resources clients. Although SCT Banner and SCT Plus have inherent applicant tracking capabilities, PeopleAdmin will provide our clients with web-enabled functionality to automate and streamline the processing of employment applications," noted Susan LaCour, Sr. Vice President, SunGard SCT Solutions Development.

CLEMENT ELECTED CHAIRMAN OF TOWN ADVISORY

Brian J. Clement, '03, Director, Technical and Information Services, was elected Chairman of the Town of Wethersfield, Connecticut Advisory Committee on Information and Technology. The Committee will advise the Town (including the Board of Education and the Library) on issues pertaining to computers, networking, connections, telephone systems, and associated infrastructure and software; establish and maintain a long-term integrated technology plan for the Town; recommend changes to operations in order to coordinate and share such integrated technology and infrastructure; oversee the establishment and maintenance of a complete inventory of such infrastructure hardware and software; and seek to avoid unnecessary duplication of costs and infrastructure within its constituent groups.

A GOOD SAMARITAN

Last Thursday April 8, Mike Petersen was in the van doing deliveries in the Park when another vehicle abruptly pulled up and a woman jumped out frantically gesturing to him for help. She was choking and had turned blue. Mike immediately reacted to the situation and administered the Heimlich maneuver.

Kudos Mike Petersen.