

WELCOME

Norman Ainslie, Institute Advancement
Laura Andruski, School of Humanities
Paul Calamia, Architecture
Amie Canfield, Student Life
Kim Cardillo, Division of Research
Michalina Cassaro, Institute Advancement
Wai Chan, Engineering
Lei Chi, Lally School
Amber Cleveland, Institute Advancement
Alan Cramb, Dean of Engineering
Douglas Cumming, Lally School
Gianluca Cusatis, Engineering
Barbara Cutler, Science
Joseph DeBlase, Institute Advancement
Danielle Douaihi, Finance
Sang-Kee Eah, Science
Scott Edkin, Administration
Richard Elliot, Jr. Administration
Russell Ferland, Jr. Science
Fareh Garba, Architecture
David Gautschi, Dean of Lally School
Jason Gorss, Institute Advancement
Maria Paz Gutierrez, Architecture
Jennifer Heptig, Student Life
Timothy Horst, Student Life
Blanche Hosgood, Administration
Melissa Hubbard, Student Life
Sarah Iacobacci, Institute Advancement
Ibrahim Isler, Science
Kristi Jongeling, Institute Advancement
James Kempf, Science
Graham Knowles, Student Life
Robert Lynch, Administration
Rory Manaro, Institute Advancement
Sharon Marchland, Institute Advancement
Jerry Matthews, Administration
Karen McCaffrey, Institute Advancement
Craig McIntosh, Administration
William Moak, Administration
Hilal Nakiboglu, Student Life
Lisa O'Brien, Office of the President
Colleen Park, Institute Advancement
June Pope, Administration
Benjamin Potsaid, Division of Research
James Rossi, Administration
Shelly Samuel, Lally School
Mike Shimazu, Division of Research
Hai Su, Engineering
Douglas Swank, Science
Sheila Tanzman, Institute Advancement
Kevin Taylor, Administration
Patricia Tedesco, Administration
Jerin Turner, Student Life
Javier Ubilla, Engineering
Satish Ukkusuri, Engineering
LisaMarie Valenti, Division of Research
Kevin Vibert, Administration
Jessica Wickiewicz, Student Life
Kevin Woods, Administration
Jeanette Young, Division of Research
Kristen Zablocky, Student Life

HR Polytechnote



September 2005

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33 Annual Service Recognition and Retirement Dinner



The 33rd Annual Service Recognition and Retirement Dinner was held at the Desmond Hotel and Conference Center Friday, August 19th. One hundred and fifty-nine employees were honored for service in 5-year increments ranging from 5 to 45 years. Also honored were 12 employees retiring this year.

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

To view photos from the event, visit the Division of Human Resources' website at <http://www.rpi.edu/dept/hr/index.html>

13th Annual Pillar of Rensselaer Award Recipient



Christopher Davey, Lead Environmental Specialist has been awarded the 2005 Pillar of Rensselaer Award.

This award is the highest honor the Institute bestows on a staff member. It 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, added to the human dimension of the University and who has played an active role in their home community.

Please join us in congratulating Chris for this great honor.

Administration Division System Support (ADSS) merger with Integrated Administrative Computing Services (IACS)

Effective September 6, 2005 staff in the Administration Division System Support Department (ADSS) merged with the Department of Integrated Administrative Computing Services (IACS) within the Division of the Chief Information Officer.

The integration of these two business units will strengthen desktop and server administrative support for the Institute, improve integrated administrative systems across portfolios and will expand focus and responsibility to support business process systems.

Administration Division System Support (ADSS) service responsibilities to the Administration Division remain unchanged and will be assumed by the expanded IACS Department.

Rensselaer Diversity Culture and Systems Audit Report

Rensselaer conducted a Workplace Diversity Culture and Systems Audit in 2004. The results of the Audit have been posted on the Division of Human Resources' website. To view the full report please visit: <http://www.rpi.edu/dept/hr/surveys/diversityaudit.pdf>.

The primary focus of this effort centered on assessing the Institute's diversity climate, systems and processes. The process included historical data reviews, executive interviews, focus groups, and a diversity culture and systems audit assessment that gathered a representative sample of workforce and student perceptions regarding the state of Rensselaer's diverse workplace and campus life.

We would like to thank all students, faculty and staff who participated in this important study.

Focusing on Your Retirement Goals

Planning for your retirement can seem challenging, but there is plenty of help available to guide you. A good place to start is the on-line service offered by the two fund sponsors of Rensselaer's Defined Contribution Plan; Fidelity Investments www.fidelity.com and TIAA-CREF www.tiaa-cref.org.

Both websites offer a wealth of planning assistance, from retirement basics, to investment strategies, to calculating how much you need to save for retirement. In addition, the TIAA-CREF site includes Web Seminars that address each chronological stage of the retirement timeline, from initial enrollment through actual retirement. Both sites also contain valuable information on college and estate planning.

You do not need to have an account with Fidelity or TIAA-CREF to access these on-line services. However, if you do have an account, you can log-in to information and calculators specific to your retirement profile. If you would like to use the retirement calculators, it is good practice to utilize several calculators in order to build a complete picture of your progress toward your retirement goals.

If you do not have access to the Internet, please contact the Division of Human Resources at extension 6302, and we will be happy to assist you.

Laboratory Audits



In conjunction with the Division of Administration and the Vice Provost and Dean for Undergraduate Education, the Division of Human Resources, through the Office of Environmental Health and Safety began conducting internal Laboratory audits on August 1, 2005. The audits will run through September 30, 2005. These space inspections provide a unique opportunity for discussions relating to laboratory safety and compliance.

Topics covered during the inspections include general laboratory cleanliness and chemical hygiene, hazardous waste management, fire and life safety issues and personal protective equipment and training.

If you have any questions or comments regarding this process, please contact Will Fahey at extension 2318 or by e-mail at faheyw@rpi.edu.

PAYROLL SCHEDULES

SEMI-MONTHLY		BI-WEEKLY	
PAY PERIOD	CHECK	PAY PERIOD	CHECK
Sept 16 to 30	Sept. 30	Aug 27 to Sept 9	Sept 20
Oct 1 to 15	Oct 14	Sept 10 to 23	Oct 4
Oct 16 to 31	Oct 31	Sept 24 to Oct 7	Oct 18
Nov 1 to 15	Nov 15	Oct 22 to Nov 4	Nov 15

Faculty and Staff Appreciation NIGHT

In an effort to recognize all faculty and staff for their contributions to Rensselaer this year, the Division of Human Resources will host the Fourth Annual Faculty and Staff Appreciation event. The event will include 4 hockey tickets for each Faculty and Staff member to the Rensselaer vs. Merrimack Men's Hockey Game Saturday, **October 29th at 7:00 pm**. Also, concession stand food vouchers, giveaways and prizes throughout the game. Formal invitations for each faculty and staff member are forthcoming.

HR on Call

The Division of Human Resources' Benefits area responded to over 1,000 inquiries during the month of August. Inquiries related to various Rensselaer benefits including: pension, medical, prescription drugs and tuition remission.

The HR website www.rpi.edu/dept/hr is a great source for many of your HR questions. For instance, many of the forms used to sign up or change your benefits can be accessed at www.rpi.edu/dept/hr/forms/. Up to date information about your W2, pay stubs, benefits, retirement deductions, emergency contact, and earnings history can be found on the Employee Self Service site at rss.rpi.edu

New HR Website Publications

2005 Service Recognition and Retirement Photos
<http://www.rpi.edu/dept/hr/photos/recdin2005>

Rensselaer Diversity Culture Audit
<http://www.rpi.edu/dept/hr/surveys/diversityaudit.pdf>

Updated 2005 EH&S Training Schedule
<http://www.rpi.edu/dept/hr/ehas/safety/EHSTraining2005.pdf>



Division of Human Resources.....	6302
Benefits & Retirement.....	4094
Compensation.....	6335
Employee Relations.....	3065
Employment.....	6994
Environmental Health & Safety.....	6427
HRIS.....	6035
Office of the Vice President.....	2888

Email: hmail@rpi.edu

Website: www.rpi.edu/dept/hr

Employee Self Service: rss.rpi.edu

Discounted Movie Passes \$\$\$\$\$\$

Reminder! Rensselaer continues to sell tickets at a discounted rate of \$5.00. So, stop by to purchase your tickets and take advantage of the great savings! *Limit 10 tickets per purchase.*