

## THE HR LINK

SPRING/SUMMER 2007

Volume 6

[www.lagcc.cuny.edu/humanresources](http://www.lagcc.cuny.edu/humanresources)**HR NEWS/INFORMATION****Review of Your Personnel File**

We recommend that you review the information kept in your Personnel File annually. You may add information to your file at any time. Be sure to submit certificates of completion of educational and/or training courses, evidence of outside civic activities and letters of appreciation.

Please call the Human Resources Department at ext.5075 to schedule an appointment. Civil Service employees may contact Pat Taras; Faculty & CLT's may contact Tessa Lee; and Higher Education Series (HEO) employees may contact Evelyn Almanzar to schedule an appointment to review your file.

**Updating Your Personal Information**

It is very important to keep the following information up-to-date in your Personnel File: Legal name, address, phone number, emergency contacts, dependent information, marital status, beneficiary information, military status and tax exemptions. Benefits for you and your family received under LaGuardia's benefit package could be negatively affected if the information in your Personnel File is incorrect.

**PROCESSING HOURS****College Assistants, Tutors & SLIs:**

Mondays—Thursdays: 9:30am-11:30am & 1:30-3:30pm

**Adjuncts & CETs:**

Mondays & Tuesdays: 10:00am-12Noon,  
Wednesdays: 11:00am-1:00pm and Thursdays:  
2:00pm-4:00pm

If there are circumstances that prevent the newly hired employee from coming to HR on the days and/or times listed above, special arrangements may be made by contacting the HR Department on ext. 5075.

**SUMMER HOURS**

The Summer Four-Day Workweek begins Monday, June 25th and ends Friday, August 10th, 2007 with June 29th and August 10th being our first and last Fridays off, respectively.

**Reminder**—The 4th of July holiday will be celebrated on Wednesday, July 4, 2007. During that week, staff shall have four regular unextended seven hour days on Monday, Tuesday, Thursday and Friday.

**Civil Service Exam Notices:****CUNY Office Assistant #2006**

**Filing Period: 5/21/07-6/18/07**  
**Written Test date: 7/28/07**

**Campus Peace Office #1098**

**Filing Period: 5/07/07-6/08/07**  
**Exam Date: 7/14/07**

**Campus Peace Office #2007**

**Filing Period: 6/25/07-7/27/07**  
**Exam Date: 8/25/07**

**College Accountant #2005**

**Filing Period: 5/28/07-6/25/07**

**College Security Assistant #1082**

**Filing Period: 5/28/07-6/23/07**

Applications are NOT to be accepted at any college HR offices, nor our 80th Street location. Applicants are encouraged to apply online via Exams Xpress. For those applicants who do not wish to file online, paper applications, along with the filing fee, must be mailed to CPS for processing (see website for address). Exams Xpress is accessible by clicking on Jobs at CUNY on [www.cuny.edu](http://www.cuny.edu), Civil Service Exams.

**HR STAFF**

Raymond J. Carozza  
**Director**

Linda Harris  
**Associate Director for  
Faculty & Staff Relations**

Claudette J. Gray  
**Human Resources Manager**

Cheryl Still  
**HR Coordinator, Non-Tax Levy  
Accounts**

Peggy Williams  
**Administrative & HR WEB  
Coordinator**

Nila Bhaumik  
**Training & Professional  
Development  
Specialist**

Andrea Cambridge  
**Benefits Coordinator**

Pat Taras  
**Time Keeper/ CS Assistant**

Evelyn Almanzar  
**HEO Titles Assistant**

Robin Espinoza  
**Assistant to the Director**

Tessa Lee  
**Faculty & Training Assistant**

Dolores Sweeney  
**Reception & College Assistant  
Processing**

Annette Sabler, Jasmin Santana,  
Lola Martin, Mohammad Gulzar  
**College Assistants**

**Director's Corner**

We welcome Claudette Gray, as Human Resources Manager, to our staff. Claudette will manage our recruitment process as well as our Training and Development Program.

We say farewell and good luck to Elizabeth M. Johnston, as she has accepted a position as Human Resources Director at CUNY Queens Law School.

**HR NEWS/INFORMATION (cont.)****Professional Development***How To Be Successful In Your New Job*

If you have joined the staff recently, here are a few ideas that can help you to become successful in your new job. Advancing your career is a challenge, but necessary to ensure you are continuously growing professionally:

- Show up to work every day at scheduled times. If you have to be absent, call your supervisor and let him/her know you won't be in before your scheduled time to work;
- Complete your assignments on time;
- Follow the rules;
- If you aren't sure what you are supposed to be doing, ASK;
- Establish your own personal and professional credibility;
- Stay out of politics and gossip;
- Become part of the working team;
- Have a good "worker attitude";
- Listen.

Keep a positive relationship with your supervisors and peers. It will reduce your stress.

**Retirement Update**

**A**ttention Civil Service Employees: If you are Interested in reviewing your Tax Deferred Annuity, investment choices and options or having your financial questions answered, a MetLife consultant will be on-site, for the last time before the summer break, to provide free one-on-one counseling on:

**Date: June 12th**

**Time: 9:00 a.m. - 4:45 p.m.**

**Location: HR Conference Room - E407**

**Please contact Rosa Morales at (917) 217-8533.**

**A**ttention Faculty and HEO Employees enrolled in the Optional Retirement Plan (ORP): If you're interested in reviewing your retirement portfolio, please schedule an appointment with **TIAA-CREF** consultant Clement Akintomide on any of the following dates:

**May 21st    June 8th    June 19th**

**Time: 9:00 a.m. - 4:45 p.m.**

**Location: HR Conference Room - E-407**

**Sign up at [www.tiaa-cref.org/moc](http://www.tiaa-cref.org/moc) or call 1 800 842-2733, ext. 2461.**

The 2006-2007 Leadership Development Program continues with its stimulating curriculum in the Fall II/Spring session. This year, for the first time, invitations were extended to members of community based organizations and other partners of LaGuardia Community College who wished to develop their knowledge, skills and abilities in leadership. In addition to eighteen LaGuardia faculty and staff, we have four participants representing Kingsborough Community College/CUNY; 1-800 Mattress, Mana Products Inc (both companies based in Long Island City); and New Immigrant Community Empowerment, a not-for-profit community based organization also based in Queens, New York.

The first workshop this calendar year was the Project Planning and Implementation session facilitated by Ms. Rosemary Talmadge and Associate Dean Bradford Orcutt. On February 9<sup>th</sup>, the participants of the Leadership Development Program had an opportunity to interact with the "real-life" leaders at the Panel Discussion. The Panel was made up of the President, Vice Presidents, Vice President of Finance and Administration, Kingsborough Community College, and the Controller of 1-800 Mattress. Other workshops scheduled for the spring are *Communication Skills for Leaders and Leading and Adapting to Change* - an off-campus retreat for the group at the Cornell University School of Industrial and Labor Relations, New York City. In preparation for presenting their projects on May 4<sup>th</sup> 2007, the participants will attend the workshop, "Presentation Skills for Leaders" by Dr. Sana Reynolds. We are also delighted that Vice Chancellor Brenda R. Malone, Faculty and Staff Relations, CUNY, has agreed to be the graduation speaker on May 11, 2007.

We are pleased to announce a new and exclusive program for our administrative staff, the **Leadership Essentials for Administrative Assistant Development (LEAD) Program** which debuted this January. This is an opportunity to provide a comprehensive training program specifically directed at CUNY Administrative and Office Assistants, several of whom who had been recently promoted. The LEAD program is fully supported by the local union as a training effort to provide much needed professional development to the administrative support staff. This program is a comprehensive five month course consisting of several half and full day sessions presented by external training organizations such as SkillPath Seminars, Citywide Training Center, other private consultants and our very own human resources staff.

The Human Resources Department continues to sponsor the Monthly Information Session Series which are open to all employees. The Monthly Sessions, first introduced in Fall 2004, has emerged as a very successful tool for communicating policies and procedures to employees by means of short interactive workshops. The monthly workshops run from October to June and cover a wide range of topics presented by various administrative departments and invited external presenters. The workshops scheduled for Winter/Spring are *Long Term Care – MetLife, NYSUT Member Benefits, OSHA/Right to Know, Responsibilities of the Legal Affairs Office, Purchasing/Requisition Procedures, E-Stockroom & Basic Writing Skills. In addition, the LaGuardia Connections Subcommittee presented a half day workshop on Quality Customer Service/Telephone Techniques.*

The Human Resources Department and the Department of Instructional Studies & Media Distribution continues to offer Computer Skills Workshops in Microsoft Word, Excel, Access, PowerPoint, GroupWise, HTML Functionalities, Photoshop and Webpage design. These workshops, which are open to all employees, have been an exciting addition to our ever-growing training program.

For more information on this training or any of our other professional development opportunities, please contact Nila Bhaumik, [nilas@lagcc.cuny.edu](mailto:nilas@lagcc.cuny.edu).

We remain energized about LaGuardia's Staff Development and Training Programs and look forward to many more productive years!!!