

Communitas



MVCC Faculty/Staff Newsletter

March 1st, 2004



Human Resources Provides Broad Range of Services for College Employees

They are among the first people most MVCC employees meet, when they apply for positions at the College. They assist current employees in a variety of ways, from administering health insurance programs and the promotion process to playing a significant role in getting employees paid and providing other benefits... for all 862 of us, MVCC's full-time and part-time employees, including faculty, classified staff, administrators and student assistants. They also work with employees at the time of retirement, and even after retirement.

"They" are the people in the College's Human Resources (HR) Office, located in Room 113 of the Utica Campus Academic Building, near the Science & Technology Building. You can reach them by telephone at extension 5496. Human Resources services can also be made available at the Rome Campus by appointment.

Meet the People in Human Resources

Jerome M. Brown is Dean of Human Resources. Also in the office are **Nancy Gerzonich**, Assistant Director for Personnel, Principal Typist **Diana Wilcox**, Data Processing Clerk **Brandie Murphy** and Senior Typist **Mary Ann Mastrovito**.

A Team of Human Resources Experts

A team approach is often used, with several members of the Department and even employees in other departments collaborating on matters like payroll management. In the case of payroll, HR handles authorizations and data entry, and works with Office Services on appointment letters, while Business Office employees handle time sheets and actual paychecks.

Nancy Gerzonich is the Human Resources lead person on compensation. continued on page 2

After Hours Reception

Friday, March 5th,
4:00pm-6:00pm, IT Lobby
Cost: \$5.00/employees, \$10.00/guests
Devin Garramone band

Drawings for a number of neat prizes including:

a 50/50 raffle, Custom jewelry donated by Toni Carbone (President's Office) and Helen Madden (CCED). Gift Certificate for \$25.00 to Joeys restaurant (thanks to Pam Nigro), a 2 hour complimentary wine and cheese escorted boat cruise on Otsego Lake donated by Jonathan Meeter (Psych, Human Services & Education) and his wife Gloria; an 8 quart food steamer/rice cooker donated anonymously, discount coupons to the Rio Grande restaurant (thanks to Joe Basi) and ½ price dinners for any MVCC employees (who attend the Latin fest) and their families at Casa Too Mucha on Saturday, March 13th. (thanks to Fritz Barns).

*A **dance demonstration** by our own David Katz and his wife Marilyn Murphy

*The Art Gallery will be open for an **art show**

* **Readers' Theater** melodrama "The Poor of NY" at 8pm in the theater.

* Some **specialty foods** including Mexican pizzas, chicken enchiladas; fajitas, a variety of salsa and chips; dipping oils and variety breads; zucchini appetizers; swordfish kabobs with salsa, kahlua cake and other yummy desserts; Salvadorian tamales wrapped in plantain leaves, Mexican rollups and taco dips.

* Exotic non alcoholic **drinks** like Costa Rican melon fresco, no tequila margarita and a hot spiced punch Adult beverages as well.

Watch for Women's History Month Events in Upcoming Communitas' and MVCC Today

Human Resources Office, cont.

sation matters, working with others in the Department and across the College.

She also administers health insurance programs such as BlueCross BlueShield, MVP, and Delta Dental. She is the College's contact person for each of the insurance providers, handles the inevitable paperwork, arranges for benefits fairs, communicates rate information to the College community, intervenes to resolve problems, and answers a myriad of questions from current employees and retirees.

She is also responsible for managing individual and institutional interaction with several retirement systems, including TIAA-CREF, NYS Employees Retirement System and NYS Teachers Retirement System. Unemployment and Workers' Compensation issues are also handled by Nancy. Tax-sheltered retirement accounts, payroll deductions associated with selected benefits such as the relatively new tax sheltered unreimbursed medical expenses flex plan are also handled by Nancy.

Mary Ann Mastrovito oversees much of the detail associated with hiring of new employees, responding to search proposals, placing recruitment advertising, receiving resumes and sharing those with search committees, and working with Office Services to create letters acknowledging applications and informing applicants of a search's outcome.

In the case of classified employee hiring, she interacts extensively with the Oneida County Personnel Department and makes sure payroll information is entered into the computer system accurately. She also handles paperwork related to longevity, medical leave and other matters affecting classified employees.



For all types of position vacancies, she schedules interviews, does benefit briefings for candidates, posts openings on campus, notifies the NYS Department of Labor, and provides search committees with information they need for their deliberations and decisions.

Adjunct and overload faculty contracts each semester are a major responsibility for **Brande Murphy**, sometimes complicated by class cancellations and reassignments. Similarly, she handles contracts for temporary employees of the Center for Community & Economic Development, and Community Education. She is also responsible for employment verification and other research.

She also prepares packets of information for new employees, ranging from required forms and College materials such as the Faculty-Staff handbook and the Right to Know booklet, to information on community resources. Diana Wilcox, in addition to serving as Dean Brown's secretary, is the lead person in dealing with student employees, and tracks a range of other details for the Department. She maintains personnel files, including promotion materials and evaluations, and sets up several annual processes such as those for non-teaching professional promotions, continuing and career appointments,

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Mardi Gras Dinner Fundraiser for Rome African-American Heritage Association and the Hospitality Programs

Students and faculty in the Hospitality Programs will present a special Mardi Gras dinner at 6:00pm Wednesday, March 3rd.

The event is a fundraiser for the Rome African-American Heritage Association and for Hospitality Programs scholarships.

Reservations are required and may be made by calling X7702. The fee is \$25 p/p.

The authentic Mardi Gras menu features items from several of New Orleans' most prominent restaurants. Included will be King Cake, a signature pastry of Mardi Gras; Duck & Wild Mushroom Gumbo, from the Bombay Club; Oysters Bienville and Butterfly Shrimp, from NOLA; and fresh home made bread served with herb butter.

Entrees include Baked Louisiana Fish in Filo and Julienne Vegetables, Sweet Potatoes and Rum Sauce, from Restaurant August; or Chicken Margaux and Holy Trinity Risotto Cake, Corn Maque Choux, from Commanders Palace.

Also served will be Mardi Gras Madness Punch; Caesar Salad, from Emeril's; White Chocolate & Strawberry Mousse, from Palace Café; or Bread Pudding with Bourbon Sauce, from Bon Ton Café.

continued on page 3

2004 Trend Data Book

You should have already receive the 10th edition of the official Spring 2004 Trend Data Book.

A limited number of copies will once again be distributed.

If any department requires additional copies, please e-mail Sam Russo and after very careful review, arrangements will be made with our Print Shop to fill special orders. He can be contacted either by e-mail or by phone (EXT. 5342).

This newly revised 10th edition, is loaded with narrative and graphic illustrations assessing the fall 1999 - fall 2003 trends in enrollment, admissions, academic programs, graduate, administrative/financial and personnel. A glossary section is also included with over 50 terms and definitions, some new.

Please note that the enrollment section is now expanded and includes even more high school information. The academic programs section is also now expanded and includes up to seven more charts; increasing it to 40.

Sam Russo would also like to extend his sincerest thanks to Mark Radlowski, Rosemary Spetka, Kate Barefoot, Chuck Caughey, Jay Salsberg, Sharon Lee, Terry Walters, Carol Gawarecki, Sue Waters and Peter Rebisz also Robert Lacell, George Zook, Sharon Zohne, Denis Kennelty, Dean Jerry Brown and Nancy Gerzonich, Vice-President Ralph Feola, Richard Zaklukiewicz, Tania Bader, Dan Porcelli, Donald Reese, Maryanne Milograno and Dr. Robert Jubenville for their excellent support, guidance and unselfish assistance.

Also an extended thanks to all of you who utilize, in so many ways, this publication.

Should anyone require further information, want to offer further comments or suggestions feel free to either call, e-mail or visit Sam in AB 108 on the Utica Campus.

Human Resources Office, cont.

and probationary appointment renewals - in conjunction with Kitty Dack in the Office of Instruction.

While ultimately responsible for all Human Resources activities, **Jerry Brown** also serves as the College's Affirmative Action Officer, serving as a resource person for the Affirmative Action Committee. He receives and responds to discrimination complaints, and interacts with both State and Federal agencies with jurisdiction in this area. With Vice President DiGiorgio, he also receives and responds to complaints of sexual harassment. He is also the College's Title IX Coordinator, charged with ensuring that men and women, both employees and students, are treated equally.

He is also heavily involved in negotiations with the College's several bargaining units, and is the College's lead person for contract administration on a daily basis. In this role, he frequently advises administrators on how to comply with contract provisions on issues as evaluations, grievances and discipline. He interacts with union leadership almost daily, keeping lines of communication open and seeking to resolve problems.

Finally, he is also the College's HIPAA (Health Information Portability and Accountability Act) Coordinator, ensuring compliance with Federal regulations on employees' identifiable health information.

Important New Employee Assistance Program

The newest benefit for College employees is an Employee Assistance Program (EAP) available through Mohawk Valley Consulting Associates, 214 Oriskany Boulevard, Whitesboro.

Under the EAP, employees and members of their families are encouraged to voluntarily seek assistance on a completely confidential basis.

Problems ranging from drug/alcohol abuse or legal problems to family or marital distress, depression and anxiety can be discussed with an EAP counselor. Any issue that presents a problem to you or a family member can be discussed.

While early involvement with the EAP may help prevent a problem from reaching the crisis stage, Mohawk Valley Consulting Associates can help even in crisis situations on a 24/7 basis, working with other community resources.

Confidentiality is a key feature of EAP. No information about the consultation will be released to anyone without your consent. The College will not know when an employee makes use of the EAP. Services are delivered off-campus, at the employee's personal request, by professional counselors who can help you analyze a problem and suggest realistic solutions. To help ensure privacy and confidentiality, appointments will not be scheduled when another MVCC employee may be receiving assistance.

To find out more, or to use EAP services, simply call Mohawk Valley Consulting Associates at 768-1363 or 800-729-MVCA.

Human Resources is Here to Serve You

By working closely with Human Resources, particularly in connection with benefits and at retirement, you can avoid a variety of problems.

For instance, Human Resources can help you avoid insurance complications in the case of surgery, where a second opinion may often be required. When you retire, Human Resources can help you complete the transition smoothly, and receive all the retirement benefits to which you are entitled.

The people in Human Resources take pride in helping to solve problems, in answering your questions, and in assisting you at every stage of your MVCC career, from initial hiring to retirement and beyond. They're there to serve you - give them a call or stop in with your questions anytime.

Utica Symphony presents Mozart & Beethoven Together! as season finale

Quick. . . Energetic. . . Light and
Happy. . .

These qualities link three major musical works by Mozart and Beethoven that will be performed by the Utica Symphony Orchestra. The concert takes place on Saturday, March 20 and features guest artist, clarinetist and Utica native Jeanette Jonquil.

Mozart & Beethoven Together! is the final concert of the 2003-04 season for the Utica Symphony Orchestra. Two performances – at 2 and 8 p.m. – will conclude the Symphony's first season in the Mohawk Valley Community College Theater.

[Please note: The 8 p.m. performance is sold out. The Symphony has created a "standby List" for individuals willing to wait to know about available seating until just before the 8 p.m. curtain on a first-come, first-served basis. "Standby List" requests that are fulfilled are \$10/ticket.]

The Symphony, conducted by Music Director Charles Schneider, will perform Mozart's Symphony No. 35, D major, K. 385 "Haffner" and Concerto for Clarinet, A major, K. 622. Beethoven's Symphony No. 8, F major, op. 93 will conclude the Orchestra's program. Ms. Jonquil will perform the Concerto for Clarinet with the Orchestra.

The principal clarinetist for the Charleston [SC] Symphony Orchestra, Ms. Jonquil has also performed under the baton of Michael Tilson-Thomas, conductor for the New World Symphony Orchestra. She served as assistant principal/E-flat clarinetist with the New Zealand Symphony and has also played in the Milwaukee Symphony Orchestra. She has traveled extensively during her career and has performed at var-

continued on page 5

Upcoming Events

Monday, 3/1

CCED Revere Copper Management/ Leadership Training, 7:30am-4:00pm, PC 221, Rome Campus.

SUNY IT Information Table, 10:00am-1:00pm; 4:00pm-6:00pm, PC Atrium, Rome Campus.

Tuesday, 3/2

CCED Revere Copper Management/ Leadership Training, 7:30am-4:00pm, PC 221, Rome Campus.

Wednesday, 3/3

CCED Revere Copper Management/ Leadership Training, 7:30am-4:00pm, PC 221, Rome Campus.

Viviane de Kosinsky "Small Pleasures" watercolor exhibit opening, 4:30pm-6:00pm, Small Works Gallery, IT.

Hospitality Dinner, theme- "Mardi Gras Taste of Jazz." Seating begins at 5:45pm in AB 108, Rome Campus. Fundraiser price is \$25. Call 334-7702 for reservations.

Brown Bag Lunch Series, "Test Taking & Test Anxiety," Noon - 1:00pm; 1:00pm-2:00pm, ACC 116.

Friday, 3/5

College After Hours Party, 4:00pm-6:00pm, IT Lobby. Tickets are \$5 for MVCC employees, \$10 for guests.

Cultural Series Event: PLAY: "The Poor of New York," by the Readers Theater, 8:00pm. Admission is \$3 with MVCC ID; \$5 without.

Saturday, 3/6

Cultural Series Event: PLAY: "The Poor of New York," by the Readers Theater, 8:00pm. Admission is \$3 with MVCC ID; \$5 without.

Apollo Night Talent Contest, 7:00pm-10:00pm, MV Commons.

Monday, 3/8

Cultural Series Event: MOVIE: "Matchstick Men," 3:30pm, IT Theater. Admission is \$2 with MV ID; \$4 without.

Tuesday, 3/9

Cultural Series Event: MOVIE: "Matchstick Men," 7:00pm, IT Theater. Admission is \$2 with MV ID; \$4 without.

CCED Computer Security Seminar, 8:30am-4:00pm,

Wednesday, 3/10

Brown Bag Lunch Series, "Making Decisions About Your College Career," Noon - 1:00pm; 1:00pm - 2:00pm, ACC 116.

Hospitality Dinner, theme- "Contemporary Russian" Seating begins at 5:45pm in AB 108, Rome Campus. Price is \$18. Call 334-7702 for reservations.

Cultural Series Event: LECTURE: "From Rosie the Riveter to Harriet the Happy Homemaker: Women On Screen During And After World War II," 2:00pm, IT 225.

Thursday, 3/11

Cultural Series Event: POETRY READING: "Li-Young Lee," 7:00pm, IT Theater. Admission is \$2 with ID; \$3 without.

Sunday, 3/14

"Isn't It Grand?" with David Kim, 3:00pm, IT Theater. Suggested Donation is \$10.



Jim Seaver, a 1999 Nursing grad, is an RN/Charge nurse at Meadow Dialysis in Hagerstown, MD.

MID TERM ABSENTEES, Faculty?

With Midterms rapidly approaching some students will be questioning whether or not they can pass your class. Whether it's absenteeism or personal problems that get in the way of academic success, please forward your students to the Counseling Office (PH 104B) where we can take the time to work through whatever the obstacle is. If we can save even one student from withdrawing, it's worth it. And don't forget, we have a Substance Abuse Specialist as well, willing to address some hard realities if that's what is needed. Keep them in your class. Walk them over to us. Just demonstrating your concern could be keeping them in your class.

Utica Symphony, cont.

ious music festivals and with world-renowned conductors, including Charles Dutoit and Seiji Ozawa.

Ms. Jonquil began her clarinet studies at the age of 10 in the Utica City School District. She studied privately with Heather Johnsen, the Utica Symphony's principal clarinetist. Her firm foundation in music and performance, acquired in Utica, led to her earning bachelor's and master's degrees in music from Northwestern University and Yale University, respectively. Ms. Jonquil is the recipient of several awards and honors, including first prize in the Coleman Chamber Music Competition in Los Angeles and The Woolsey Hall Concerto Competition [both in 1999]. At graduation from Yale, Ms. Jonquil won the Daniel Nyfenger Memorial Prize for excellence in woodwind playing.

"Mozart's Symphony No. 35 reflects a festive occasion," noted Maestro Schneider. "It was written to commemorate an event in the home of Burgomaster Sigmund Haffner of Salzburg. It is an energetic composition, with sections that are reminiscent of a serenade. The final rondo of the piece, which Mozart noted should be played as fast as possible, moves at a breathless pace."

Mozart's Concerto for Clarinet was completed soon after the debut of his opera, *The Magic Flute*. "Tenderness and lyricism are the keynotes for this piece," said Schneider. "The concerto was originally written for basset horn [alto clarinet] and it strikes a balance between orchestral and chamber music. It features quick scales and arpeggios that provide ornamentation when the clarinet acts as an accompanist and that are integrated into the piece, rather than serving as a showcase for virtuosity."

Beethoven's Symphony No. 8 is like a "slender maiden between two giants" according to Maestro Schneider. The work maintains a light and happy mood throughout. "The most famous movement in this symphony is the second," said Schneider, "which maintains a sprightly pace. It's been suggested that the movement's rhythmically precise series of chords was Beethoven's little joke to poke fun at his friend, Johann Maelzel, who invented the chronometer. The symphony's finale is fast and furious and has easily traced themes."

Tickets for the 2 p.m. performance at the MVCC Theater are \$20-\$35, with student tickets at \$10. For tickets, call the Stanley Ticket Office, 315-724-4000. Group discounts may be ordered by contacting the Utica Symphony Office at 315-732-5146.