

Spring 2006

THE HR LINK

Volume 3

www.lagcc.cuny.edu/humanresources

The Annual Health Benefits Fair

Healthy Me in 2005, was held on Wednesday, October 26th from 12 - 3 pm in the E-Building Atrium. Many of the vendors from previous years were in attendance, along with vendors offering preventative and proactive healthy alternatives, ideas and advice on living and/or maintaining a healthy lifestyle. In keeping with the holistic and preventative theme, massage chairs were set up and free 10-minute massages were available.



The employees who stopped by were given the opportunity to visit with all the vendors as well as participate in a raffle, which was moderated by VP Elliott. The prizes included a Guardian Leather Portfolio, Knick Tickets, Portable CD player, as well as a free massage from Healthy Endings Wellness Center & Spa & three massage sessions from Monarch Massage Services and an acupuncture session with a licensed acupuncturist. Also in-line with maintaining a healthier lifestyle, the Recreation Facility at LaGuardia Community College raffled off a three month Gold Pass Access, including a great HIP gym bag, a workout towel, water bottle and a t-shirt.

Although attendance increased slightly in comparison to previous years' events, we're hoping that next year's event will attract more employees. If you have any suggestions or ideas on how to increase staff attendance at these events, please email us.

Retirement Update

Attention 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:

March - 9th and 22nd **May - 10th and 22nd**
April - 12th and 27th **June - 13th and 29th**

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

Location: HR Conference Room - E407

Sign up at www.tiaa-cref.org/moc or call 800 842-2733, ext. 7288.

Attention Civil Service Employees: Interested in reviewing your Tax Deferred Annuity or starting your tax-deferred program? A CitiStreet consultant, will be on-site to provide free one-on-one counseling sessions on the following dates:

March 28, 2006 May 23, 2006

April 25, 2006 June 20, 2006

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

Location: HR Conference Room - E407

Please contact Rosa Morales at (917) 217-8533

Performance Management

Performance evaluations have become a functional tool to facilitate good management. The Core Performance Evaluation process, here at LaGuardia Community College serves to assist supervisors and managers to appraise performance, support reappointment, merit and reclassification decisions, assess training and development needs and to substantiate disciplinary actions.

In addition, managers should use it to motivate employees, set performance standards, engage in the planning of SMART goals and examine an employee's contributions aligned with the College strategic plan .

According to CUNY/PSC Agreement, Article 18.3.b, written evaluations may occur each semester, but at least once each year. The HR Department recommends that new employees receive a written performance evaluation during the first 90 days of employment and also at the end of the evaluation period. There are 3 steps in the evaluation process:

1. Planning: Reference to the prior year's evaluation and job description may help guide discussions and provide continuity. Review the file of all direct reports prior to the evaluation conference. Just make an appointment with HR x5086.
2. The Conference: Have a purpose, be prepared and organized, use positive feedback. Be Professional, not emotional, ensure privacy and comfort, but above all LISTEN. The conference should be a 2-way conversation.
3. Write the Performance Evaluation: We encourage all managers and supervisors to please use our new automated HEO Performance Evaluation Form: go to www.lagcc.cuny.edu/humanresources

Click on FORMS, then click on HEO Performance Evaluation Form,

You must print the form once you have completed it. You cannot save the form unless you have Adobe Writer.

You must complete and give the HEO Evaluation Form to the employee within 10 days of the Conference. Once the employee has reviewed and signed the evaluation form you should submit it to your Vice President who will return the original to HR for filing.

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Performance Management (cont.)

Performance evaluations are a vehicle to validate and recommend organizational actions (reappointment, merit, reclassification, training) and provide feedback to employees with an eye toward improving future performance. Good management is about building relationships between managers and staff through coaching and on-going interactions. Take responsibility for developing employee potential, by developing an action plan with defined outcomes. Use this year's performance evaluation as a baseline for goal attainment, and as your barometer to formally measure both the quality and quantity of the goals accomplished. The Performance Evaluation is a communication tool used to not only review past accomplishments but to plan future goals with your employee, which serves as the basis of next year's evaluation.

The Annual Evaluation period is from:
January 1, 2005 through December 31, 2005.

Professional Development Area

The 2005-2006 Leadership Development Program continues with its stimulating curriculum in the Fall II/Spring session. 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 9th, the participants of the Leadership Development Program had an opportunity to interact with the leaders of LaGuardia at our Round Table Discussion with Executive Council. Other workshops scheduled for the spring are *Beyond the Basics: Critical Skills for Leaders* and *Leading and Adapting to Change* - both of which are off-campus retreats for the group at the Cornell University School of Industrial and Labor Relations. In preparation for presenting their projects on May 18th 2006, the participants will attend the workshop, "Presentation Skills for Leaders" by Dr. Sana Reynolds. We are also delighted that Mr. Allen Dobrin, Senior Vice Chancellor and Chief Operating Officer, CUNY has agreed to be the graduation speaker on May 25, 2006.

We are pleased to announce a new and innovative program for our managers and supervisors, "**HR Toolbox for Managers**". The goal of the program is to provide a select group of managers and supervisors with a greater understanding of their role, rights and responsibilities. This program is a comprehensive six month course consisting of several half and full day sessions presented by external consultants like Dr. Sana Reynolds and Dr. Stephanie Twin, experts from the CUNY Office of Faculty and Staff Relations and CUNY Legal and our human resources staff. For more information, please contact Nila Sen at nilas@lagcc.cuny.edu.

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, have 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. The workshops scheduled for Winter/Spring are *Building Operations: Web based work service request*; *Working with People with a Disability - What Does It Mean For Me*; *Workplace Violence Prevention Policy*; *Role and Responsibilities of the Legal Affairs Office*; and *Your Workplace, Your Writing & Basic Writing Skills*.

LaGuardia Connections Subcommittee is happy to present another half day workshop on Quality Customer Service on April 6, 2006. This workshop is open to all full and part-time employees. For more information, or to schedule a workshop just for your department/division, please contact your department of Human Resources. Beginning this spring, the Human Resources Department and the Department of Instructional Studies & Media Distribution, is introducing a series of Computer Skills Workshops in Microsoft Word, Excel, PowerPoint, GroupWise and Webpage design. These workshops, which will be open to all employees, are an exciting addition to our ever-growing training program.

We remain energized about LaGuardia's Staff Development and Training Programs and look forward to another productive year!!!

HR Website New and Improved

The Human Resources Department is pleased to announce its newly redesigned web page. Over the past few months, our team has been hard at work refining our site. Our site provides a more user-friendly navigation and highly resourceful forms section. Faculty and staff can find useful information on policies, benefits, links to healthcare providers, unions and pension plans.

Forms section redesigned with you in mind. Most of the forms found on our site can be opened as a PDF, provided your computer has ADOBE, completed and printed out from your desktop. You can only save the document if you have ADOBE Writer.

FAQ's to EAQ's. We've replaced the section under Frequently Asked Question with Electronically Asked Question. You may send your questions or comments directly to an HR staff member who will then forward your question to the appropriate staff member for response.

As this is an ongoing project, please check our web page for new updates on forms and information. We welcome your comments and suggestions.

Please visit our website at

<http://www.lagcc.cuny.edu/humanresources/>

Director's Corner

I have some exciting news to share with you this Spring!

We have been invited to present our Staff Development and Training Program and Leadership Development Program at the Eastern and Southern Region Conferences of the College and University Professional Association/HR. We are following up our receipt of the CUNY Senior Vice Chancellors Productivity Award by expanding our Professional Development Program to include Computer Training Workshops and more Monthly Informational Sessions. Watch your email for announcements soon!

I am delighted to inform you that our HR website is fully revised and up and running. Please visit us soon for updated information and guidance. I would appreciate your feedback on the usefulness of our website and any suggestions you may have to improve it; rcarozza@lagcc.cuny.edu

We remain available in E407 and E408 for walk-ins or to schedule an appointment to meet with one of our HR staff in person.

REMINDER: All Faculty & Staff will be receiving a Data Verification form and Emergency contact form from City University Personnel System to be updated and returned to the Human Resources Department.