

# IT'S ALL ABOUT

# YOU

## Newsletter



## First Annual Employee of the Month Celebratory Luncheon



From left to right: Michael Gutstein, John Aaron, Michael Danza, Jonathan Hagler, Judith Cohen, Illeana Viquez, Cynthia Olvina, Marianne Perrone, Frances Robinson, Dasha Gorinshteyn, President Claudia Schrader, Tiffany Harding, Peter Santiago, Eduardo Rios.

On November 16, 2018, the Culinary Department hosted Kingsborough Community College's first annual Employee of the Month Celebratory Luncheon in the Ocean View dining room. The inaugural year honorees are:

### NOVEMBER 2017

Michael Gutstein, Military & Veterans Affairs

### DECEMBER 2017

Illeana Viquez, Campus Planning & Design

### JANUARY 2018

Peter Santiago, Access-Ability Services

## SPRING 2019

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## First Annual Employee of the Month Celebratory Luncheon (continued)

### FEBRUARY 2018

Joanne Palmieri, Student Services

### MARCH 2018

Dorothy Gale, Health Services

### APRIL 2018

Frances Robinson, The Women's Center

### MAY 2018

Judith Cohen, Communications and Performing Arts

### JUNE 2018

Jonathan Hagler, IT Services

### JULY 2018

Tiffany Harding, Continuing Education

### AUGUST 2018

Dasha Gorinshteyn, Counseling & Health Services

### SEPTEMBER 2018

Cynthia Olvina, Department of Behavioral Sciences

### OCTOBER 2018

Marianne Perrone, Financial Aid



A great time was had by all. Speakers included President Claudia V. Schrader, Vice President for Finance & Administration Eduardo Rios, and the Employee of the Month Chairman, John Aaron. Honoree Judith Cohen gave thanks on behalf of the 2017/2018 recipients.

## Employee of the Month Recipients

Let us congratulate the employee of the month recipients:

### NOVEMBER 2018

Erika Delacruz, Office of Collaborative Programs

### DECEMBER 2018

Mary Jane Blauvelt, Department of Biological Sciences

### JANUARY 2019

Patricia Mead, Department of Business

### FEBRUARY 2019

Joanne Oliveri, The Women's Center

### MARCH 2019

Kimberly Burke, Buildings and Grounds

### APRIL 2019

Rosanne Scalice, Office of Human Resources

# Payroll Information

## Adjunct Summer 2019 Payroll Dates

		July 12, 2019	July 26, 2019	August 9, 2019	August 23, 2019	September 6, 2019	September 20, 2019	October 4, 2019
Teaching Adjuncts and Overload Faculty		●	●	●	●	■		
Non-Teaching Adjuncts and Adjunct CLTs		●	●	●	●	●	●	●
Teaching Adjuncts and Overloads who have assignments in Collaborative Programs		■	●	●	●	■		
Non-Teaching Adjuncts and Adjunct CLTs who have assignments in Collaborative Programs		●	●	●	●	●	●	●
Program Coordinators and Counselors who have assignments in Collaborative Programs		●	●	●	●	●	●	●

## Continuing Ed Teacher Summer 2019 Payroll Dates

	Class Schedule		July 12, 2019	July 26, 2019	August 9, 2019	August 23, 2019	September 6, 2019
Faculty assigned to ESL and HSE codes	6/25/19 - 8/15/19	●	●	●	●	●	●
Faculty assigned Coordinator codes	6/25/19 - 8/15/19	●	●	●	●	●	●
Faculty assigned to ESL-70 codes	7/2/19 - 8/13/19	■	●	●	●	●	●
Faculty assigned to HSE-70 codes	7/2/19 - 8/13/19	■	●	●	●	●	●
Faculty assigned to CLIP classes	6/24/19 - 8/7/19	●	●	●	●	■	■
Faculty assigned to Adult Education classes	7/2/19 - 8/23/19	■	●	●	●	●	●
Faculty assigned to CFK codes	7/8/19 - 8/15/19	■	●	●	●	●	●

## Payroll Information (continued)

It is essential that all required paperwork (i.e. teaching schedules) be submitted to your department on schedule in order to be paid on time. It is required that I-9 documentation (i.e. proof of identification) and completed tax withholding forms be submitted to the Human Resources Office within three days of starting to work. Please be aware that the Human Resources Office is unable to place an employee on the New York City Payroll Management System (PMS) if the employee has not presented an original Social Security card.

Our ability to adhere to payroll schedules for instructional hourly faculty including Continuing Education teachers is dependent upon receipt of Personnel Data Forms (PDF's) and/or applicable timesheets from either the Office of Academic Affairs & Provost or the Office of Continuing Education prior to predetermined payroll submission deadlines. If the PDF's are not received in the Human Resources Office by the designated deadlines, then the first payday of employees will, unfortunately, be delayed.

### Have You Checked Your Pay Stub Lately?

When was the last time you've checked your pay stub? Are all of your deductions accounted for? It is very important to check your pay stub frequently to ensure all deductions are present. Do you have a TDA with TIAA-CREF or the 457 NYSDCP? Have you checked your statement to make sure your contributions are in your account? If not, contact Detrice McPhatter at 6525. There could be a problem with the City Payroll, or in some instances, the University Benefit Office would need to be notified to correct the situation.

### Friendly Reminder!

Just a friendly reminder to return all timesheets to the Human Resources office when due. Make sure they are filled-in COMPLETELY. Don't forget your signature as well as your supervisor's.  
HEO'S: Must submit time sheets the Monday after the pay day.  
Civil Service Staff: Timesheets are due on Monday by 12pm.

### Upcoming Events

- ▲ Soca Fitness Classes each Wednesday now through May 29, 2019  
Gym (G107) | 12:50pm -1:50pm

### Notable Past Events

- ▲ Employee Benefits/Wellness Fair  
April 17, 2019 | The Lighthouse | 12:00pm - 3:00pm

## Register to Attend a Health Benefit Seminar



The NYC Health Benefits Program has two seminars that will provide you with health insurance information for active and retiring employees.

- ▲ *Transition to retiree health benefits seminar:* Learn steps involved in transitioning from employee to retiree. Includes a Q&A session after the seminar. Visit: <https://bit.ly/2wgTIHP>
- ▲ *Health Benefits for Active employees:* Understand the current health insurance choices and other tax favored plans. Visit: <https://bit.ly/2Lg7334>

## New Representative for TIAA

Kingsborough Community College has a new TIAA representative. His name is Andrew Morales and he can be reached at 800-732-8353 for scheduling a one-on-one session. You may also schedule an appointment by registering at [www.tiaa.org/schedulenow](http://www.tiaa.org/schedulenow)

## Kingsborough is Smoke - Free



Kingsborough Community College is a smoke free campus.

The use of tobacco under CUNY's jurisdiction on all grounds and facilities, both indoor and outdoor, including locations such as playing fields, entrances and exits to buildings, and parking lots are prohibited.

Here is a list of smoking cessation resources if you would like assistance in quitting.

## Kingsborough is Smoke - Free (continued)

### ▲ CUNY WORK/LIFE PROGRAM

All CUNY faculty and staff and their family members are covered within the CUNY Work/Life Program - a voluntary, free, and confidential benefit administered by Deer Oaks. Deer Oaks has a team of experienced counselors available around the clock to help assess needs and clarify options on an array of daily-life issues. **Please call 855. 492. 3633** or visit [www.deeroaks.com](http://www.deeroaks.com)

### ▲ EMPLOYEE SMOKING CESSATION PROGRAM (ESCAPE)

All CUNY employees are eligible for the city-administered Employee Smoking Cessation Program (ESCAPE). Available at no charge, this program is a personalized and confidential service to meet the needs of eligible New York City employees who would like to quit smoking. Support is provided by experienced Tobacco Treatment Specialists in person or by phone. For further Information, please call **212. 676. 2393** for an appointment, and/or visit the website at: <https://on.nyc.gov/2BBtFM9>

### ▲ NEW YORK CITY - 311

New York City provides an array of free or low-cost programs and resources to assist with smoking cessation. For more information call 311.

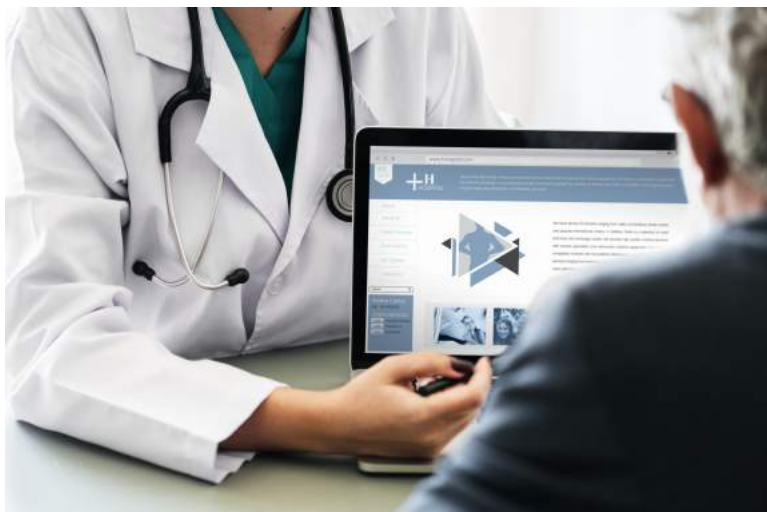
### ▲ NYS SMOKER'S QUIT LINE

Tel: 866. 697. 8487 or Web: [www.nysmokefree.com](http://www.nysmokefree.com) and [www.nyc.gov/apps/311](http://www.nyc.gov/apps/311).

New York State and New York City offers assistance to help people quit smoking. You can talk to a Quit Coach, receive a free starter kit of nicotine patches or gum, or visit the City's Quit Smoking clinics to receive supportive counseling and medication to help quit smoking. Services are provided at little or no cost.

*For more information please contact Detrice McPhatter at: 718. 368. 6525 or email: [dmcphatter@kbcc.cuny.edu](mailto:dmcphatter@kbcc.cuny.edu)*

## RX coverage with PSC and DC 37



Please see the links below for a formulary list of drugs that are covered under your prescription plan.

PSC-CUNY Welfare Fund Members:  
<https://bit.ly/2YUZ3vH>

DC 37 Members:  
<https://bit.ly/2wFUaMy>

You will have to register at the site to obtain a list of covered medications.

## Notable Mentions from Human Resources

- ▲ Wage Works commuter plan is changing to Edenred. Please contact Detrice McPhatter at: 718. 368. 6525 or email: dmcphatter@kbcc.cuny.edu for details about the plan or enrollment.
- ▲ GHI covers Chantix. This is a prescribed medication to assist in the aid to stop smoking.
- ▲ Rina Yarmish invited Mickie Driscoll to the PSC Chapter Chair meeting that took place on March 29. The Human Resources department helped with coordinating TIAA to be present and the meeting was successful.
- ▲ Are your beneficiaries up to date? If you believe updates are needed, please contact the vendor for making changes.

## KCC Latest Staff Members

We would like to welcome Kingsborough Community College's latest staff members!

### OFFICE OF THE PRESIDENT

Jennifer James  
Michael Valente

### OFFICE OF BUSINESS MANAGER

Crystal Rivera

### OFFICE OF COMMUNICATIONS & MARKETING

Tonya Collins  
Cheryl Todmann

### OFFICE OF INFORMATION TECHNOLOGY SERVICES

Christopher Khaleel  
Duckens Michel  
John Rua

### ACADEMIC AFFAIRS

Nicholas Cromie

### ACCELERATED STUDY IN ASSOCIATE PROGRAM

Arwa Alhoribi  
Agnes Williams

### ADMISSIONS INFORMATION CENTER

Olivine Dixon

## **BUILDINGS AND GROUNDS**

Bruno Andolfo  
Debbie-Ann Campbell  
Daniel Caronna  
Joseph D'Amico  
Dante Lestrade

## **COLLEGE ADVANCEMENT**

Sharon Blaggrove  
Irina Vayner

## **FINANCIAL AID**

Marine Avanesyan  
Melissa Knight  
Ruben Landaverde

## **ENROLLMENT MANAGEMENT**

Lisa Klugewicz  
Rudolf Muradov  
Rubina Rattani  
Andrew Schiavoni

## **DEPARTMENT OF BEHAVIORAL SCIENCES & HUMAN SERVICES**

Tanzia Ahmed  
Jeremy Sawyer

## **DEPARTMENT OF COMMUNICATIONS & PERFORMING ARTS**

Jessica Corbin  
Bryan Powers

## **DEPARTMENT OF NURSING**

Joan Zaloom

## **LIBRARY**

Jeffrey Delgado  
Valeria Selezneva

