
HR Connect

May 2022 (21st Issue)

The Graduate Center Office of Human Resources

Dear Faculty and Staff,

We hope the Spring semester has proven to be an enjoyable and engaging one as we continue to reacclimate to our expanded time on campus, and on-going changes in CUNY, and society in general.

We hope you will find this edition of HR Connect to be informative and enlightening. As always, feel free to share your feedback.

Best,
David Boxill
Executive Director of Human Resources

OHR Staff Announcements

Passing of Lourdes Lopez

It is with a heavy heart and deep sorrow that we inform you of the passing of Lourdes Lopez, a dedicated and valued member of the Office of Human Resources team and the Graduate Center community.

Lourdes served as the Business Data and Reporting Analyst in our office and devoted her skills and expertise to serve full-time employees in classified titles at the Graduate Center,



Upcoming Events

May 30

Memorial Day holiday observed

May 31

Deadline for part-time employees to complete the annual Workplace Violence & Employee Sexual Interpersonal Violence Prevention trainings

June 13

Four-day Workweek/Summer Fridays begins

July 4

Independence Day holiday observed

July 15

Annual performance evaluations for classified staff are due

July 29

Deadline for full-time employees to complete the annual Workplace Violence & Employee Sexual Interpersonal Violence Prevention trainings

August 31

Deadline to use any excess annual leave over the cap

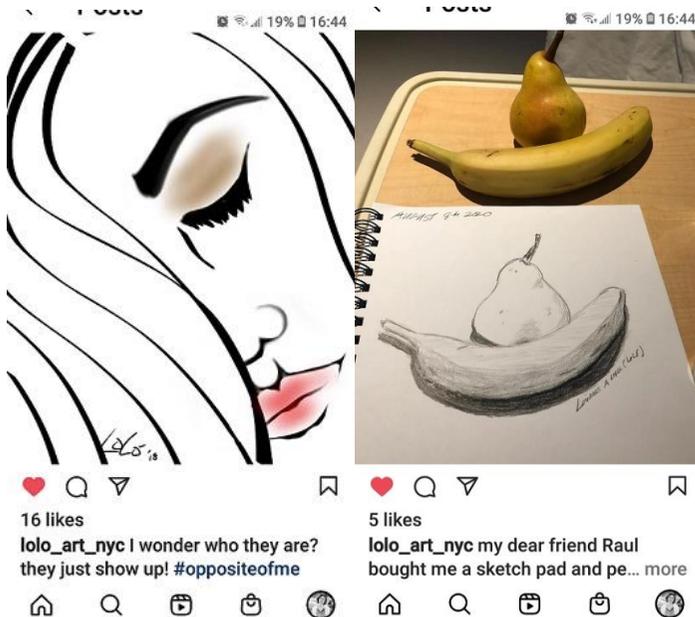
Craig Newmark Graduate School of Journalism, and Macaulay Honors College. Her hard work and commitment were instrumental to our team as we pivoted to new projects and tasks and adjusted our operations to meet changing needs. A consummate professional and team player, Lourdes was always willing to assist her colleagues. Beyond her regular responsibilities, Lourdes served as one of the HR liaisons on the COVID-19 response team beginning in July 2020, working tirelessly to support our community's safe return to campus. With poise, tact, creativity, hard work, dedication, and determination, Lourdes consistently found ways to deliver.

Lourdes started her role at the Graduate Center in May 2019, after working at Columbia University, Hunter College, and City College. She earned a Master's degree in information and knowledge strategy from Columbia University, was deeply interested in human resources information systems, and had a passion for data analytics.

She was known for her insight and excellent advice. Though a private person, she was grounded in her faith and firm beliefs in doing the right thing and doing good for others. Lourdes was a musician and an artist (some of her artwork is shown below).

She will be deeply missed.

We extend our deepest condolences to Lourdes' family and friends for their loss.



In light of Lourdes' passing, below is the contingency plan for full-time classified operations:

- Camille Gordon will handle all inquiries pertaining to White Collar employees' time and leave (e.g. IT staff, CUNY Office Assistants, etc.) - gclassifiedoperations@gc.cuny.edu
- Mamie Mark will handle all inquiries pertaining to Blue Collar employees' time and leave (e.g. Public Safety staff) - mmark@gc.cuny.edu
- Juliet Montes will handle questions/concerns pertaining to White Collar employees' and Blue Collar employees' performance evaluations, probationary periods, longevities, salary/compensation, service, onboarding, etc. - jmontes@gc.cuny.edu

Departure of Pinar Ozgu

Pinar Ozgu, who has been serving as the Vice President of Institutional Equity and Human Resources, will be leaving her current position at the Graduate Center. Pinar's last day at the Graduate Center will be June 3rd.

Pinar started her CUNY service in 2013 at Central Office. She worked for 6 years as the University Director of HR Investigations and Chief of Staff to the Vice Chancellor of Office of Human Resources Management (OHRM) before she was hired by the Graduate Center to serve as the Executive Director of Institutional Equity in May of 2019. Shortly thereafter, she was promoted to her current role as Vice President of Institutional Equity and Human Resources.

Pinar was responsible for overseeing the Office of Human Resources and the Office of Compliance and Diversity. In addition, she has been serving as the Title IX Coordinator and Chief Diversity Officer of the Graduate Center and Macaulay Honors College, Ethics Officer for Graduate Center, Macaulay Honors College and Craig Newmark Graduate School of Journalism. Pinar has also been serving as a member of the Personnel Actions Review Committee (PARC), and managing the HR liaisons within the COVID-19 response team at the Graduate Center.

Since arriving to the Graduate Center, Pinar has demonstrated an incredible work ethic, a friendly and approachable demeanor, and an unyielding tenacity to get the job done. She has been a supportive and dedicated leader and colleague. We thank her for her service and wish her the best in all her endeavors.

Effective June 6th, Pinar's current responsibilities and functions will be handled by the following staff:

- Edith Rivera will be serving as Interim Chief Diversity Officer and Title IX Coordinator for the Graduate Center and Macaulay Honors College.

- David Boxill will continue to oversee the Office of Human Resources, reporting to Brian Peterson, Senior Vice President for Finance and Administration. He will also oversee the HR Liaisons within the COVID-19 response team.
- Geraldine Powell will be serving as the Ethics Officer of the Graduate Center.

Arjun Ghosh's New Role



Arjun Ghosh has been working in OHR since 2018, on a part-time basis, providing support to the Time and Leave unit and with other special projects. Arjun is now the HR Operations Coordinator. He will serve as an internal resource for OHR providing support in current and new technology to optimize workflows and increase productivity. Arjun will partake in employee engagement initiatives by developing surveys to

solicit feedback, gather data to develop metrics on employee satisfaction in regards to their roles and the workplace, as well as ensure data integrity, IT security, and records compliance. Arjun received his Master's degree in Business Management from the CUNY School of Professional Studies and his Bachelor's degree in IT Operations from City Tech. His hobbies include picking up new technologies. Arjun's favorite things to work on are 3D projects and home automation because both are interesting and useful.

Arjun can be reached at aghosh@gc.cuny.edu.

Welcome Dilara Islam



Dilara Islam has joined OHR on a part-time basis as an HR Assistant. She will provide front desk support and assist with general HR inquiries. Dilara has previously worked as an HR Assistant at the NYS Department of Health. She received her MBA in HR Information Systems from SUNY Albany. As an undergraduate student at SUNY Albany, Dilara studied abroad in Glasgow, Scotland.

Dilara can be reached at dislam@gc.cuny.edu.

Farewell to Kaleema Caesar

Kaleema Caesar, HR Generalist, has left the Graduate Center's Office of Human Resources. Kaleema worked at the Graduate Center for 6 years and throughout her tenure she worked with Graduate Assistants, Adjuncts, and visiting research scholars. She also coordinated OHR's training and professional development initiatives and special events. We thank her for her years of service to the GC and wish her success in her new endeavor.

For inquiries regarding training and professional development, please contact Geraldine Powell at gpowell@gc.cuny.edu. For matters related to visiting research scholars, please contact Regina Pakh at rpakh@gc.cuny.edu.

Retirements

Please find below the list of staff who have retired since November 2021. We thank them for the many years of service they devoted to the GC and wish them an enjoyable retirement!

- **David Salmon** – Administrative Superintendent for Building and Grounds, ASRC; 7 years of service.
- **Judith Kubran** – APO, PhD Program in Psychology; 36 years of service.
- **Kim Hartswick** – Academic Program Director, CUNY BA; 15 years of service.
- **Milton Mendez** – Mail Message Service Worker, Mail Facility; 34 years of service.
- **Oscar Burns** – Campus Security Assistant, Security Office; 20 years of service.
- **Randy Reyes** – Mail Message Service Worker, Mail Facility; 21 years of service.
- **Tatiana Ahsan** – Applications Programmer, IT; 22 years of service.

New Staff at the GC, Macaulay Honors College, and Craig Newmark School of Journalism (SOJ)

The most recent Informational Session for new faculty and staff took place on March 2nd and 3rd via Zoom. Participants had the opportunity to meet their fellow colleagues and to be introduced to different departments, including to OHR. Please find below intros from some new staff and a fun fact about them.

Adia Tucker (Associate Director of Career Programs and Advising, SOJ) - Adia develops various forms of career programming for J-School students including career fairs, educational career

workshops, information sessions, and panels. She also provides both individual and group coaching to students around resume-building, interviewing, networking, and jobs/internships.

Fun fact: Adia's childhood pet was an orange rabbit named Raydar.

Chrissy Weithers (Procurement & Vendor Payment Manager, SOJ) – Chrissy handles procurement and payment to vendors for SOJ. She has nine years of public higher education experience spanning key areas such as finance, procurement, career development, human resources, and benefits. Chrissy is passionate about promoting the use of New York State certified Minority/Women and Service-Disabled Veteran-Owned Businesses.

Fun fact: Chrissy is an avid gardener and a curious cook and also enjoys craft projects such as rock painting, crocheting, and jewelry making.

Emma Bailey (Research Associate, PhD Program in Mathematics) – Emma conducts research on typical and extreme behaviors of number theoretic functions via probabilistic methods.

Fun fact: Emma is a Liverpool FC supporter.

Jane Vogel (Research Assistant, Nanofabrication Facility) – Jane helps maintain and repair the equipment and oversees chemical supplies/usage in the Nanofabrication Facility at the ASRC. She ensures users follow state mandated safety protocols while in the clean lab.

Fun fact: Jane served in the US Air Force and handled hazardous materials in hostile environments.

Jennifer Chow (Associate Director, Structural Biology Initiative) – Jennifer provides administrative support to students, faculty, staff and the structural biology community in the Structural Biology Initiative at the ASRC.

Fun fact: Jennifer has a paper publication with the Academic Medicine Journal, *An Integrated Approach to Evaluate Faculty Members' Research Performance*.

Joanna Micek (Administrative Coordinator, Office of Academic Initiatives and Strategic Innovation) – Joanna coordinates the activities of the Lifelong Peer Learning Program (LP²), a

non-degree, non-credit program for retired and semi-retired adults, and supports the other initiatives of the Office of Academic Initiatives and Strategic Innovation.

Fun fact: 95% of Joanna’s past employers and schools had the word “New York” in the name, which seemingly makes her a real New Yorker.

[Kasia Bedus](#) (Finance Budget Director, ASRC) – Kasia is responsible for financial planning and reporting for the ASRC. She also oversees the procurement and accounts payable processes.

Fun fact: Kasia graduated from 3 CUNY schools: Hostos Community College, Baruch College, and John Jay College. While attending Hostos, she started working in the Budget Office as a College Assistant, which is where her career in non-profit finance began. Returning to CUNY, to support the ASRC, feels like coming back home.

[Michael Deering](#) (Library Coordinator, Mina Rees Library) – Michael serves as the Circulation Supervisor and helps coordinate workflows for library circulation, reserves, and maintenance of the physical collections.

Fun fact: Michael is currently studying at the Graduate School of Library and Information Science at Queens College. When not in the library or the kitchen, Michael continues to teach and perform music around New York City, as he has done for much of the last decade (with a background in percussion and guitar).

[Shelby Truitt](#) (Events Coordinator, ASRC) – Shelby handles the reservation of event spaces for internal and external parties, the coordination of schedules for guest speakers, the registration for participants to attend seminars, symposiums and events. She also creates promotional materials and updates the ASRC’s website news and events page.

Fun fact: In college, Shelby worked on a movie set where they filmed a zombie show for Netflix (Z Nation).

[Sule Aksoy](#) (Research Associate/Post Doctoral Fellow, Teaching & Learning Center) – Sule is directing the research and curriculum efforts of the [STEM Pedagogy Institute](#) which brings faculty and graduate instructors to explore, learn, and develop inclusive STEM teaching practices. She is also creating professional learning opportunities for graduate instructors at the Center with her colleagues, particularly in STEM fields.

Fun fact: Outside of academia, Sule enjoys hiking, gardening, and traditional Istanbul music.

[Walkis Ynoa Peralta](#) (Finance Manager, Business Office) – Walkis prepares financial reports for tax levy and non-tax levy related entities. She also manages the ACE accounting system.

Fun fact: Walkis graduated from Baruch College and has been working for CUNY for 7 years.

[Announcements](#)

Vaccine mandate for Faculty, Non-teaching Instructional Staff, and ECPs

Please note that all full- and part-time faculty and non-teaching instructional staff covered by the vaccination mandate (including NTAs, CLTs, and those in the HEO-title series) and ECPs are required to be fully vaccinated against COVID-19. They must upload proof of vaccination (two doses of m-RNA vaccines such as Moderna or Pfizer or one dose of a single-shot vaccine such as Johnson & Johnson) to [CUNYfirst](#) by **Friday, May 27, 2022**.

Employees who requested a medical exemption or religious exemption will receive a response to their request soon. Employees who are granted an exemption and work onsite are urged to wear masks in indoor public spaces, and will be required to test on-site every week for COVID to keep their Cleared4 pass active.

Please reach out to the Health Monitoring Liaison at COVID-19screening@gc.cuny.edu with any questions.

New York State COVID-19 Leave

The New York State COVID-19 Sick Leave Law authorizes paid sick leave and job protection for employees who test positive for COVID-19. Employees may be eligible for up to fourteen calendar days or ten working days of paid sick leave at their regular rate of pay with no charge to their accruals. **Employees who are able to work remotely are not eligible for this benefit.**

Please refer to the following link for additional information on New York State's COVID Leave benefits and eligibility: [COVID-19 New York Sick Leave Reference Guide](#).

Questions should be directed to HR@gc.cuny.edu.

Reasonable and General Accommodations

CUNY's policy on Reasonable Accommodations provides individuals with disabilities, those with pregnancy or childbirth-related medical conditions, those observing religious practices, or individuals who are victims of domestic violence/stalking/sex offenses with employment related adjustments based on a proven need. OHR works together with employees and supervisors to provide accommodations considered "reasonable," in which an equitable solution that does not create any undue hardship may be sought, as outlined in [CUNY's Reasonable Accommodations and Academic Adjustments](#) policy. Reasonable accommodations are addressed on a case-by-case basis in accordance with applicable federal, state and New York City law.

Non-medical "general" accommodations, relating to matters other than the individual's health condition, is an accommodation option that was granted by CUNY as a courtesy at the start of the COVID-19 pandemic. As a result, the continuation or elimination of the "general" accommodation is at CUNY's discretion.

For further questions about reasonable or general accommodations, please contact David Boxill, Executive Director of OHR, at dboxill@gc.cuny.edu.

Enroll in CUNY New York State Payroll Online

CUNY New York State Payroll Online (NYSPO) system is now live. We highly encourage employees to activate their NY.gov account via CUNYfirst. Please be advised account **activation can take 15-20 days**.

Once the account is activated, you will receive an email confirmation with additional steps to set up your account.

Your NYSPO account will allow you to do the following:

- View current and past paystubs and W-2s
- Opt-in/out Paperless paystubs and W-2s
- Update tax withholdings
- Update email addresses

For detailed instructions on how to activate your account in CUNYfirst, scan the QR Code below or visit [CUNY New York Payroll Online](#).

If you have any questions, please contact the Office of Human Resources at HR@gc.cuny.edu.



Notice of Civil Service Exams

Please find below the filing period for the following job titles to take an exam and be appointed to the title (if reachable on the list):

- CUNY Office Assistant – filing period ends on 6/7/22
- Campus Peace Officer – varies, check below link
- Campus Security Assistant - open

More information can be found [here](#).

Workplace Violence (WPV) & Employee Sexual and Interpersonal Violence Prevention and Response Course (ESPARC) Mandatory Training

Every year, per New York State law and CUNY policy, all CUNY faculty and staff must participate in training on the prevention of sexual misconduct and workplace violence by completing both the Employee Sexual and Interpersonal Violence Prevention and Response Course (ESPARC) and the Workplace Violence Prevention Training (WVP).

All part-time employees are responsible for completing both trainings by **May 31, 2022**.

All full-time employees will have until **July 29, 2022**, to complete these trainings.

Both trainings are available online via [Blackboard](#). To access the trainings, go to the homepage of your Blackboard account and look for the “My Organizations” tab. Underneath you will see the available courses: Graduate Center or Graduate School of Journalism ESPARC 2021-2022 and

Graduate Center or Graduate School of Journalism WVP 2021-2022. Click on either to complete them.

The Employee Sexual Prevention and Response Course (ESPARC) is also offered live via Zoom. If you prefer this training format, please [sign up online](#) for one of the upcoming sessions.

Please email hrtraining@gc.cuny.edu with any questions you may have.

Onboarding/Offboarding Protocols

An employee's positive work experience is typically based on how they are treated from the time they begin their new position (i.e. on-boarding) to when they leave the position (i.e. off-boarding). OHR is developing a policy and procedure in collaboration with key constituents to ensure the successful on-boarding and off-boarding of employees in a systematic and efficient manner. In the coming months, OHR will provide details on our progress, and anticipated launch date for the new protocols.

Creating Campus Email Addresses for New Hires (for all titles)

All new employees (full-time, part-time, temporary/substitute) are expected to have a work email to ensure they receive all communications and are kept apprised of events, activities and/or work-related matters on campus and/or within CUNY. Should the employee separate (i.e. resign, retire, terminate), OHR will connect with the appropriate manager to determine appropriate action in regards to the work email, and inform the IT department accordingly.

Four-day Workweek/Summer Fridays

The four-day workweek/summer Fridays program will begin on Monday, June 13th and end on Friday, August 12th excluding the workweeks that include Juneteenth (observed on Monday, June 20th), and Independence Day (observed on Monday, July 4th). For these two workweeks, staff will have four regular (un-extended) workdays on Tuesday, Wednesday, Thursday and Friday of that week.

During this period, clerical, administrative, and non-teaching instructional staff employees may opt to work 8.75 hours from Monday through Thursday, with Friday off; and a reduced lunch break of 30 minutes.

Employees who do not wish or are unable to work the extended schedule shall be given the option of working four regular days and charging the fifth day to annual leave. If you wish to opt out of the extended schedule, please contact your supervisor as soon as possible. ASRC staff may choose to follow the four-day or five-day workweek.

Please complete the [Summer Hours Form](#) by indicating your summer schedule/hours, and return the signed and approved form to hr@gc.cuny.edu by June 6, 2022. Should you make an error on the form, you may click on the "RESET FORM" button and redo your entries.

Timesheet Submissions and Annual Leave Cap

A reminder to submit any outstanding monthly timesheets to timeandleave@gc.cuny.edu. Monthly timesheets are due on the 10th of the following month.

As we near the summer months, please begin to make plans to ensure that you do not exceed your annual leave cap by August 31, 2022. **Please note that the August 31st deadline to exhaust leave balances above the cap will not be extended this year.**

Training & Professional Development

Diversity, Equity & Inclusion (DEI) Certificate Program

The Office of Compliance and Diversity and the Office of Human Resources offered a free Diversity, Equity and Inclusion (DEI) Certificate program for the Spring 2022 semester. The self-paced program helped participants develop skills and awareness to cultivate a safe, equitable, and inclusive work environment.

The curriculum included a curated set of six LinkedIn Learning modules focused on DEI topics and three facilitated group discussions that allowed participants the opportunity to discuss and share with colleagues what they've learned.

DEI Certificate Curriculum:

- [Discussing Racism with Dr. Christina Greer](#)
- [Confronting Bias: Thriving Across Our Differences](#)
 - Group discussion on these two modules were held in March 2022 and were facilitated by Pinar Ozgu, Vice President of Institutional Equity and Human

Resources and Arlene Peterson, Chief Diversity Officer of Craig Newmark Graduate School of Journalism

- [Inclusive Mindset](#)
- [Bystander Training: From Bystander to Upstander](#)
- Group discussion on these two modules were held in April 2022 facilitated by Edith Rivera, Confidential Executive Officer, Graduate Center Compliance and Diversity Office and Carmen Graciela Díaz, Distinguished Lecturer and Director of Bilingual Journalism at Craig Newmark Graduate School of Journalism
- [Communicating Across Cultures](#)
- [Communicating About Culturally Sensitive Issues](#)
 - Group discussion on these two modules were held during May 2022 to be facilitated by Elaine Montilla, Assistant Vice President for IT and Bonnie Eisner, Director of Communications and Marketing

A total of eighty full-time and part-time faculty and staff from the Graduate Center, Craig Newmark Graduate School of Journalism, and Macaulay Honors College enrolled in the DEI Certificate Program. All participants who complete the program have received their completion certificate at the end of this spring semester. In response to positive feedback and further interest, the DEI Certificate program with new training modules, group discussions and facilitators will be offered in Fall 2022.

Thank you for supporting the advancement of diversity, equity, and inclusion at CUNY and we look forward to continued efforts, as a community, to promote a workplace where all feel welcome and included.

If you have any questions about the program, please contact complianceanddiversity@gc.cuny.edu.

Career Growth at CUNY

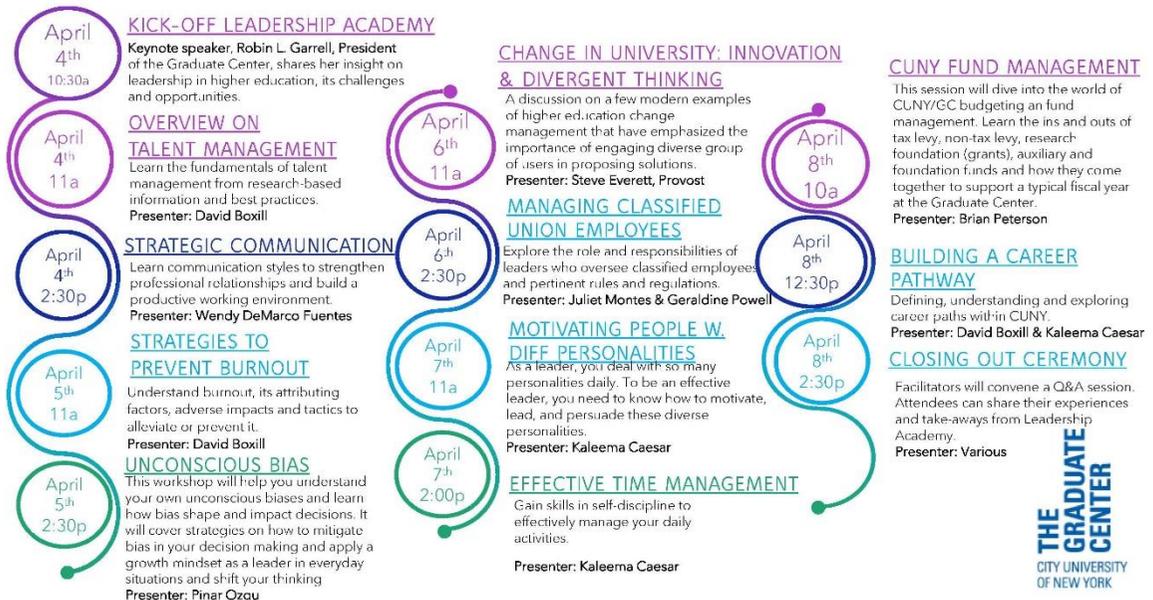
CUNY is a great place to work and we would like to encourage employees to explore career growth opportunities within their campus or at other CUNY campuses based on their career goals and interests. OHR is available to meet with employees to discuss their career plans and provide any support they may need. For up-to-date job openings across all the CUNY campuses, please visit the [CUNY job page](#).

Leadership Academy

Leadership Academy was held from April 4th to April 8th that included a wide array of opportunities for directors, managers, and supervisors to focus on and expand their leadership skills in building successful, productive, and inclusive teams.

Leadership Academy was open to current and up-and-coming supervisors, managers, directors and executives of the Graduate Center, Macaulay Honors College, and Craig Newmark Graduate School of Journalism.

ROADMAP TO LEADERSHIP



We would like to thank our facilitators (David Boxill, Kaleema Caesar, Wendy DeMarco Fuentes, Steve Everett, Robin Garrell, Juliet Montes, Brian Peterson, Geraldine Powell, and Pinar Ozgu) for all their hard work and dedication in facilitating informative and thought-provoking workshops all week long. We would also like to give a special thank you to the 33 participants for joining us, and sharing their experiences, thoughts and ideas.

We look forward to seeing you next year!

Reminders

Annual Performance Evaluations for College Assistants, Research Associates & Research Assistants were due in April

Annual performance evaluations for College Assistants, Research Associate and Research Assistants were due in April. Supervisors should submit any outstanding evaluations for their staff as soon as possible to OHR.

Annual Performance Evaluations for Classified Staff Due July 15, 2022

Annual performance evaluations for classified staff will be due on July 15th. Classified staff are evaluated on an annual basis from July 1, 2021 to June 30, 2022.

2022-2023 Holiday Schedule

The 2022-2023 holiday schedule is available [here](#).

If you have any questions/comments, please contact the OHR team at hr@gc.cuny.edu.

For more specific inquiries, please contact the appropriate team member from our [HR Directory](#).