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Message from HR Director

Welcome back to our returning community members from what I hope was a pleasant and restful summer. For those new to our community, welcome. We look forward to the many talents you will bring to our campus.

Welcome to the first HR newsletter of this academic year. Within this newsletter you will read about our new consult-a-doctor benefit for our HMO members and will learn about some of the community events planned in the HR calendar. I am pleased to note the HR office will continue to offer monthly office hours in the Duffy Academic Building (please see the HR calendar for dates and times). The HR office will also continue to offer extended office hours from 7:30am to 4:30pm.

I remind you that we will publish this newsletter quarterly, but will update the HR calendar online. Please also visit our website for useful information regarding benefits, forms and policies. I have provided an abbreviated HR quick guide to help you determine which member of the HR team can assist you with your question(s) (full guide can be found on our website).

Pat Anzelmo       Ext. 1091  Recruitment & Leaves of Absence
Lisa Conroy       Ext. 1336  Benefits, Labor Relations & Tuition benefits
Kathy Falcone     Ext. 1532  Athletic Recruitment & Benefits
Shayla Jordan     Ext. 1032  Faculty Recruitment & Performance Management
Maryann Perry     Ext. 1106  Employee relations, Policies and Wage & Salary
Lynne Thomas      Ext. 1105  Unemployment & Workers’ Compensation
We look forward to continuing to foster strong partnerships with all members of the Stonehill College community. Please remember we are always available to address your needs; please do not hesitate to contact us.

Best wishes for a successful academic year.

Maryann Biedak-Perry

**Human Resources 2014 – 2015 HR Calendar**

Now available online [here](#).

**Performance Management Documents**

As you may recall, FY14 final evaluations and FY15 performance plans were due to the Office of Human Resources by Friday August 15, 2014. If you have not yet submitted your direct reports’ documents, please do so as soon as possible. If you have not yet completed this process, extensions are available upon request. However, you must contact our office as soon as possible to discuss these options.

For more details about the entire performance management program, review the following link: [Performance Management](#)

"Is Change Coming?  Pope Francis and His Potential Impact on the American Church and Beyond"

Vatican analyst and Boston Globe columnist, John Allen, will give a lecture on the popular appeal and growing impact of Pope Francis. The lecture will take place at 7 pm, Tuesday, September 23, 2014 in the Martin Auditorium, with a reception to follow. All are welcome!

**HR Related Forms/Information**

The Office of Human Resources is glad to service your needs in person or by calling the department at ext. 1105. However, we also know that often people simply wish to get a form they need or refer to a policy. Many employee related forms and information can be found on the Employee Services tab of myHill, HR Quicklinks. Some of the commonly requested forms and information that are located in the Quicklink section include:

- Accident report form
- General benefit information
- Contact our staff
- Current employment openings
- Employee handbook
- Employee recognition program
- HR calendar
- HR Newsletters
- PeopleAdmin
- Performance management
- Tuition benefits
New Benefit for HMO Members!

It’s called Consult a Doctor Plus and it gives you unlimited, 24/7 access to the care you need from your phone or computer … saving you time and money!

- Talk to a doctor in 14 minutes, on average
- No deductibles and no copays
- Get prescriptions, diagnosis and treatment plans
- Connect anytime by phone, video or app
- Unlimited use with no per-call fees
- For you and your entire family!

Imagine a world without waiting rooms. Now, you can! Consult a Doctor Plus, powered by Teladoc, provides you with phone, video and mobile app access to licensed, US based physicians 24 hours a day, 7 days a week. Need medical advice at 2 am or a prescription while traveling? Consult a Doctor Plus delivers the finest physician care – anytime, anywhere, anyone.

It’s convenient, saves money and it gives you peace of mind. You’ll now have 24/7/365 access to US Board Certified Doctors. There are no waiting rooms, closed offices or waiting for appointments. You'll have on-demand access by phone, video or mobile app and you'll avoid costly Urgent Care or ER visits and have unlimited access with no additional per call charges. Lastly, your entire family is covered (up to 6 total members) and you’ll receive answers in minutes rather than days or months and it comes with 100% acceptance and no limitations on usage.

If you haven’t activated your account yet, you can get started here: cadrplus.com/activation

If you have any questions about your new benefit, please contact Member Services at (855) 401-2635 or email them at member-services@cadrplus.com.

TIAA-CREF Reminder

Have you reached or soon will reach your one-year anniversary with Stonehill College? If so, please make sure you sign up with Human Resources for the retirement benefit offered to eligible employees. For more information, please click the link below: Retirement Benefits

Please note, all employees have to initiate enrollment and sign a Salary Reduction Agreement with Human Resources in order to begin this benefit.

If you have questions about your eligibility or the program itself, please contact Lisa Conroy, Assistant Director of HR, ext. 1336.

Stonehill Selects October 3rd to Recognize Lee Denim Day® on Campus

Lee Denim Day® has become a tradition here at Stonehill College. Over the past 6 years our community has raised just over $5,000.00. Each year our contribution to this program has increased and this year
our goal is to raise a minimum donation of $500 for American Cancer Society®. In addition to our monetary donation, it is our goal to increase the number of employees who participate. Thank you in advance for your support.

For those of you who are new to Stonehill College, Lee National Denim Day is our way of collecting funds to help support National Breast Cancer Month. This year, we selected Friday October 3rd to recognize this event, the same day that numerous organizations will be recognizing Lee Denim Day. For your donation of $5.00 you can wear jeans to work. We, along with thousands of others across the country, get to wear our favorite jeans to work to fight cancer!

So, where does this money go? The net proceeds from Lee National Denim Day will benefit the American Cancer Society®. Your Denim Day® donation will help the American Cancer Society support life-saving screenings in communities nationwide; provide hope and care to those traveling away from home for cancer treatment; and invest in groundbreaking cancer research. To learn more go to http://www.cancer.org or www.denimday.com.

Stay tuned for Lee Denim Day Registration coming soon.


The Employee Wellness Committee, in collaboration with Tufts Health Plan, is once again pleased to sponsor ten (10) Stonehill employees to participate in the Tufts Health Plan 10K for Women on October 14, 2013. Join your colleagues in making a commitment to your health and fitness!

As members of Stonehill's corporate team, the first 10 employees to respond will receive:

- Complimentary registration (a $45 Value)
- Tufts 10K official long sleeve T Shirt
- Official Bib Number and ChronoTrack B-Tag

Tufts 10K--The Basics

The Tufts Health Plan 10K for Women is held every year on Columbus Day. The 6.2 mile race is open to women and men of all ages and abilities, and participants may walk or run the route. All race-day activities, including the start and finish line, are on or around Boston Common. The race begins at 12 noon and will follow its traditional route along the Charles River through Boston and Cambridge. For the past 38 years, the Tufts Health Plan 10K for Women has encouraged tens of thousands of women to make changes towards a healthier lifestyle. Take this opportunity to set the bar high, achieve your personal best, and surprise yourself by what you can accomplish. The Tufts Health Plan 10K for Women lets us celebrate old friendships while making new friends for life. For more information on the event, please visit www.tuftshealthplan.com/tufts10k.

If you would like to be considered for Stonehill corporate participation, please email Shayla Jordan at sjordan1@stonehill.edu or call ext. 1032.
Tuition Exchange and Remission Applications Due to HR October 24th

Please be advised that applications for both the Tuition Exchange and Tuition Remission Programs for the 2015-2016 Academic Year will be due in the HR Office by 4:30 pm on Friday October 24, 2014.

Tuition Exchange (“TE”) is a scholarship program open to dependent children of eligible Stonehill College employees. Under the TE benefit program, eligible dependents of employees may apply for tuition scholarships at more than 650 other TE member institutions nationwide. Since the number of Stonehill TE exchanges in any academic year is limited, recipients are selected on a basis of prioritized eligibility criteria described within the tuition exchange guidelines found on the HR Website. Please be advised that filling out the application forms below does not guarantee eligibility or admission.

For all eligible employees who would like to request Tuition Exchange for the first time for the 2015-2016 academic year, please click here: Tuition Exchange Initial Award Application for 2015-2016(.doc).

For all eligible employees who would like to request Tuition Exchange recertification/renewal for the 2015-2016 academic year, please click here: Tuition Exchange Award Renewal for 2015-2016(.doc). All Applicants for TE will be notified by early December 2014.

Tuition Remission (“TR”) is open to the spouse and dependent children of eligible employees. Eligible dependent children of employees may apply for 100% tuition credit at Stonehill College or other participating Congregation of Holy Cross institutions.

All eligible employees who will be requesting Tuition Remission for their dependents for the 2015-2016 academic year will need to complete the form located here: Tuition Remission Notification Form.

Please note that Tuition Remission may only be granted for those employees’ dependents attending Stonehill College, King’s College in PA or Our Lady of Holy Cross in LA. Please be advised that filling out the Notification Form does not guarantee eligibility or admission.

If you have any questions about either the TE or TR benefit or process please contact Lisa Conroy at ext. 1336. For more information about all of the tuition benefits offered at Stonehill, follow the link below to: Tuition Benefits.

Address Change Reminder

Please let this serve as a reminder that all employees are encouraged to update their address (as applicable), provide up to date contact information as well as provide emergency contact information via the Employee Self-Service portal via myhill. If you have questions about this process, please contact the Office of Human Resources, at ext. 1105.
EAP Benefit Tip – Providing Care to Older Adults
Tips for Taking Action

When events such as a medical crisis impact your parents or older relatives, their need for assistance is obvious. But sometimes, family members may miss the more subtle day-to-day indicators that an older relative needs help. LifeScope, where there's more to life can help you learn how to recognize the signs and provide resources to help with the caregiving and aging processes.

**LifeScope** is a free, confidential program available to you, your family and household members, to help you balance work, family and personal life.

**LifeScope, where there's more to life** offers:

- 24/7 telephonic access to Caregiving Specialists
- Matched referrals, as well as self-search locators, for elder care services
- Articles and tips sheets with important information on caregiving and healthy aging
- Resource links to caregiver organizations and supports
- Checklists to evaluate senior day care and elder housing
- Confidential counseling support

**24/7 Toll-free line:** 800-828-6025  
**Website:** [www.LifeScopeEAP.com](http://www.LifeScopeEAP.com)  
**Username:** Stonehill College  
**Password:** guest

According to the National Council on Aging, 29% of the US population will need to care for a disabled, chronically ill, or aging relative in the coming year.

You may also be interested in viewing the following articles, which can be found by logging on to [www.LifeScopeEAP.com](http://www.LifeScopeEAP.com) with your institution username and password, and clicking on the 'Monthly Communications' button on the top left corner of the homepage.

"Conversation Strategies to Use When Talking to Older Adults" - It is often a challenge to discuss difficult issues that involve change, especially when the change involves loss of independence. When approaching an older relative with concerns about health and safety, it's important to respect and honor one's dignity in all conversations. This tip sheet offers strategies to ensure that all parties feel respected and heard.

"Elder Caregiving: Adjusting to Your New Role" - Most caregivers enter into the caregiving experience unprepared to deal with the responsibilities, not to mention the feelings associated with these responsibilities. This tip sheet acknowledges the changes and challenges you-and your older relative-may be facing, and offers tips to help you adjust to your new role.

"Providing Care to Older Adults" - Every caregiving situation is different, so it is important to access the types of support that are right for you and your family. LifeScope can assist with providing resources
and referrals to meet your needs: from in-home and residential services to caregiver supports and elder law attorneys. This tip sheet provides descriptions of the types of services you may need to access.

**24/7 Toll-free line:** 800-828-6025  
**Website:** [www.LifeScopeEAP.com](http://www.LifeScopeEAP.com)  
**Username:** Stonehill College  
**Password:** guest

**Stonehill’s Employee Recognition Program**

**A Touch of Kindness**, is a program where members of our community recognize each other for their random act of kindness, caring or support.

In July, August, and early September, a few colleagues were nominated for their act of kindness. The following colleagues have been recognized for their kindness: Julia Fortes, Peggy Pigeon, Jose Martinez and Donna Myles.

Have you recently observed **an act of kindness and caring**? Recognize it today at Employee Recognition.

**Welcome New Hires**  
**06/01/2014–08/31/2014**

**Academic Affairs Division**

- Nicholas Block  
  Assistant Professor of Evolutionary Biology  
- Piyush Chandra  
  Associate Professor of Economics  
- Jenene Cook  
  Center for Teaching & Learning Intern  
- John B Duggan  
  Teaching Fellow of Business  
- Barbara Casey  
  Adjunct Professor of Computer Science  
- John Dennehy  
  Visiting Assistant Professor of History  
- Elizabeth Feldman  
  Adjunct Professor of Visual and Performing Arts  
- Devin Fitzgerald  
  Adjunct Professor of History  
- Martha Hauff  
  Adjunct Professor of Environmental Science  
- Jayne Kelleher  
  Adjunct Professor of Healthcare Administration  
- Erik Kowalski  
  Adjunct Professor of Visual and Performing Arts  
- So Young Kwon  
  Adjunct Professor of Visual and Performing Arts  
- Jennifer Lange  
  Adjunct Professor of Education  
- Jon Lee  
  Adjunct Professor of Writing  
- Katherine Marsland  
  Adjunct Professor of Business  
- Megan Mitchell  
  Assistant Professor of Philosophy  
- Rosemary Murphy  
  Adjunct Professor of Computer Science  
- Cheryl Oliver  
  Adjunct Professor of Education  
- Bonnie Pomfret  
  Adjunct Professor of Visual and Performing Arts  
- Daniel Rogers  
  Visiting Assistant Professor of Chemistry
Katherine Shannon  Adjunct Professor of Communication
Adeline Soldin  Adjunct Professor of Foreign Languages
Courtney Spencer  Adjunct Professor of Business Administration
Eva Stanton  Adjunct Professor of Visual and Performing Arts
Marquis Taylor  Adjunct Professor of Sociology & Criminology
Ellie Wee  Adjunct Professor of Visual and Performing Arts

Enrollment Management and Marketing
Liliana Ornelas  Associate Dean of Admission, Coordinator of Multicultural Recruitment
Thomas Savageau  Admission Counselor
David Tobias  Dean of Admission
Casey Wheeler  Admission Counselor

Student Affairs Division
Richard Bevington  Residence Director
Samuel Carter  Admission Counselor
Joseph Cefalo  Assistant Football Coach
Michael Hauser  Assistant Men’s Basketball Coach
Laura Kennedy  Advanced Practice Clinician
Abigail Meachem  Assistant Director of Admission
Marc Maloney  Head Women’s Tennis Coach
Rebecca Ramirez  Assistant Athletic Trainer
Morgan Thatcher  Assistant Volleyball Coach

Farewell to Employees
06/01/2014 – 08/31/2014

Academic Affairs Division
Barbara Urbanus  Catalog Assistant
George Branigan  Associate Professor of Education
Patricia Neagle  Administrative Assistant II
Mary Boyd  Administrative Assistant II
Donna Driscoll  Administrative Assistant II
Barbara Anzivino  Laboratory Director
Richard Gariepy  Associate Professor of Business Administration
Robert Pritchard  Teaching Fellow of Economics
Kyle McElhoney  Visiting Assistant Professor of Chemistry
Maggie Labinski  Teaching Fellow of Philosophy
Dana Keith  Circulation Assistant Overnight
Dana Wilson  Assistant Director of Center for Writing and Academic Achievement
Leslie Goldberg  Assistant Professor of Visual and Performing Arts
Darcy Lynch  Associate Director of Academic Services and Advising
Enrollment Management and Marketing Division
Kathryn Dykas  Senior Admission Counselor
Evan Grenier  Assistant Dean of Admission
Luis Rosa  Assistant Dean of Admission for Multicultural Recruitment
Donna Sempolinski  Admission Coordinator

Finance Division
Richard Babbitt  Mechanic III
Koren Kanadanian  Emergency Planning Project Manager/Campus Police Officer
Christine Ladner  Sergeant
Richard Murray  Lead Groundskeeper
Sean O’Connor  Communications Officer
James Pechilis  Custodian
David Pereira  HVAC Mechanic III

Mission Division
Claire Sullivan  Office Manager

Student Affairs Division
Jatnna Amador  Program Coordinator
Pamela Arpe  Assistant Athletic Director
Elaine Bleckley  Advanced Practice Clinician
Brent Kasabian  Assistant Football Coach
Braelan O’Toole  Assistant Volleyball Coach
John Rodriguez  Residence Director
Paula Sullivan  Assistant Vice President for Intercollegiate Athletics & Recreational Sports

Changes/Promotions on Campus
06/01/2014 – 08/31/2014

Academic Affairs Division
James Bohn  Teaching Fellow of Visual & Performing Arts
Carlos Curley  Adjunct Professor of Mathematics
Maria Curtin  Dean of Faculty
Nicole Cyr  Assistant Professor of Biology
Joseph Dacey  Director of Academic Services and Advising
Richard Dufault  Assistant Director of Academic Services and Advising
Robert Dugan  Professor of Computer Science
Kimberly Del Sesto  Chemistry Laboratory Director
Nathaniel DesRosiers  Associate Professor of Religious Studies
Tiffany Enos  Assistant Director of Academic Services and Advising
William Ewell  Associate Professor of Political Science
Richard Finnegan  Adjunct Professor of Political Science
Frances Foote  Administrative Assistant II(Education)/AACSB Coordinator
Hilary Gettman  Associate Professor of Business Administration
Karl Giberson  Scholar-in-Residence in Science & Religion
Katharine Harris  Lab Preparer
Hossein Kazemi  Professor of Economics
David Kinsey  Associate Professor of Visual and Performing Arts
Anne Mattina  Professor of Communication
Jingzhi Meng  Associate Professor of Business Administration
Cristy Morgan  Assistant Professor of Visual & Performing Arts
Andrea Opitz  Assistant Professor of English
Margaret Pierce  Associate Professor of Education
John Pestana  Interim Assistant Dean for Academic Services and Registrar
Kevin Piskaldo  Associate Vice President for Student Affairs/Dean of Students
Lisa Redpath  Assistant Professor of Visual and Performing Arts
Ann Marie Rocheleau  Associate Professor of Sociology and Criminology
Peter Ubertaccio  Associate Dean for Interdisciplinary Programs
Michael Sale  Assistant Professor of Business Administration
James Wadsworth  Professor of History
Susan Wall  Coordinator of the Center for Writing and Academic Achievement

Enrollment Management & Marketing
Heather Steliga  Assistant Dean for Admission

Mission
Sarah Varadian  Director of the Center for Nonprofit Management

Student Affairs
Samuel Boynton  Assistant Men's Basketball Coach
Kenneth Goodwin  Assistant Football Coach
Daniel McDowell  Residence Director

Newsletter Content
The HR Department welcomes comments or suggestions about this newsletter. Please send your feedback to Human Resources x1105