

Campus Announcements - Week of 01/14/02
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Campus Announcements for the week of January 7, 2002
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1. Faculty Staff permits will expire 1/31/02!!!
2. Academic Departments- Are you interested in using Blackboard to communicate with your Majors/Minors?
3. Become an Adult Literacy Volunteer Tutor!
4. Volunteers Wanted for January Opening of School
5. Reduced Admission, Free Pizza Coupon For Kids At Seawolves Women's Game Friday Night
6. Programs for Managers - Register for one session or complete the Management Development Program!
7. PRESENTATION SKILLS
February 1,13 (must attend both sessions) 10:00-3:00
8. LAST CHANCE TO REGISTER FOR "FOUNDATIONS OF SUPERVISING"
(BEGINS 1/16/02)
9. JANUARY 2002 BLOOD DRIVE
10. State Travel
11. CSEA Union Dues and Agency Shop Fee deductions for 2002
12. Employees - Keep your pay stubs
13. 4th Annual Institute for Medicine in Contemporary Society Writing Contest - Guest Judge: Cortney Davis, RN - Nurse & Poet
14. State Employees: Flex-Spending Account
15. Winter Weather Emergencies
16. 2002 health insurance rate information for state employees enrolled under the New York State Health Insurance Program.
17. Wellness Center Open during Intercession

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1. Faculty Staff permits will expire 1/31/02!!!

Parking Services is currently in the process of mailing over 7,000 new permit validators. Renewal of the permit is free. Permits will be mailed directly to home addresses provided that:

- 1. There are no outstanding summonses.
- 2. The permit holder is a current employee as indicated by the Human Resource database.
- 3. The home address provided by Human Resources is the current address.

If all three criteria are met, Faculty/Staff members will receive a holographic security sticker to be placed on top of the current permit expiration date. It is very important that the current permit be kept!

If you have received notice that you have outstanding summonses, please contact Parking Services immediately at 2-AUTO so that the renewal will not be delayed.

Complete information is available at our website:
www.parking.sunysb.edu

Submitted by: Arthur Shertzler/Admin

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2. Academic Departments- Are you interested in using Blackboard to communicate with your Majors/Minors?

Would you like an easy way to communicate with your undergraduate majors/minors or graduate students through email and on the Web?

You can have an organizational account in Blackboard to post information for (and communicate with) all undergraduate and graduate students who are your majors and/or minors.

What is Blackboard?

<http://www.learn-teach.sunysb.edu/blackboard.htm>

Blackboard is a web based course management system that provides your department with the following opportunities:

- Post information for your students (regarding graduation, advising, etc)
- Send e-mail to all majors/minors within your department
- Ability to create groups by graduating class.
- Conduct on-line surveys
- Instructional Computing will enroll your students into your special departmental pages.

When?
Friday January 11th, from 10am - 11am
Student Union SINC Site Room 080

To register, go to: <http://www.sinc.sunysb.edu/Ic/Classes/>

** If less than 4 people sign up, this session will be cancelled

<http://www.learn-teach.sunysb.edu>

Submitted by: Diana Voss/DoIT

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3. Become an Adult Literacy Volunteer Tutor!

There are many adults in the Suffolk County area who need basic reading, writing, and/or conversational English language skills. Would you like to become a tutor and make a huge difference in someone's quality of life. Knowledge of a foreign language is not

required. A high school diploma is required to become a volunteer. Volunteer tutors develop their skills by attending a 24 hour workshop over the course of eight (8) weeks. The next workshop begins January 30th on Wednesdays from 6 p.m. to 9:00 p.m. at the Longwood Public Library (Middle Island, NY). For more

information, contact Literacy Volunteers of America (Suffolk County) at (631) 286-1649 or www.suffolkliteracy.org. Tell them Lisa referred you!

<http://www.suffolkliteracy.org>

Submitted by: Lisa Montgomery/OSA

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4. Volunteers Wanted for January Opening of School

Join the cadre of volunteers who share in the excitement of school opening and the rewards of reaching out to and welcoming our new students! Volunteers are needed for the following aspects of January's Opening:

* New Student Welcome and Orientation Dinner Program: January 21,
5:30 - 7:30pm

* Experience Stony Brook Orientation Programming: January 22,
9:00am - 1:00pm

* Information Table (Administration Building): 1/21: 12 - 5pm; 1/22: 12 - 7pm; 1/23, 1/24, 1/25: 8:30am - 5pm

* ChillFest Events (Various dates, times, and locations during the first 2 weeks of classes) Student Activities will contact you regarding specific events information and coordinate an event date/time to fit your schedule.

Interested? Send your Name; Phone; E-mail; Campus Address; and the Event/Activity you'd like to volunteer for, including preferred dates and times to studentaffairs@notes.cc.sunysb.edu by January 11th. A confirmation of your assignment and hours will be sent.

Submitted by: Suzanne Velazquez/OSA

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5. Reduced Admission, Free Pizza Coupon For Kids At Seawolves Women's Game Friday Night

All kids 12-under get in for two bucks and the first 300 in the door receive a coupon for a free personal pan pizza from Pizza Hut when the Seawolves women's team takes on Northeastern Friday night (Jan. 11) at the SBU Sports Complex at 7:00 p.m.

A coloring contest, a kid's slam dunk contest and an autograph session with Seawolves players will also be on the list of activities during the game.

For ticket information, please call 632-7120 or visit us on the web at www.goseawolves.org.

Submitted by: Timothy Szlosek/CAS

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6. Programs for Managers - Register for one session or complete the Management Development Program!

If you are a Manager, Assistant Director, Associate Director, Director, AVP, VP, Manager in the Academic Areas (Faculty, Dean, Chair) this program is for you!

Upcoming sessions include:

- Counseling and the Disciplinary Process
January 10 9:00-1:00
- Effective Interviewing Techniques
January 24 9:30-12:30
- Diversity 101 January 31 10:00-2:00
- Family Medical Leave Act
February 7 10:30-12:30
- Management Styles
February 12 9:00-11:30
- Americans With Disabilities Act Awareness
February 27 10:00-12:00
- The Functions of a Manager and Leader
March 20 9:00-3:00
- Alignment April 18 9:00-12:00

To register for any/all of these courses, or for a complete description and listing of classes, click on this website address and click on Training & Org. Dev. OR contact Denise Gross at 2-4501.

<http://www.stonybrook.edu/hr>

Submitted by: Carol Londoiro/Admin

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7. PRESENTATION SKILLS
February 1,13 (must attend both sessions) 10:00-3:00

Would you rather do ANYTHING other than give a presentation??

THIS PROGRAM IS FOR YOU! During this two-part program, you will learn how to use effective body language, vocal variety and visual aids to deliver a high-impact presentation. In addition this class will help you to overcome your fears and handle audience questions effectively.

To register for any/all of these courses or for a complete description and listing of classes click on this website address and click on Training & Org. Dev. OR contact Denise Gross at 2-4501.

<http://www.stonybrook.edu/hr>

Submitted by: Carol Londoiro/Admin

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8. LAST CHANCE TO REGISTER FOR "FOUNDATIONS OF SUPERVISING"
(BEGINS 1/16/02)

If you are a new supervisor or a supervisor that has never been formally trained, this program is for you! This comprehensive program focuses on the basic skills of a front line supervisor, with a total of 8 sessions covering the following topics: making the transition from worker to supervisor, understanding your work unit, motivating and communicating with your employees, delegating, conducting a performance program, counseling & discipline, resources available to supervisors, your legal responsibilities as a supervisor, and using creativity and problem solving in your work unit. These sessions are interactive, informative, and enjoyable! The dates are: 1/16/02, 1/23/02, 1/30/02, 2/7/02, 2/15/02, 2/27/02, 3/6/02, 3/15/02 (most sessions are in the morning). You must attend all sessions. Upon completion of the entire program, you will receive a certificate!

To download a registration form, click on our link below and go to Training & Organizational Development, or call Denise at 2-4501.

<http://www.stonybrook.edu/hr>

Submitted by: Carol Londoiro/Admin

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9. JANUARY 2002 BLOOD DRIVE

STONY BROOK CARE BLOOD DRIVES/University Medical Center As a campus community, we can help to save lives. The beginning of the year 2002 blood drive is being held: Wednesday January 9 at University Medical Center (Hospital)/Level 3 between 7:30 - 6:00 pm. Last year we were able to collect 118 pints of blood at the University Medical Center. A year before we collected 81 pints. Our goal for this drive is to collect 140 pints to contribute to our local hospitals. We hope that you can help us once again to donate blood and encourage others to give the gift of life. Again, thank you for being a blood donor in 2001. For more information, contact Navid at 2-6100.

Submitted by: Carl Hanes/Pres

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10. State Travel

BTA: As a reminder, you must use the mandated State Business Travel Account (BTA), when purchasing airline/rail tickets for State funded travel. All travel arrangements must be made through Austin Travel located in the Main Campus Library Building. No reimbursement will be made if purchased by corporate/personal credit card, cash or any other mechanism. Please be sure to indicate to Austin the correct valid state account number funding your trip. If you have any questions concerning this procedure, please call Rosalie Makarick at 2-6022 or email at rosalie.makarick@stonybrook.edu.

<http://www.procurement@stonybrook.edu>

Submitted by: Christine Wilson/Admin

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11. CSEA Union Dues and Agency Shop Fee deductions for 2002

All CSEA members should note the change in union dues and agency shop fees that was reflected in your January 2, 2002 paycheck.

<http://naples.cc.sunysb.edu/Admin/HRS.nsf/c7567dc78843f84c85256a>

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Submitted by: Richard Sadetsky/Admin

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12. Employees - Keep your pay stubs

The Payroll units of Human Resource Services urges all employees to maintain a permanent record of your pay. Whether you are State or Research funded, we encourage you not to throw out any pay stub or direct deposit advice. In 2002, there will be 27 paydays for State funded employees and 26 paydays for Research Foundation funded employees. Keeping all pay stubs will assist you in reconciling earnings, taxes, and all deductions. Please visit our web page anytime and have a great 2002.

<http://www.stonybrook.edu/hr>

Submitted by: Richard Sadetsky/Admin

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13. 4th Annual Institute for Medicine in Contemporary Society Writing Contest - Guest Judge: Cortney Davis, RN - Nurse & Poet

All members of the SUNY community are welcome to enter, including students, faculty, and staff from all departments on both sides of campus, and employees, staff, patients and families of patients of University Hospital.

Entries may take the form of poetry, short stories, or personal essays. Poetry entries should be no longer than fifty lines, and prose no more than 2,000 words. There is no limit to the number of entries any one person may submit. Submissions must not have been previously published in print or electronic format and must not be under consideration for publication anywhere else.

There will be two first prizes of \$500 - one for best poetry entry and one for best prose entry.

Deadline: January 11, 2002

Contact Information: Catherine Belling, 4-8029 or cbelling@notes.cc.sunysb.edu

Submitted by: Heidi Campani/UHMC

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14. State Employees: Flex-Spending Account

Those of you who are enrolled in the Flex-Spending Account Program may have noticed no deduction in your 1/2/02 paycheck. The flex-spending payroll deductions will begin on the paycheck dated 1/16/02. If you have any questions or problems about your deduction, please call the plan administrator, Fringe Benefits Management Company, at 1-800-358-7202.

Submitted by: Alessandra White/Admin

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15. Winter Weather Emergencies

Each year, dozens of Americans die due to exposure to cold. Winter weather adds to the number of vehicle accidents and fatalities, fires due to dangerous use of heaters and other injuries and illnesses, such as hypothermia, frostbite, heart attacks, sprains and strains. A major winter storm can last for several days and be accompanied by high winds, freezing rain or sleet, heavy snowfall and cold temperatures that can cause hazardous conditions and hidden problems. The Department of Environmental Health & Safety has issued a 'Winter Weather Emergencies' News & Alert item on their web page to inform the campus community about the need to prepare and stay informed of changing weather conditions. To learn more, please read the news article on EH&S's web site.

<http://ehs.sunysb.edu/news/010302.asp>

Submitted by: Gary Kaczmarczyk/Admin

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16. 2002 health insurance rate information for state employees enrolled under the New York State Health Insurance Program.

The Administration Payroll paycheck dated January 2, 2002 did not include the revised 2002 health insurance rate. The revised rate and a one time adjustment (for the January 2, 2002 paycheck) will

be reflected in your paycheck dated January 16, 2002. If you are enrolled in the New York State Health Insurance Program and did not receive the 2002 health insurance rates, you may view them by visiting the website <http://www.cs.state.ny.us> and click on employee benefits, then option transfer. You may also obtain rate information from the display rack located on the wall outside the Benefits Office on Level 3, Room 122, HSC. Submitted by SB Univ. Hosp. Benefits Office.

Submitted by: Cassandra Moore/UHMC

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17. Wellness Center Open during Intercession

Start the New Year off on the Right Foot! Wellness Center Open during Intercession Monday-Friday, 10:00am-7pm. Check out the new Hammer Strength Smith and Addominal Crunch Machines. Center also includes Treadmills, Stairmasters, Bicycles, and free weight.

<http://www.recreation.sunysb.edu>

Submitted by: Susan Dimonda/CAS

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