

Stonehill College HR Newsletter

February 2013

Inside This Issue

- 1 Employee Handbook Updated & Refreshed Online
- 1 Campus Conversations
- 1 Save the Date – Upcoming Events
- 2 Mandatory Employee Training
- 2 Contract Review Forms Launched
- 2/3 Black History Month Events in the Area
- 3 Touch of Kindness Recognition
- 3 Introducing Sprint Supplemental Benefit
- 4 Spotlight on: Rev. Pinto Paul and Brother Subal Rozario
- 4 Employee Benefits/Wellness Fair April 3, 2013
- 5 TIAA CREF REMINDER
- 5 New Hires & Farewells on Campus

Human Resources Department:

Maryann Perry, Director

Pat Anzelmo, HR Generalist

Lisa Conroy, Assistant Director

Kathy Falcone, HR Generalist

Shayla Jordan, HR Assistant

Lisa O'Donnell, Associate Director

Lynne Thomas, Administrative Assistant

Save the Date Upcoming Events:

Faculty and Staff of Color Luncheon
Thursday – February 14th
12:00

Presidents Day
Monday - February 18th
Floating Holiday

New Employee Orientation
Leadership & Organization
Monday – February 25th
8:30-10:00 AM

Employee Book Club
Monday - February 25th
More details to follow



Employee Handbook Updated

Approximately every three years a review of the employee handbook is completed. The updated handbook, dated January 2013, can be found at the following link:
<http://www.stonehill.edu/x19339.xml>

The most significant changes are listed below:

- The primary change is the elimination of the term “administrator”
- The practice that floating holidays do not have a cash value upon termination was put into writing
- Bereavement added cousin and grandparent-in-law to bring in line with our current policy. Also, the out of state language was updated to read “up to” 2 additional days may be taken..., as some employees need only 1 additional day.
- Non-Smoking policy added College-owned vehicles. This brings this in line with the Vehicle Usage Policy.
- Opposition to Work Place Violence Policy is a new policy that is currently with Division Heads for review.
- Register your Vehicle updated with the new campus police on line instructions
- Dress Code updated with new guidelines

If you have any questions about anything in the employee handbook, please do not hesitate to contact human resources.

Campus Conversations on Diversity

Are there employees at Stonehill you have never met? Do you feel there are fewer and fewer names and faces you recognize over the years? Are you new to Stonehill and haven't met many other employees yet?

Join us for a get-to-know you program just for Stonehill employees and come together for an interactive dialogue about diversity in our lives and in our work. This is a wonderful way to meet other employees at Stonehill and to make meaningful connections in our community! These co-sponsored sessions are a partnership with the Office of Human Resources and the Office of Intercultural Affairs. The three part series will be presented as follows:

Monday, March 11th, 11:00 am – 12:00 pm, Martin Auditorium “Creating Safe Spaces”

Monday, April 22nd, 11:00 am – 12:00 pm, Martin Auditorium “What Difference Can I Make?”

Monday, May 13th, 11:00 am – 12:00 pm, Martin Auditorium “Developing Action Plans”

Employee Training – Mandatory for ALL Employees

Many of you participated in a live session on Sexual Harassment and Other Forms of Discrimination earlier in the academic year. In addition to this training the College has implemented a training program which requires all employees to receive annual training on Work Place Violence, the Family Educational Rights and Privacy Act (FERPA), and the Massachusetts Data Security law.

The College's program requires that each employee attend a live training session at least once every three years, and annually attend either a live session or complete an online training.

To sign up for a live one-hour session covering Work Place Violence, FERPA, and Data Security please follow this link:

http://www.collegecompliance.com/?page_id=56
or call Liz Greco at x1404.

Alternatively, to complete on-line trainings you may visit our E-learn site at: <http://elearn.stonehill.edu/default.asp>. This site is accessible any time. Instructions for using our E-learn site are available at http://www.collegecompliance.com/?page_id=59.

All trainings must be completed before the end of the academic year. If you have any questions about these requirements please feel free to contact Tom Flynn, General Counsel directly at x1413.

In addition to these trainings, a CSA Training will also be included at the end of each live session and online. This training is for employees who are considered "Campus Security Authorities" under the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. CSA's usually include employees in student and campus activities (and faculty members who advise student groups), campus police, community standards, housing, and athletics, as well as any individual who has been specified by Stonehill as a CSA. Not sure if you are a CSA? Contact Amee Synnott at x1910.

Participating in these trainings helps affirm our desire for a work environment free from harassment, discrimination, and violence, as well as our commitment to protecting the privacy of our students, alumni, and colleagues.

Thank you in advance for finding time in your schedule to complete these trainings before the end of the academic year.

Contract Review Form Launched from Office of General Counsel

Effective January 2013, the Contract Review Form ("RCR") has been re-created as an online submission form. This will allow for better tracking of contract review requests. The RCR and a PowerPoint presentation which reviews the contract review process is available online at <http://www.collegecompliance.com>. This is a temporary website housing this information while we are in the process of updating some of our permanent website information and training materials. Should you have any questions, please contact Liz Greco at x1404 or egreco@stonehill.edu.

Black History Month – February Events in the Area

Black History Month is an annual opportunity to reflect upon and celebrate the achievements of African Americans. The Office of Human Resources would like to highlight a couple of events happening in our community to recognize this time. This year's national Black History month theme is recognizing the 150th Anniversary of the Emancipation Proclamation and commemoration of 50th Anniversary of the March on Washington.

SOUTH OF BOSTON

Sunday, February 3, 2013 2-6 PM

The New Bedford Historical Society invites you to the Twelfth Annual Frederick Douglas Community Read-A-Thon of "The Narrative of the Life of Frederick Douglass, An American Slave Written by Himself (1845)". Friends Meeting House, 83 Spring St., New Bedford (508) 979-8828

Friday, February 8, 2013 6:30 PM Reception

Brockton Public Library. A collection of art created by Haitian and Haitian American artists will be on display at the library's Driscoll Gallery throughout the month of February

Friday, February 15, 2013 5:30

The Altrusans of Plymouth County are sponsoring a one-act play, "Harriet Tubman," at the main library located on Main Street in honor of former member Mary Baker. The play will be performed by the Faith Players led by the Rev. Dyan Johnson. It is the story of Tubman, a pioneer conductor of the Underground Railroad who led more than 300 slaves to safety during the 19th century.

RHODE ISLAND

Tuesday, February 12, 2013 – 5:30-7:30

Gallery Reception: Rhode Island's African-American Community from the Colonial Period to the Present. URI Feinstein Providence Campus Lobby Gallery, 80 Washington Street Providence The exhibit shares the vibrant history and amazing contributions by local African Americans from the colonial period to present through fine art, photographs, documents and artifacts from private collections, local museums and archives. Call 401277-5206, email uri.artsandculture@gmail.com or visit the URI website for more information

Saturday, March 9, 2013 10:00

Bristol Tales of the Slave Trade Presentation, Linden Place 500 Hope Street Bristol RI

In observance of Black History Month, the presentation focuses specifically on Bristol's DeWolf family, once one of the largest traders of slaves in New England, reservations required, space is limited. Call 401-253-0390, or visit the Linden Place website for more information.

GREATER BOSTON

[Museum of African American History](#)

Museum of African American History The museum preserves, conserves, and interprets the contributions of New England's African Americans from colonial times through the 1800s. It also honors those who found common cause with African Americans in the struggle for liberty and justice. The museum operates the Abiel Smith School and African Meeting House. Museum of African American History 14 Beacon Street, Suite 719 Boston, MA 02108

[African American Patriots Tour](#)

Tales of intrigue and bravery, poetry and defiance by Black Bostonians will unfold during the 90 minute African-American Patriots walking tour offered by the Freedom Trail Foundation. Visit the sites of key importance to both the revolution and the Abolitionist movement that led to the Civil War. Led by costumed guides, visitors view history through the eyes of revolutionaries such as Crispus Attucks, Phillis Wheatley, Peter Salem, Prince Hall and others.

[Ladysmith Black Mambazo](#)

Saturday, February 9, 2013 – 8:00 PM

With the power of gospel and the precision of Broadway, Ladysmith Black Mambazo is the undisputed king of mbube, South African a cappella singing. The group came together in the early 1960s and continues to thrill audiences around the world with its strong, proud melodies, harmonized in layers of call and response. Sanders Theatre, Harvard University Cambridge

[Three exhibits by African American Artists: John Wilson, Richard Yarde, Meta Fuller](#)

through March 24

Danforth Museum of Art, 123 Union Avenue, Framingham

WESTERN MASS

Wednesday, February 13, 2013 – 7:00 PM

["A Cinematic Salute: America Goes to War"](#)

"The Negro Soldier", guest speaker: Anthony Guillory, American History Professor

Springfield Armory NHS, Free Admission, for more information 413-734-8551

[The Susan B. Anthony Birthplace Museum](#)

Sunday, Feb. 17, the Susan B Anthony Birthplace will celebrate Susan's birthday at the Adams Public Library with 2 special presentations from 1:30 to 4:00. This first is a music presentation by Massachusetts's own Diane Taraz. She will present "Silver Dagger", a folk song presentation. We will then have historian, Mary Ann Brown, speak about the "Wild West Anthony's". A presentation about Daniel Read Anthony, born in Adams, and Merrit Anthony, she will give a colorful presentation about their participation in Abolition and the Civil War.

[Emancipation Proclamation Party for Children \(6 – 12yrs\)](#)

Saturday, February 9, 2013 - 1pm

At the Pan African Historical Museum USA
1500 Main Street, Springfield

[A Salute to Black Gospel Singers](#) – Gospel Café presented by

PAHMUSA & Gospel Beat Magazine

Saturday, February 16, 2013 - 3pm

At the Pan African Historical Museum USA
1500 Main Street, Springfield

[Celebrating Black Culture: Fashion Show](#)

presented by Something To Talk About

Thursday, Feb. 21 Noon – 1pm

At the Tower Square Food Court
1500 Main Street, Springfield

[Lecture: "Civil Rights Movement: Norman Rockwell's Perspective."](#)

Friday, February 8, 2:30 p.m. Free with Museum admission.
Norman Rockwell Museum, 9 Glendale Road/Route 183,
Stockbridge

[Envisioning Emancipation: Black Americans and the End of Slavery](#)

Saturday February 9, 2013

In celebration of the 150th anniversary of the Emancipation Proclamation and based on her newly released book of the same name, author Barbara Krauthamer will explore the question "what did freedom look like" in this three-part series using a visual narrative of more than 150 historical photographs including the Massachusetts 54th Regiment, abolitionist conventions in upstate N.Y., and Sojourner Truth. 10am with light refreshments. Books will be available for purchase. Berkshire Museum, Pittsfield

[Vocalist Angelique Kidjo](#)

Saturday, February 23, 2013

Grammy Award-winning vocalist Angélique Kidjo on Saturday, Hailed as "one of Africa's most globally successful performers" by Billboard magazine, Kidjo ranks among one of the greatest forces in African music. 8pm. Tickets are \$25 to \$65, with \$15 Mahaiwe ArtSmart tickets available for patrons age 30 and younger. Mahaiwe Theatre, Great Barrington

Touch of Kindness Program Recognition

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 January, a number of kindness acts were spotted on campus and the following employees were recognized for their kindness:

Romelle Berry, Julie Coleman, Christine DaCosta, Regina Egan & Rachel MacDonnell.

A sample of this month's kindness:

"I often call this person with complicated, last minute, sensitive requests. She is always attentive, responsive and helps me in any way she can."

Thank you to all who submitted nominations this month, have you recently observed an act of kindness and caring? Recognize it today at [A Touch of Kindness webpage](#).

Supplemental Benefit

Sprint Wireless:

Stonehill is happy to announce that Sprint Wireless has joined the various other providers in offering Stonehill employees a discount. Sprint will now offer Stonehill Employees an 18% discount on calling plans. Please see the following supplemental benefits link for full details:

<http://www.stonehill.edu/x11531.xml>



Spotlight On: Fr. Pinto Paul, CSC Campus Ministry and Brother Subal Rozario, Special Assistant to Vice President for Finance

Story by: Lisa O'Donnell



Fr. Pinto Paul, CSC



Brother Subal Rozario

When Fr. Pinto Paul, CSC arrived on campus in March 2010, he knew it was a special place. Stonehill is a place he would call his home while he pursues his PhD, after the completion of his M.Ed from Boston College. As a young boy in India, becoming a missionary priest was a childhood dream. Thus, he joined the mission of the Congregation of Holy Cross, which is committed to the cause of the poor in the northeast states of India. He finds fulfillment of his dreams in being an educator. He felt a calling and knew he could make a difference in people's lives.

Fr. Pinto was ordained as a priest in October 1999 and worked as a missionary ever since. Prior to his arrival in the USA in 2010, he was serving as the Vice-Principal and Administrator of Holy Cross School, in Agartala, India, for seven years. The vast majority of these 4,000 children were poor, from the indigenous people of Tripura. During this period, he became more convinced of his commitment to education ministry. He has also played a significant role in launching the first Holy Cross College in Northeast India as its first Vice-principal. After his Doctoral Studies he hopes to play a significant leadership role back home at this college, which is being developed as a university.

In Northeast India, the area is very poor and neglected; it is improving but still under-developed. Education is a key component to success and it is still a way to build people up and introduce them to life experiences they would not have working in the fields.

Fr. Pinto's family is in Kerala India (Southern India) and he is one of nine siblings. Fr. Pinto is not the only member of his family to follow the religious path in life; he has a sister who is a religious sister as well. Fr. Pinto certainly enjoys periodically visiting his family in India. In the U.S. he has many comforts of life but he plans to return to India to serve those in need and assist in the larger plan to improve the quality of life for the people of India with the assistance of the Congregation of Holy Cross.

Brother Subal Rozario's path to Stonehill started as a member of the Finance Commission of the Holy Cross Congregation and he spent six years contributing to the role of the Finance Commission for the Holy Cross Order before arriving at Stonehill in January 2011. In his current role as the third Assistant Superior General, with the Holy Cross Congregation he is called to travel to many sites within the US as well where Holy Cross Congregation is present.

Brother Subal previously had the role of a Principal of a K-12 school in Bangladesh and has 20 years of experience in various leadership roles; which include that of a Headmaster for four different K-12 schools. In addition to the educational administrative responsibility, he was involved in youth activities in diocesan and national level. He was the founding national chaplain for the Catholic Teacher Team Movement in Bangladesh for 16 years. Brother Subal is currently earning his PhD in Higher Education from Lesley University. Upon completion of his degree, Brother Subal will return to Bangladesh and assist in the opening of a Catholic University.

Brother Subal described the differences and similarities between a Holy Cross Brother and a Holy Cross Priest. As a Religious Brother, they take the same three vows as a priest: poverty, celibacy & obedience and live under the same General Administration and follow the same Constitution. A brother is unable say mass, which involves consecrating the host; however they can conduct prayer services and minister to those in need.

Brother Subal grew up in Dhaka, the capital of Bangladesh and is one of five siblings, in a traditional Catholic family. He grew up in a large village among Muslim, Hindus, and Christians that was very community focused and he knew in his early years as an altar boy he was called to serve, and he joined the Brotherhood at age of 14. In Brother Subal's quiet time he enjoys reading and listening to music.

If you'd like to learn more about either Fr. Pinto Paul or Brother Subal Rozario, you can locate Fr. Pinto in Campus Ministry and Brother Subal's office is located in Merkert Tracy Hall.

Annual Employee Benefits/Wellness Fair Coming to Campus April 3rd.

The annual employee benefits/wellness fair will be hosted on campus Wednesday April 3, 2013 in Alumni Hall. This is the opportunity to meet and learn more about the numerous benefits and supplemental benefits offered by Stonehill.

There will be a large number of vendors in attendance providing great information as well as food, door prizes, giveaways and a wellness gift for all who attend. Be sure to add it to your calendar, it's an event you won't want to miss. **NOTE: All employees will be receiving a personal postcard invitation which will gain you admittance to the fair and enter you into several prize raffles, so don't forget to bring the postcard!**

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:

<http://www.stonehill.edu/x11525.xml>

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

Welcome New Hires/Rehires 01/01/13-01/31/2013

Academic Affairs Division

Andrew Leahy, Assistant Director of Career Services

Welcome New Hires/Rehires (continued) 01/01/13-01/31/2013

Finance Division

Jeanne Ahern, Communications Officer
Michelle Gourdin, Custodian
Eric Tribou, Manager of Application Architecture

Student Affairs Division

Andrew Anderson, Associate Director of Residence Life
Connor Meiselman, Sports Information Intern

Farewell to Employees 1/01/2013-01/31/2013

Finance Division

Wilbur Farris, Custodian