

# Stonehill College HR Newsletter

July 2013

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### Human Resources Department:

Pat Anzelmo, HR Generalist  
Lisa Conroy, Assistant Director  
Kathy Falcone, HR Generalist  
Shayla Jordan, HR Assistant  
Lisa O'Donnell, Associate Director  
Maryann Perry, Director  
Lynne Thomas, Administrative Assistant

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## Save the Date

### Upcoming Events:

July 1 – August 16  
Final Appraisals & Performance Plans due

July 8 – August 16  
Summer Schedule-4 day work week(s)

July 16 - 10:00-11:30  
My Performance Appraisal – Final and Plan  
Location: MT 239

July 25 - 1:00-2:30  
Performance Management Process for Supervisors  
Location: MT 239

August 16  
Bonus Nominations due



## Performance Management Documents & Bonus Nominations Deadline Dates

At Stonehill, Performance Management is a 3-step process, which includes planning, mid-year monitoring and the final appraisal (along with on-going feedback). It is a shared responsibility of supervisors and employees and is a key component of an employee's professional development.

As a reminder, final performance appraisals and planning documents for the upcoming year are due to Human Resources between July 1-August 16, 2013. If you wish to send them electronically, send them to: [sjordan1@stonehill.edu](mailto:sjordan1@stonehill.edu). Be sure to include the signature page of both documents. Bonus nominations are due by August 16<sup>th</sup>.

The forms and details associated with the performance management process and bonus program are located on the HR website via this link: <http://www.stonehill.edu/offices-services/hr/performance-management/>

Two workshops have been scheduled (see dates on left) to assist in the performance management process.

If you have additional questions about this process or would like assistance in preparing for these discussions, please contact Lisa O'Donnell in Human Resources, [lodonnell@stonehill.edu](mailto:lodonnell@stonehill.edu) or ext. 1120.

## Vacation Time Reminder

Now that the summer months are upon us, here are a few things to keep in mind:

- Your vacation balance is on your paystub and myHill, employee services tab
- The maximum accrual is 1.5 times your annual accrual, once you reach the maximum you will stop accruing time
- You can log into your time card via myHill even when away on vacation –so don't forget to input your vacation on your timecard
- You must submit your time card for approval by Monday at 10:00 am on the week of a paycheck.

## DOMA Ruling

In light of the Supreme Court's recent ruling that overturned the Defense of Marriage Act (DOMA), please know that our senior leadership team will engage in conversation and work with our insurance companies and benefits attorney to assess how the ruling will play out for the College and our employees.

As we recognize that this ruling may have a significant impact for some of our employees and their families, we will work as quickly as possible to gather additional information and provide you with an update. Thank you in advance for your patience and understanding.



## Spotlight On: Steven Beauregard, Assistant Vice President for Planning and Budgeting



Story by: Kathy Falcone

Each month, an employee of the college will be highlighted here as a way to get to know each other better in this growing community.

This month, we are highlighting Steve Beauregard, Assistant Vice President for Planning and Budgeting. Steve has worked at Stonehill since December 1998. Here is his story:

In 1998 PricewaterhouseCoopers was conducting an annual financial audit for its long-time client, Stonehill College. One of the staff auditors with PwC at that time, working on Stonehill's audit, was Steve Beauregard. Steve remembers working with Eileen O'Leary and Ron Scarbrough during that audit. He heard about the open position of Assistant Controller at Stonehill and was hired in December, 1998. In 2003 he was promoted to the position of Director of Budgeting and Financial Planning.

Today Steve holds the position of Assistant Vice President for Planning and Budget. We've all heard Steve speak at Stonehill's various planning meetings. As a 15-year employee of the College, Steve has been successful and is well respected; but I get a sense that, although he is very proud of his professional accomplishments, it is his family life that gives him the most gratification.

To really get a sense of how Steve and his wife, Jane (married 18 years) live their lives, I will share the story of a mission trip he took with his church to Peru. He saw firsthand how impoverished the people he went to help were. He was struck by how the children, despite their circumstances, were so happy. Still, a conversation he had with a Peruvian orphanage staff member stuck in his mind – he learned many children in the country are without families. The trip was over, and Steve got back into his work routine and the long commute, (one hour and twenty minutes) from West Greenwich, Rhode Island to Easton. That mission trip really influenced Steve. He remembers coming home from work one day, pulling into his driveway lined with trees in beautiful spring foliage, looking at his home and thinking "We're so blessed, and we have so much to share". And that's exactly what he and Jane did—

Biruk(10)(pronounced Brook) and Hana(12), biological sisters, were adopted from Ethiopia in 2004. The girls joined Steve's two biological daughters, Elyse(16) and Juliana(13).

In 2011, the Beauregards added to their family again when circumstances separated Jane's niece and nephew from their

parents. Steve and Jane adopted Joshua(6) and Aleena(8) the day after Mother's Day.

But wait. . . there's more—Josiah, born to Steve and Jane 17 months ago, completes the Beauregard clan. That's seven Beauregard children (as of this writing, anyway!).

Steve loves just being with his family at home, playing in the yard—especially volleyball. Daughter, Elyse, who is on her school's volleyball team, is showing them all how it's done. Steve also enjoys mountain bike riding and hiking. Faith is important to the Beauregards and they are very involved with their church.

Steve's parents also live in Rhode Island. His dad is a Professor of Mathematics at the University of Rhode Island for nearly 40 years. His mom is a retired Nurse Anesthetist. Steve has a brother and a sister as well.

If you see Steve around campus looking a little frazzled, offer him some kind words of advice. His oldest daughter is learning to drive and will soon have her license! Another driver in the house will be great to have; but, oh, those young-driver premiums—ouch!!

## Child Labor Laws

As the summer months are a common time of year for youth in the area to be employed, the link below is simply a reminder of the law pertaining to the employment of anyone younger than 18 years of age. Should you have any questions, please do not hesitate to contact Maryann Perry, Director of Human Resources at [mperry@stonehill.edu](mailto:mperry@stonehill.edu) or ext. 1106.

Link: <http://www.mass.gov/lwd/docs/dos/youth-employment/cil-poster.pdf>

## 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 June, a number of employees have been nominated for recognition for their act of kindness. The following colleagues have been recognized for their kindness:

Rena Fitzgerald, Jonathan Green, Jan Harrison, Jennifer Macaulay, Julie Murteira, Mike Pietrowski, Lisa Richards, Heather Steliga,

Have you recently observed an act of kindness and caring? Recognize it today at [Employee Recognition](#)

## 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](#)

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

## Supplemental Benefits Reminder Sullivan Tire and Auto Service

Stonehill Employees receive a 10% discount off any services provided. Call for an appointment or quote at 508-584-6247. They are located at 1320 Belmont Street in Brockton and will usually provide transportation to the college after dropping your car off for service.

For the entire list of supplemental benefits, go to the HR website

[Supplemental Benefits](#)

## Warm Welcoming Wishes

The Office of Human Resources would like to extend a warm welcome to Fr. John Denning as President and the Division Head of the Executive Division. Fr. John we are wishing you much success in your new role and looking forward to partnering with you as our Division Head.



## Welcome New Hires 06/01/2013 – 06/30/2013

### Finance Division

David Bamford, Police Detective Lieutenant

## Farewell to Employees 06/01/2013 – 06/30/2013

### Academic Affairs

Katie Conboy, Vice President of Academic Affairs & Provost  
Susan Gharino-Gezzi, Professor of Sociology and Criminology  
Nancy Hait, Assistant Director of the Center for Writing and Academic Achievement  
Valerie Lynch, Circulation Assistant  
Ed Vaughn, Associate Professor of Business Administration

### Advancement Division

Steve Luttge, Assistant Director of the Annual Fund

### Finance Division

James Bogins, Campus Police Officer  
Terri Mackey, Application Assistant

### Mission Division

Georgia Antonopoulos, Director of the Center for Non-Profit Management  
Joe Miller, Campus Minister for HOPE

### Student Affairs

Janna Ancil, Assistant Field Hockey Coach  
Kenyon Colli, Residence Director  
Kathleen Colpoys, Assistant Volleyball Coach  
Karalynn Gau, Brother Mike's Manager  
David Golden, Residence Director  
Clayton McGrath, Assistant Football Coach  
David McLaughlin, Head Men's Basketball Coach  
Tom Marble, Assistant Softball Coach  
Nick Nogueira, Assistant Football Coach  
Jackie Smith, Assistant Women's Basketball Coach  
Erik Trahan, Assistant Men's Hockey Coach  
Kristen Young, Assistant Women's Soccer Coach

## Changes on Campus 06/01/2013 – 06/30/2013

### Finance Division

Jordan Bergevine, Campus Police Officer

## Newsletter Content

The HR Department welcomes comments or suggestions about this newsletter. Please send your feedback to [Lisa O'Donnell](#) or call ext. 1120.