

F&A QUARTERLY NEWS

DIVISION OF FINANCE & ADMINISTRATION

The Division of Finance & Administration has developed a newsletter, F&A Quarterly News to provide useful information to the College community, as well as to advise of divisional highlights and upcoming major projects. We hope you find the information useful and informative. Your feedback and questions are welcome and should be addressed to:

financeandadministration@csi.cuny.edu

NEWS YOU CAN USE

HUMAN RESOURCES

New Adjunct Health Insurance Program-Enrollment Process

Effective October 1, 2014, adjunct health insurance will be provided by CUNY through the New York City Health Benefits Program. The current coverage through PSC-CUNY Welfare Fund will end on September 30. Enrollment into the new health insurance program began on August 18th & continues through September 19th.

Additional information can be found on the University Benefits Office (UBO) website <u>UBO Website</u>. Select "Benefits at a Glance", then, select "Adjunct Staff (Teaching and Non-Teaching)"

CUNY BENEFITS

and on the Human Resources website

CSI HUMAN RESOURCES

Please note if you currently have health insurance coverage through the PSC-CUNY Welfare Fund and continue to remain eligible you must enroll individually in the new Adjunct Health Insurance Program in order to be covered effective October 1, 2014. You will be automatically covered for one month through September 30th under the PSC-CUNY Welfare fund until the new plan becomes effective October 1st.

If you do not currently have health insurance coverage through the PSC-CUNY Welfare fund but are eligible in the Fall 2014 semester then you can enroll in the PSC-CUNY Welfare Fund health insurance coverage for one month through September 30th. Then you can enroll in the new Adjunct Health Insurance Program effective October 1, 2014.

Human Resources has scheduled the following dates and times for you to meet with HR staff in **Build**- ing 1A, Room 308 to drop off your completed enrollment forms and to answer your questions. You may schedule an appointment to drop off your completed forms by contacting Human Resources at 718-982-2379. Please note all forms must be returned to Human Resources for processing.

Please note eligibility remains the same as before:

Teaching Adjuncts must have taught one or two courses in the previous two semester (Fall 2013 & Spring 2014) and six hours per week in the current Fall 2014 semester and maintain this going forward.



F&A QUARTERLY NEWS

Page 2

NEWS YOU CAN USE (continues)

Non-Teaching Adjuncts must have worked 15 hours per week in the previous two semesters (Fall 2013 & Spring 2014) and work 15 hours per week each semester going forward.

**Summer and Winter sessions are NOT included.

Additional questions can be directed to the dedicated Adjunct Health Insurance line at 646-664-3401 or Human Resources at ext. x2379. You can also email your questions or concerns

to: <u>UniversityBenefitsAdjuncts@cuny.edu</u>.

Employee Health & Wellness Fair - Save the Date*

Date: October 8, 2014

Location: College of Staten Island, Building 1P, Atrium

Time: 11:00am-2:00pm

*Information is being provided in preparation for the annual New York City Fall Transfer Period. Various vendors will be attending including NYC Health Plans GHI, Aetna, HIP HMO, Cigna, Empire, Social Security Administration, PSC Welfare Fund, DC 37 Welfare Fund, TIAA CREF, TRS. Flu shots will also be administered.

ENVIRONMENTAL HEALTH & SAFETY

The Office of Environmental Health and Safety has updated existing information on their web pages. The Chemical Hygiene Plan and the CUNY Laboratory Safety manual have been revised and uploaded. The main page will look familiar, with new tabs on the left. There are also new Standard Operating Procedures, videos, and forms that you may find useful. The Office of Environmental Health and Safety takes pride in keeping the campus healthy and safe, and to this end EHS welcomes suggestions and comments which may strengthen their on-line presence.

PARKING & DOLPHINCARD SERVICES

Do you have your DolphinCard?

The DolphinCard ID card was introduced in the Fall of 2013 and is the official campus photo ID card for all students, faculty and staff. The DolphinCard provides access to the library, parking lots, secured spaces, some vending machines, in all dining facilities on campus, and in laundry machines in Dolphin Cove. You can pick up your DolphinCard in the Office of Parking and DolphinCard Services located in Building 3A, Monday through Thursday from 9am to 8pm or Friday from 9am to 4:30pm. All previously issued College ID cards have been deactivated.

CONFERENCE CENTER

Auxiliary Services Corporation now has the capability of accepting credit card payments for those attending on-campus conferences. In addition to accepting on-line registration, the system is capable of keeping track of registrants and providing status updates. For more information, please contact:

Maryleanne.Hennessy@csi.cuny.edu or Marquerite.Fuller@csi.cuny.edu

NEWS YOU CAN USE

FACILITIES MANAGEMENT

Our facilities staff has been busy over the summer working on several projects simultaneously. Some of the projects included:

Renovation of spaces and relocation of the Offices of Human Resources and Design Services.

Lighting and plumbing upgrades, maintenance, equipment installation, and painting of Sports and Rec Center and Buildings 4N and 5N.

Construction of a new Veterans Center.

Painting the second floor of Campus Center.

Renovation in the Center for Student Accessibility.



Additionally, facilities staff began the installation of benches in the library plaza, with more benches to be installed throughout campus.

FOR YOUR INFORMATION

CSI STUDENT HOUSING/DOLHIN COVE

Fall Occupancy

This year, move-in day for resident students was in two phases. Freshman moved in on Sunday, August 24, with President William Fritz greeting new students and their families by preparing his famous waffles. Returning residents moved in on Tuesday, August 26.

Staff Changes

Sadly we said so long to Nicole Weston, who was Dolphin Cove's General Manager for the last eighteen months. Nicole moved to Georgia to be closer to her family and to become the General Manager of a new student housing start up near Georgia Institute of Technology in Atlanta.

Assistant General Manager, McKala Accetura, will assume the role of General Manager. McKala has experience as a Resident Director and as a Judicial Coordinator.

Latia Jackson is the new Resident Director, replacing Fortune Attardo, and Kelly Lopez is Dolphin Cove's new Leasing Coordinator.

DESIGN SERVICES

The Office of Design Services, in collaboration with Advanced-Online stores, has developed a line of gifts and wearable CSI merchandise. Designs include sports teams and dolphin mascot, incorporating the College colors. Merchandise is available on line at

The CUNY Store

Page 4

STAFF FEATURE Have you met Jeff Westby?

When you drive into the Victory Boulevard entrance of the campus beyond the guard booth, one of the first things you may notice is a burst of colorful marigolds hedging neatly. The space is enhanced by landscaped and manicured foliage. This is the creative handiwork of Jeff Westby, a member of the Campus Facilities staff. Jeff has worked at CSI for sixteen years and as part of the Facilities staff, one of Jeff's responsibilities is planting, trimming and maintaining the shrubs, flower beds and planters throughout the campus. Jeff became interested in horticulture at a young age and learned his craft while working in several positions including working as a Park Ranger. Jeff learned about native plants, providing guided tours to identify plants and trees in Prospect Park. provided those same tours on occasion at the Staten Island

Greenbelt where he worked in forest restoration, using native plants and trees. Jeff worked with actress Bette Midler who founded the New York Restoration Project, an organization dedicated transforming open spaces in under-resourced communities to create a greener, more sustainable New York City. Jeff also designed and planted the gardens at both Adobe Blues and Blue restaurants and many residential landscapes.

Recently the gardens around Jeff's home were featured in SILive and can be viewed at:

SILIVE/Jeff Westby

Not only is Jeff a talented gardener, he is an accomplished chef who caters events from 50 to 200 people, and he is a former actor with an active SAG (Screen Actors Guild) card. Jeff has appeared in off

Broadway productions, episodes of "Oz" and "Homicide Life on the Streets", and in commercials.

Jeff is a graduate of the Fashion Institute of Technology/SUNY with a degree in interior design. He likes to travel and is currently looking to purchase an apartment in Italy and travel throughout Europe, using Italy as his home base.



Jeff's handiwork at the Cyber Café outdoor seating area





