



### Save the Date!

- April 1—MC Classified and-Council 82 Performance Evaluations Due
- April 19—NYAPPA Training for F & P (Systems Maintenance & Repair of the Building Envelope)
- April 21—American Heart Association Heartwalk
- May 4—College Recognition Dinner
- May 12—Commencement
- May 16—Employee Appreciation Picnic
- May 28—Memorial Day
- May 31—7pm J.P. Morgan Chase Corporate Challenge Footrace and walk.



LOOK FOR THE MYSTERY SPOT FOR YOUR CHANCE TO WIN \$25 EASY MONEY!

## From the Vice President



Welcome to the first issue of *The Anchor*, presented to you by the Division of Administration and Finance. This newsletter is designed to help you get to know us better and to provide you with news and information that you will hopefully find both interesting and useful.

*The Anchor* will be published four times per year with the next issue due out this September. Many thanks to the D.A.F. newsletter team of people who have volunteered their time and talents to develop this newsletter—Judy Conway, Donna Napier,

Victoria Phipps and Mark Stacy—and to all who contribute to its content. We are very excited about this effort and hope you will take a few moments to read and enjoy learning about our division. We look forward to highlighting our remarkable division and bringing

division news to our campus community.

Visit Administration and Finance for an in-depth look at each department within the division.

**GOT NEWS?**  
Click on a member of the D.A.F. Newsletter Team, and give us a shout-out!

## Getting to Know You



On a daily basis, the College community knows Lou Spiro as the vice president for administration

and finance. Here are a few tidbits and interesting facts you may not know! Lou Spiro has completed 28 years of service here at SUNY College at Brockport. His first position with the College was as director of institutional research. Lou has an undergraduate degree in geography from Rutgers University, a masters degree in geography from Penn State, and an MPA in Public Administration from SUNY College at Brockport. Lou and his wife Gene have three daughters and one grandson. Lou's favorite things include:

- Favorite food:** Mediterranean
- Favorite restaurant:**

Sinbad, Park Ave. in Rochester

**Grew up in:**

Stamford, CT

**Activities/Hobbies:**

Working out, golf, teaching Sunday School

**Something we don't know about Lou:**

Lou is becoming proficient in Haftorah, which is part of the Saturday morning service in Judaism.



As the secretary to the vice president for administration and finance, we all have come to

know Joani and all of her warm and helpful expertise. But here are a few things you may not know...

Joani has completed 34 years of service here at the College. Her first position was as a typist in purchasing. Joani graduated from Central City Business Institute in Syracuse, New York, and has one son.

**Favorite food:**

Chocolate!

**Favorite restaurant:**

Olive Garden

**Favorite band:**

Aerosmith

**Grew up in:**

Brockport, NY

**Activities/Hobbies:**

candle making, greeting card making, cruising the Caribbean

**Something we may not know about Joani:**

grew up on a farm; still a "hippie flower child" and has all the memorabilia to prove it!

Thanks Lou and Joani for letting us get to know you!



Every job is a self-portrait of the person who does it. Autograph your work with Excellence.  
—Unknown

**Signs you're working too much:**

- You try to enter your password on the microwave.
- You e-mail your colleague at the desk next to you to ask if she's ready to go to lunch.
- You haven't played solitaire with real cards in years.
- When you make phone calls from home, you accidentally dial a "9" to get an outside line.



# Expect the Extraordinary!

We want to hear about it! Tell us about the extraordinary service received, or witnessed, from the staff within the Division of Administration and Finance.

We work hard to create an environment that contributes to student success

through the seamless delivery of services having exceptional quality and value. With student success as our first priority, we strive for customer satisfaction that exceeds expectation by committing to excellence in our profession.

We are looking forward to

highlighting just how the Division of Administration and Finance staff radiate the extraordinary!



Send your kudos to : [Victoria Phipps](#) or call x5115.

## Procurement and Payment Services



### Fiscal Year End Deadlines for Requisitions

In an effort to serve our customers better and to allow enough time for processing, please be aware of the end of the fiscal year

requisition deadlines posted by Procurement and Payment Services. (Note: Fiscal year ends June 30, 2007)

For all 2006/07 requisitions totaling \$20,000 or more, please submit them no later than Tuesday, May 1.

For 2006/07 requisitions less than \$20,000, please submit them no later than Friday, June 8.

For more information, visit the [Office of Procurement and Payment Services Web site](#) or call x2351.

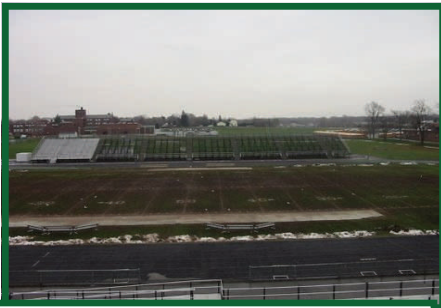


## Inside this Issue

Expect the Extraordinary!	2
Cartoon Corner	3
Behind the Scenes: Commencement	3,4
Office News, Tools and Views!	5,6,7
Mystery Spot	7
Who's Who?	8

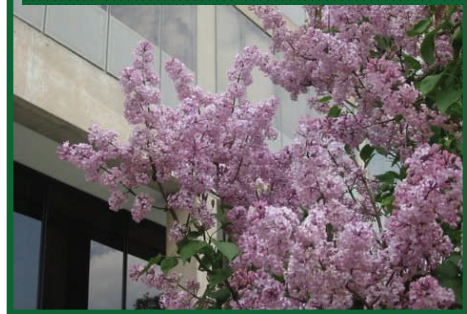


## Behind the Scenes with Facilities and Planning: Commencement



Commencement for 17 years; his recollection certainly provides our campus a rich history of partnerships.

Preparation for Commencement starts as soon as the snow melts with a grounds crew of approximately ten employees renovating and reseeding the football field from the harsh winter season. The crew completes this renovation by May 1 each year. Around campus, garden bed preparation gets under way with tree and shrubbery pruning, planting and grooming of flower beds and fresh mulch.



Commencement at the State University of New York College at Brockport is a time of excitement, accomplishment and celebration. The D.A.F. Newsletter Team met with Rick Lair, director of facilities maintenance, to see how the crews of the Department of Facilities and Planning prepare the “stage” for both Undergraduate and Graduate Commencement on our beautiful campus. Rick has been involved in the preparation of

Crews from the grounds, custodial, and zone areas are then dedicated to the set up of commencement ceremonies. 2,000 chairs are set up for Undergraduate Commencement and 1,000 chairs are set up for Graduate Commencement. The stage is set up and electricians, Kevin Comden and Doug Rodas, begin making the necessary electrical connections.

### Did You Know?

If you have a computer at home— you may access our newsletter online! Receive our newsletter via the Faculty/Staff Listserv! All employees here at SUNY Brockport can have a NetID and a Brockport e-mail address. To apply for your e-mail account, visit:

[Information For New Users](#)



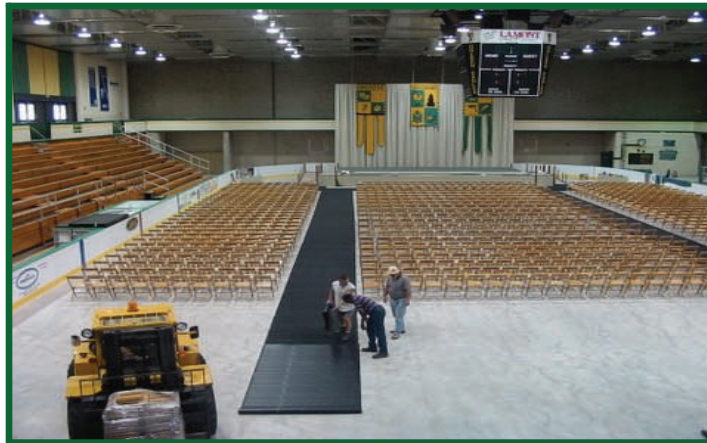
Cont. pg. 4

## Cartoon Corner

BLONDIE DEAN YOUNG AND DENIS LEBRUN



## Behind the Scenes with Facilities and Planning: Commencement



(cont. from pg 3) .

For graduate ceremonies, crews prepare the Ice Rink by removing all the glass and checking the bleachers for any necessary repairs. Facilities crews also set up barricades and signage throughout the campus on Commencement Day to help steer traffic. Once Commencement set up is finished, 24-hour coverage is maintained to watch over the stages, chairs and equipment.

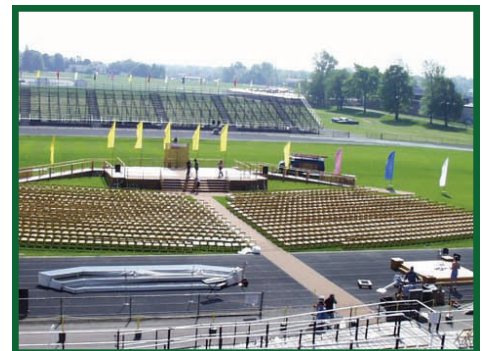
In addition to the set up of the Undergraduate and Graduate Commencement, crews also assist with setting up 32 separate department receptions campus-wide for graduating students and their families.

Mr. Lair spoke highly of his staff and crews, “Mike Swift—’Mr. Commencement’—did a good job of grooming [his staff] and kept Doug Steffen alongside him to learn the ropes of Commencement.” The lines of communication are always kept open and teamwork

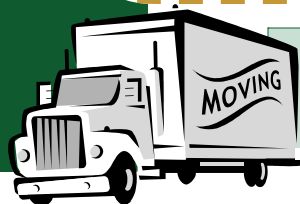
comes together. Rick envisions a day where set up and preparation for Commencement is a one-day event. It is a seemingly transparent process when ceremonies are under way; however, the magic of the “sets” and

equipment for Commencement are the result of teamwork by approximately 60 summer student workers and a myriad of facilities and planning crews.

The breakdown of chairs and equipment begins the Monday after Commencement and usually takes about four hours. Every year the facilities team works to improve this process.



“Family participation has doubled in the last few years,” Rick says. The dedicated efforts of the facilities crews have contributed to the enormous success of Commencement ceremonies.



## Address Change?

If your campus or home address has changed, please visit the Human Resources Web site for the Address Change form. Remember to update your department with any changes!





# Finance and Management

The finance and management team is a diverse group within administration and finance that provides high quality financial and support services for internal and external constituencies to promote student success, fiscal accountability, and continuous process improvement through effective teamwork. Services provided by the team include: budgeting, revenue accounting, student billing and collection, internal controls, telecommunications, project management and cable infrastructure management.



## CUSTOMER SERVICE

Please see our new **F&M Contact Matrix**. It is a great tool that our customers may use when trying to determine who to contact in finance and management for specific services/questions.

## EFFECTIVENESS AND EFFICIENCY

Staff have been implementing many time-saving, problem-solving improvement tools, especially the man-

agement by fact (MBF) template, where small changes are made first in order to address the large ones. Each office identified several processes within the individual offices in need of improvement and applied MBF to the process in order to identify the inefficiencies/deficiencies and create a more effective, efficient process. Updates are presented at monthly team meetings.

## STAFF SUCCESS

At our January 2007 F&M retreat, the entire F&M team developed a Code of Conduct. The Code of Conduct is a set of guiding principles that describe how F&M staff shall conduct themselves as F&M team members who are dedicated to teamwork and providing high quality services to the College and its customers. The Code is as follows:

- Respect each individual's work and perspective
- Remain considerate of others at all times
- Teamwork based on honest and open communication
- Value input from each individual team member
- Allow all ideas to be heard

(be a good listener)

- Utilize good judgment in all aspects of our daily operations.
- Work together to achieve the goals and objectives established for finance & management.

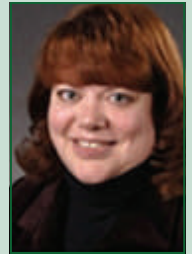
In an effort to continue collegial togetherness, the F&M manager team introduced the "High Five" peer recognition program. For this program to be successful, it requires team member participation. A nomination form is completed and submitted when a team member notices another coworker demonstrating part of the Code of Conduct.



**Congratulations to the following**

**F&M team members that received "High Fives" as of March 12th:** Laurie Boyd, Kathy Braman, Sue Clement, Judy Conway, Rhonda Devan, Terry Eason, Crystal Hallenbeck, Colin Lewis, Cathy McCormick, Dona Oyer-Ryan, Jeremy Peet, Marilyn Rich, Bill Rowe, Robin Schepler, Laurie Smith, Terry Trumpowsky, and Andrea Vella.

## WELCOME



**Teresa Major**  
Director of Student Accounts



**Julie Morgan**  
Assistant Budget Director



# Research Foundation

The Research Foundation of SUNY is anticipating an upgrade to the Oracle system to 11i in April 2007. This will help the functionality of the campus office and allow them to continue processing paperwork and payments more effectively.

This year's National Science Foundation (NSF) report, (based on fiscal year 07/01/05-06/30/06) shows a substantial increase in expenditures for research dollars only. Last year's total was \$659,000. The total this year is \$839,000.

**Congratulations to all the researchers! Keep up the good work!**



**CONGRATULATIONS, IT'S A GIRL!**

Congratulations to Laura Merkl on the birth of her new daughter, Lexey Ann, born March 7.

Offices of Human Resources,  
Payroll, and Affirmative Action

# Human Resources



Murphy's Work Law:  
If it weren't for the last minute,  
nothing would get done.



## AFFIRMATIVE ACTION

On March 1, 2007, Brockport hosted the Seventh **Annual Cultural Diversity Conference**, "Within Our Grasp: Building Community through Diversity." The keynote speaker of the event, Ambassador Carol Moseley Braun, spoke to a crowd of more than 700 SUNY Brockport faculty, staff and students; area high school students; corporate and community service personnel; and members of the Greater Rochester community.

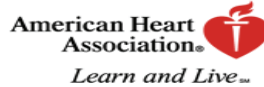


Read all about it! For more details,

visit: [Diversity Conference](#) [Keynote Speech](#).

## HEARTWALK

For the second year, SUNY Brockport is participating in the American Heart Association's Heart Walk.



The Heart Walk is an event that gives us the opportunity to show our support for the fight against heart disease and stroke. The walk is on April 21, 2007, beginning at the Rochester Riverside Convention Center and

going through Rochester's Corn Hill District. We are looking for team captains, walkers and individuals to sponsor walkers. If you are interested in participating, please e-mail [Matt Vanderwerf](#) or call x2442.

You can find more information at the [AHA Web site](#) or visit [Human Resources/Benefits](#) for this and other wellness news and upcoming events.

Check out our revised [Policies and Procedures Web site](#) for any needs you might have!



# BASC Brockport Auxiliary Service Corporation

## DINING

The dining service survey, now in its 22<sup>nd</sup> year, has become a valuable tool that allows dining services to make improvements year to year. Over 2,200 surveys were collected and we are proud to announce that the overall score was a 4.27 out of a possible 5.0.

Mark your calendar for two of BASC's famous lunches. Join Garnishes for their Administrative Luau Luncheon on Wednesday, April 25.

Call (585) 395-2379 by April 18 for reservations. Treat your student employees to lunch at the Student Appreciation Luncheon on Wednesday, May 2. Please make reservations for this event by April 25.

Calories, Calories, Calories!!! It seems everyone is counting calories. If you are one of those people or just someone who is curious about the fat content of the sesame chicken you just ate at Harrison, then BASC has a tremendous new

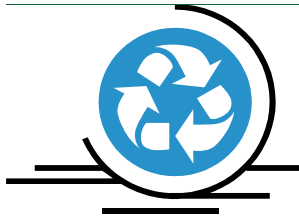
tool. It's called the [Nutrition Tracker](#); a guide that lets you view nutritional data on items that your favorite dining facilities serve.

## PARKING

SUNY Brockport's Welcome Center and Parking Services along with the Village of Brockport's Walk! Bike! Brockport! Group is co-hosting a [week-long event](#) slated for April 23-27, which encourages drivers to give their cars a rest and walk or bike to school and/or work.



# Environmental Health and Safety



## NEWS FROM ENVIRONMENTAL HEALTH AND SAFETY—AED’s!

Automated external defibrillators (AEDs) have been placed at several locations across the campus. A state law has mandated that there be an AED in every state building by 2009. SUNY Brockport has been proactive by acquiring AEDs prior to this mandate so we are ahead the curve. Please take note of where the AED is located in your building or buildings that you frequent. The [EHS Web site](#) will include a narrative description of the locations of the AEDs in each building. The building coordinators will also be provided a list of AEDs and locations for the building(s) they are responsible for.

Training is an important component of the overall AED program. Anyone could use an AED, as they are simple to use and the machine actually talks you through the process. The office of EHS does provide free training and has trained over 200 folks so far on our campus and at our downtown facilities. CPR/AED training takes approximately two hours, is good for two years, and provides for follow up "virtual training" on the Cardiac Science Web site. In other words, those who get trained and are put into the tracking system (MasterTrak) will automatically receive an e-mail notification every six months that they can go online to take a mini-refresher course. Please visit the [EHS Web site](#) for a schedule of available training.

Don't be afraid—the AED computer senses whether or not the person in distress needs to be shocked. It will not shock a person that does not require it. Also,

each AED is inspected monthly to assure it is charged and in operating condition. A visual and auditory alarm will sound if an AED is removed from its cabinet.

We appreciate the fact that many of our faculty, staff and students have voluntarily taken the CPR/AED training course. We congratulate them and at the same time hope they never have to use these newly learned skills.

## VAN TRAINING

EHS will be hosting two different trainings:

### Refresher Trainings:

- May 2, 2007, 2-3 pm
- Aug 7, 2007, noon-1 pm

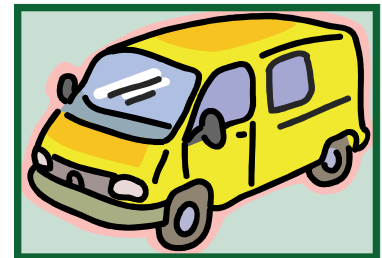
### Initial Trainings:

- May 10, 2007, 9 am-noon
- Aug 7, 2007, 1-4 pm

For more information, click on:

[EHS Training and Event Schedule](#)

*“Teamwork:  
Simply stated,  
it is less me  
and more we”  
- Unknown*



## Mystery Spot???



In each issue, we will feature a picture of a location on our campus. The first person to correctly identify the location (pictured on the right) wins **\$25.00 EASY MONEY!**

Send your guesses to [Judy Conway](#) by April 13, 2007, in order

to be eligible for the drawing of the lucky winner or call Judy at x2565.

### Good Luck!

We'll be sure to include the correct answer and lucky winner in the next issue!



## Who's Who? DIVISION OF ADMINISTRATION AND FINANCE

### VP Administration and Finance

Lou Spiro, VP Administration and Finance	585-395-2129	lspiro@brockport.edu
Joani Martin, Secretary 2	585-395-2129	jmartin@brockport.edu

### Assistant VP Finance and Management

Rhonda Devan, Asst. VP Finance and Management	585-395-5484	rdevan@brockport.edu
Andrea Vella, Secretary	585-395-5458	avella@brockport.edu
<b>Accounting</b>		
Jennifer Padellaro, Accounting Supervisor	585-395-5960	jpadella@brockport.edu
<b>Budgeting</b>		
Jeffrey Post, Dir. Budgeting/Grants Admin.	585-395-5131	jpost@brockport.edu
<b>Office of Student Accounts</b>		
Teresa Donnelly-Major, Dir. Student Accts	585-395-5859	tmajor@brockport.edu
<b>Telecommunications</b>		
Shannon Sauro, Dir. Telecomm/Bus Solutions	585-395-7002	ssauro@brockport.edu

### Brockport Auxiliary Services

Ralph Eisenmann, Interim Executive Director	585-395-2497	reisenma@brockport.edu
Betty Drennen, Executive Secretary	585-395-2497	bdrennen@brockport.edu

### Human Resources

Terry Hooper, Dir. Human Resources	585-395-2126	thooper@brockport.edu
Pat Lang, Secretary	585-395-2126	plang@brockport.edu
<b>Affirmative Action</b>		
Adrienne Collier, Asst. Dir. HR and Affirmative Action Officer	585-395-2109	acollier@brockport.edu
Lucinda Dumaw, Administrative Aide	585-395-5845	ldumaw@brockport.edu
<b>Payroll</b>		
Debbie Toms, Dir. Payroll and Benefits	585-395-5136	dtoms@brockport.edu
Diana Grzywacz, Administrative Aide	585-395-5136	dgrzywac@brockport.edu

### Environmental Health and Safety

Dave Turkow, Dir. Environmental Health and Safety	585-395-2005	dturkow@brockport.edu
Marion Quill, Assistant	585-395-2907	mquill@brockport.edu

### Facilities and Planning

Tom Dreyer, Asst. VP Facilities and Planning	585-395-5205	tdreyer@brockport.edu
Sue Arno, Secretary 2	585-395-5205	sarno@brockport.edu
Bob Hofstra, Dir. Utilities and Energy	585-395-2664	rhostra@brockport.edu
Michelle Hofstra, Dir. Facilities Services	585-395-2409	mhofstra@brockport.edu
John Osowski, Dir. Facilities Planning	585-395-2489	josowski@brockport.edu
Rick Lair, Dir. Facilities Maintenance	585-395-5394	rlair@brockport.edu

### Procurement and Payment Services

Dona Hazen, Dir. Procurement and Payment Services	585-395-2351	dhazen@brockport.edu
Rosemary Wilson, Keyboard Specialist 2	585-395-2351	rwilson@brockport.edu

### Research and Grants Administration

Sylvia Tortora, Office Manager	585-395-2444	stortora@brockport.edu
--------------------------------	--------------	------------------------

