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TRAINING & DEVELOPMENT

Performance Management Training for Supervisors

April 19	10:00-12:00
May 10	10:00-12:00
May 17	10:00-12:00

Workplace Violence Prevention Training for Faculty and Staff

April 15	10:00-12:00
May 4	10:00-12:00
May 19	10:00-12:00

Delivering Effective Customer and Student Services

April 14	10:00-12:00
May 5	10:00-12:00
May 19	10:00-12:00

How to enroll?

Please RSVP via email to Gabriel Lopez at glopez3@ccny.cuny.edu before the scheduled training. Please include your name, title, dept, and phone ext.

From President Lisa Staiano-Coico

BUILDING A CULTURE OF EXCELLENCE!



Dr. Lisa Staiano-Coico

With the spring semester now well underway, I wish to thank everyone for their efforts in helping our students focus on retention and graduation. I have had the opportunity to hear from our students, parents, faculty, staff and alumni on a variety of issues. A repeating theme of these discussions is a collective desire to build a culture that focuses on improving service.

Your contribution to the success of our students can and does make all the difference in building a culture of excellence. Even the smallest details can make a world of difference. Every interaction with a student offers an opportunity to shape the student's perception of who we are as an institution. We have the power to make a difference.

Several initiatives are underway to transform and improve the services we render to students. Coming together to build bridges among staff is one important way of improving our services. This might involve learning more about another area or participating in training to help understand the most common issues that students face.

I welcome your active participation and cooperation throughout this process, and am confident that we are on the right track towards a better system. There is no "quick fix" to transform the current landscape, but I am confident that with your continued support we can accomplish our goals.

Meet Jerry Posman

Our New Vice President of Finance and Administration



Jerald Posman

Jerald (Jerry) Posman, recently joined CCNY from York College where he served for six and a half years as Senior Vice President for Administration Affairs and helped lead the College through a challenging transition.

Jerry has a long history in CUNY and has served in various roles which date back to the 1970's when he served as CUNY's Vice Chancellor for Budget and Finance during an extremely challenging period. After graduating from CCNY, Jerry went on to attend Harvard Business School where he earned his MBA.

Jerry's expertise of systems and processes is well-known within CUNY and he brings a friendly and collaborative management style which will be a tremendous asset to the College. He will help us strategically to strengthen CCNY at a time when the stewardship of our finances has never been more important.

IMPORTANT DATES & HOLIDAYS

Disability Awareness Month	April 1-30
Spring Break (College Open)	April 18-26
Bring Your Child to Work Day	April 28
Longevity and CCNY Service Awards	May 11
President's S. T. A. R. Awards	May 11
Memorial Day (College Closed)	May 30
Commencement	June 3

Your Commuter Card can be used on:

- MTA NYCT
- Long Island Railroad
- Metro-North Railroad
- NJ Transit, and PATH
- NY Waterway
- Paratransit
- MTA's Access-A-Ride program
- And parking at or near public transit to get to work

BENEFITS UPDATE!

Young adults up to age 26 are now eligible to receive health coverage.

The date for retirees to enroll dependants is April 1 through April 30.

The date for active employees to enroll young adults is May 1 through May 31.

Speak to our benefits coordinators to hear more!

NAT HOLMAN GYMNASIUM



Getting the most from your benefits... by Kim Ferguson, Benefits Officer

Have you heard about the CUNY Commuter Benefit/Wageworks?

No matter where you live and work, you're covered. The CUNY Commuter Benefit plan offers several options to maximize savings on your commuter costs. The CUNY Commuter Benefit, provided by WageWorks significantly expands the Transit Benefit Program to offer access to more transit providers throughout the New York Tri-State area.

Commuter Card Unrestricted Plan - This card works just like a credit card at transit provider ticket vending machines, ticket windows and online/web stores. It is accepted at almost 90 providers. To see a list of where the Commuter Card will work - visit <http://getwageworks.com/nyc/transitcard>. An administrative fee of \$1.77 per month is charged through payroll deductions for this option.

Transit Pass Plan - This plan allows you to arrange for home delivery of your transit provider passes and tickets through the City's provider, WageWorks. To see a list of the providers available in the Transit Pass Plan visit <http://getwageworks.com/nyc/transitplan>. WageWorks will deliver your pass or ticket to your designated mailing address by the first day of each calendar month. With the Transit Pass Plan, you pay an administrative fee of \$3.05 per month through payroll deductions.

Access-A-Ride/Paratransit Plan - This plan allows you to participate in the MTA's Access-A-Ride program or other paratransit programs supported by other transit providers. With the Access-A-Ride/Paratransit Plan you pay an administrative fee of \$3.05 through payroll deductions. To participate in this plan you must enroll in the Transit Pass Plan.

***Park-n-Ride Plan** - This plan allows you to use your pre-tax and post-tax payroll deductions to pay for parking at or near a public transportation stop or station that you use to commute to work. Only transit-related parking is eligible. **You must be jointly enrolled in one of the above transit options in order to enroll in this plan.** With the Park-n-Ride plan, you pay an administrative fee of \$3.05 per month through payroll deductions. In addition to the administration fee you pay for the Park-n-Ride Plan, you will also pay a fee for either the Commuter Card Unrestricted or Transit Pass Plan whichever you chose.

***Note: For more information on the Park-n-Ride program, please stop by Human Resources in Shepard Hall Room 50 or call (212) 650-7226 and ask for Elie or Kim.**

Healthy Living & Wellness

CCNY Athletics: Offering Options that you can use!

Located on the 3rd floor of Wingate Hall, the mission of the Intramural Athletics and Recreational Sports Program is to provide opportunities for participation in quality recreational and sports activities that address the recreational and athletic needs of the CCNY community. The recreation program specifically focuses on the promotion of fitness as a lifestyle through activities such as cardio and weight training, recreational swimming, basketball, soccer and volleyball. Faculty and staff have the option of taking advantage of these and many more offerings of the athletics program. Are you a runner? Join us for the Percy E. Sutton Harlem 5K run and walk-a-thon August 27-save the date now! For more information, contact **Dr. Kevin H. Abdur-Rahman, Director**, Wingate Hall - 3rd. Floor Suite Convent Ave. @ 138th Street, phone: (212) 650-7556, or email krahman@ccny.cuny.edu

Recreation Schedule thru May 18, 2011

Mahoney Pool

Mon. - Fri. - 12:00 - 3:00 PM

Wingate Fitness Center

Mon. - Thurs. - 10:00 AM - 9:00 PM
Fri. - 10:00 AM - 3:00 PM

Instructional Classes

All classes begin the week of 2/21/11

Nat Holman Gymnasium

Mon. - Fri. - 12:00 - 2:00PM

Spin Class

Mon. - 5:30 PM - 6:30 PM / 6:10 - 6:40PM
Thurs. - 5:30 PM - 1:30PM / 6:10 - 6:40 PM

Yoga

Tues. - 5:30 PM - 6:30 PM
Thurs. - 5:30 PM - 6:30 PM

CUNY INSTITUTES POLICY TO PROMOTE A SMOKE-FREE UNIVERSITY

The City University of New York is seeking to become the largest smoke-free public university system in the country, as the new policy is approved by the CUNY Board of Trustees.

Upon approval, the Board's resolution will require the 23 CUNY campuses to implement the new policy by September 2012. The new smoke-free policy is similar to legislation passed by the New York City Council to enforce the anti-tobacco laws.

The expansion of the tobacco ban policy is being done through education, taxation, support of cessation programs and increased numbers of tobacco-free spaces. As a result, the City has helped reduce smoking rates below national levels.

New York City public schools and medical facilities are already tobacco-free, both inside and outside buildings.

For more information on CUNY smoking ban, please visit:

<http://www1.cuny.edu/mu/forum/2011/02/14/university-rolls-out-total-smoking-ban/>



IN MEMORIAM

The CCNY Community mourns the recent loss of our beloved colleagues who recently passed away.

Juan Pajuelo passed away on February 7, 2011 and was a Senior College Lab Technician in the Physics Department. He worked for City College for 24 years.

George Ross, Professor of Computer Science, in the Grove School of Engineering passed away on March 11, 2011. Professor Ross taught at City College for 42 years and recently received a service award.

CCNY CARES: CCNY Employees Help Students Stay in School.

The generosity and philanthropy of the CCNY Community is demonstrated through the donations received thus far for the Faculty, Administration and Staff Scholarship program. Many of our faculty and staff have donated to **CCNY Cares** to improve the quality of life of students who aspire to attend City College and to enhance individual opportunities through education. We are deeply appreciative of the contributions received to the CCNY Cares campaign and hope you will continue to support this important initiative to help our students stay in school.



All gifts to the CCNY scholarship fund are tax-deductible. You may use the form below; bring your gift to the Office of Development and Institutional Advancement, Shepard Hall 154; or you may give online at: <http://www1.ccny.cuny.edu/advancement/development/gift-online.cfm>.

(Under "Select a Fund," choose the *Faculty, Administration and Staff Scholarship* option.)

Any donation, no matter how small can help a student stay in school!

Faculty, Administration and Staff Scholarship

Please return to The Office of Development and Institutional Advancement
Shepard Hall, Room 154 * 212-650-7125

Name: _____ Department: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: (_____) _____ Work: (_____) _____ Email: _____

If paying by check: Please make checks payable to: [City College 21st Century Foundation](#)

If paying by credit card: Please charge my:

American Express #: _____ MasterCard #: _____

Visa #: _____

Amount: \$ _____ Name as it appears on card: _____

Card No.: _____ Expiration Date: _____ Signature: _____

We greatly appreciate your support.

CCNY CONGRATULATES RECENT APPOINTMENTS & PROMOTIONS AS OF JANUARY 2011

RECENT APPOINTMENTS

Lloyd Balch
Web Director
Communications and Public Relations

Sheren Brunson
Administrative Coordinator
Psychology

Cornel Clarke
Associate Director of Labor Relations
Human Resources

Valerio DeAngelis
Executive Director of CUNY Energy Institute
Chemical Engineering

Ali Firouzi
Research Associate
Chemical Engineering

Massiel Franco
Administrative Events Coordinator
Government and Community Affairs

Ninive Gomez
Continued Education Manager
Adult and Continuing Education

Daniel Gustafson
Lecturer
English

Brian Healy
Visiting Professor
Architecture

Marilyn Kearney
Student Psychological Counselor
Access, Wellness, Counseling

Simon Kelly
Assistant Professor
Biomedical Engineering

Christine Klusko
Administrative Specialist
Biology

Daniel Lemons
Student Advisor to the President on Student Success
Office of the President

Gabriel Lopez
Human Resources Coordinator
Human Resources

Alicea Luis
Academic Advisor
Grove School of Engineering

Raymond MacLeish
Administrative Events Specialist
Government and Community Affairs

Sharon Mackey-McGee
Executive Director
Adult and Continuing Education

Kyle McDonald
Professor
Earth and Atmospheric Sciences

Tamara McLennon
Labor Relations Analyst
Human Resources

Juan Mercado
Interim Senior Vice President & Provost
Provost Office

Victoria Meyers
Visiting Professor
Architecture

Theresa Montini
Medical Assistant Professor
Sophie Davis School of Bio-Medical Education

Jennifer Morton
Lecturer Doctoral Schedule
Philosophy

Jessa Netting
Science Writer
Communications and Public Relations

Jinzhong Niu
Research Associate
Grove School of Engineering

Michael Piasecki
Associate Professor
Civil Engineering

Jerald Posman
Vice President
Finance and Administration

Susanna Schaller
Lecturer Doctoral Schedule
Division of Interdisciplinary Studies

Gregory Shanck
Performing Arts Center Director
Government and Community Affairs

Alice Shepard
Assistant Professor
SEEK

Youngsik Song
Research Associate
Electrical Engineering

Sarah Staszak
Assistant Professor
Political Science

Jeneve Vahe Caddell
Student Psychological Counselor
Access, Wellness, Counseling

Kenneth Waldhof
Director of Auxiliary Services
Auxiliary Enterprise Corporation

Karen Wenderoff
Assistant Vice President
Development and Institutional Advancement

Andrea Weiss
Interim Dean
Division of Interdisciplinary Studies

Xin Xu
Research Associate
Civil Engineering

PROMOTIONS

Anthony Achille
Director
Government & Community Affairs

Sophia Barrett
Lecturer
Psychology

Sophia Bogues
Higher Education Assistant
School of Education

Mehdi Bozorgmehr
Professor
Sociology

Michal Dekel
Associate Professor
English

Gregory Downs
Associate Professor
History

Abigail Estes
Administrative Executive Coordinator
Psychology

Nathaniel Foster
College Lab Technician
Art

Sarah Hahn
Senior Student Counseling Director
Access, Wellness, Counseling

Professor Ethan Ham
Associate Professor
Art

Peyman Honarmandi
Lecturer Doctoral Schedule
Mechanical Engineering

Craig Houser
Lecturer Doctoral Schedule
Art

Aleksey Ivanov
Distinguished Lecturer
Electrical Engineering

Taehun Lee
Associate Professor
Mechanical Engineering

Kathleen A. McDonald
Associate Professor
Division of Interdisciplinary Studies

Pauline Pabon
Administrative Specialist
Admissions

Maritsa V. Poros
Associate Professor
Sociology

Kathy Powell Manning
Learning Assessment Director
Student Success

Lauren Shuman
Academic Advisor
Grove School of Engineering

Nancy R. Tag
Associate Professor
Media and Communications Art

Erica Torres
Executive Assistant to the Dean
Architecture

Jin Weihua
Associate Professor
Civil Engineering

CCNY RETIREES FOR 2010-2011 ACADEMIC YEAR

Ms. Brenda Alleyne
Office Assistant
Sophie Davis School of Biomedical Education
15 years of service

Professor Michael Anshel
Computer Science
42 years of service

Michael Askenazy
Sr. College Lab Tech, Mechanical Engineering
32 years of service

Professor Heidi Bach
Leadership & Special Education
3 years of service

Professor Carole Berger
Foreign Languages & Literature
41 years of service

Barbara Blair
Administrative Assistant, Faculty Senate
37 years of service

William Bolles
Sr. College Lab Tech,
Earth And Atmospheric Sciences
38 years of service

Joyce Conoly-Simmons
Academic SEEK Program Manager
37 years of service

Robert Cope
Sr. College Lab Tech., Art
39 years of service

Joseph Daly
Stationary Engineer Senior, Physical Plant Services
25 years of service

Professor James Dejongh
English
41 years of service

Marino Dobrich
Electrician Supervisor, Physical Plant Services
28 years of service

Emilio Fontanez
Media Services Tech, Information Technology
24 years of service

Professor Laurel Franklin
Library
40 years of service

Aida Gorgi
Finance Accountant Assistant, Purchasing
20 years of service

Professor Leon Guilhamet
English
40 years of service

Professor Marilyn Hacker
English
11 years of service

Professor Barbara Hanning
Music
41 years of service

Judy Hilkey
Academic Program Specialist
Division of Interdisciplinary Studies
27 years of service

Steven Lamendola
Locksmith, Physical Plant Services Trades
18 years of service

Professor Leonard Jeffries
Political Science
39 years of service

Professor Henry Macari
Bernard & Anne Spitzer School of Architecture
16 years of service

Professor Adele MacGowan-Gilhooley
Teaching, Learning & Culture
25 years of service

Carolyn Mayfield
Administrative Assistant, Economics
28 years of service

Betty Jean Mcallister
Custodial Assistant, Physical Plant Services
21 years of service

Marion Mills
Office Assistant, School of Education
41 years of service

Niamo Muid
HE Associate
Development and Institutional Advancement
12 years of service

Professor James Neujahr
Childhood Education
41 years of service

Sandra Povman
HE Officer, Urban & Government Affairs
26 years of service

Professor Irven Rinard
Chemical Engineering
24 years of service

Professor Sylvia Roberts
Leadership & Special Education
23 years of service

Carmelo Rodriguez
Director of Student Affairs
25 years of service

Pereta Rodriguez
HE Associate, Access, Wellness, Counseling
12 years of service

Gwendolyn Richardson
Administrative Assistant, Biology
33 years of service

Vittorio Rotella
Lecturer, Foreign Languages & Literature
42 years of service

Judith Sabatini
Office Assistant, Registrar
25 years of service

Lucile Sealey
Office Assistant, Telecommunications
26 years of service

Hugo SchimatZ
Chief College Lab Tech, Chemistry
39 years of service

Professor Eve Sourian
Foreign Languages & Literature
45 years of service

Professor Elizabeth Starcevic
Foreign Languages & Literature
42 years of service

William Summers
HE Associate, Communications & Public Affairs
42 years of service

Ashley Thornhill
Assistant Director,
Grove School of Engineering
15 years of service

Maria Vasquez
Director, Academic Standards
30 years of service

Jean Weisman
HE Associate
Division of Interdisciplinary Studies
26 years of service

Professor Margaret Winslow
Earth and Atmospheric Sciences
29 years of service

Brigitte Zapata
HE Officer, Bursar
27 years of service

CONNECTIONS: 1st Annual Take our Daughters and Sons to Work Day



We are excited to announce that the Office of Human Resources in partnership with the Division of Student Affairs will host the 1st Annual "Take Our Daughters and Sons to Work" day, on Thursday, April 28 in the Great Hall. This event promises to be a fun and educational experience for children ages 7-13. The day will include breakfast, lunch, a campus tour, craft projects, and educational games. Parents can participate also, by joining the group for lunch and participate in the campus tours.

Space is limited, and parents should register their children in advance by logging on to the HR website at <http://csauth.ccnycuny.edu/facultystaff/hr/TAKE-OUR-DAUGHTERS-AND-SONS-TO-WORK-DAY.cfm> and completing the registration form by April 20, 2011. Check-in will begin at 8:30am. Many schools require

that the parent's employer provide a letter to verify participation in this program. HR will provide a letter to each parent during the morning of registration.

The event is open to all CCNY employees, up to two (2) children per employee, on a first-come first-serve basis. Advance registration is required. Human Resources will send a confirmation upon receipt of your registration form. Space is limited, so we recommend registering as soon as possible.

For more information, please contact Melissa Meyers-Morris in Human Resources at (212) 650-7226 or via email at mmayersmorris@ccny.cuny.edu.

EMPLOYEE RECOGNITION: CCNY launches new "On-the-Spot" Employee Award Program

Over the last several months, we have re-focused our efforts to recognize the exceptional contributions of faculty and staff. The President's S.T.A.R. Award program is one such way that we recognize individuals within the campus community who demonstrate service, teamwork, action and results. However, we also realize that there are those who demonstrate such actions everyday and that are worthy of recognition.

The "On-the Spot Award" program is an employee recognition program that rewards employees "On-the-Spot". This program allows supervisors and students to recommend employees for immediate recognition for their extra efforts and contributions such as:

- A. Volunteering for an extra assignment
- B. Taking the initiative to solve a problem;
- C. Producing a work product of exceptionally high quality

All faculty and staff are eligible for "On-the-Spot" awards, and can be nominated by their supervisor or manager. Awards include gift certificates to Starbucks, Amazon, the CCNY Bookstore, or an American Express gift card.

Please contact the Office of Human Resources for more information.

CCNY PUTS STUDENTS TO WORK: New Job X software connects students to on-campus jobs

CCNY is launching a new electronic job placement system later this spring which will help departments post student aide positions on-campus. The new system, currently called JobX, brings the entire student aide posting process to an on-line format which will allow departments to find students quickly.

The new Job X system will also eliminate the current paper-based process, and will efficiently allow students to post their resumes on-line. The system is similar to many on-line recruitment tools that are common in the external business environment, and will allow students and department administrators to facilitate the process from start to finish. The on-line job posting process is sure to help give students real-world experience in looking for and securing job. It will allow supervisors to have access to all applications for student aide positions in one central location.

The Office of Financial Aid and the Office of Human Resources have partnered with a vendor to implement the software which will launch in Spring 2011. The on-line posting process will include options such as Federal Work Study, college assistantships, internships or volunteer opportunities. JobX will also help us reach our goal of having every department on campus registered as a placement site with the Federal Work Study program. If departments have not already registered, please call the Office of On-Campus Student Employment (OCSE) at (212) 650-5242 for more information.

THE HARLEM FOR JAPAN BENEFIT



presents

The Harlem for Japan Benefit Concert

on

Tuesday, April 19, 2011**6:30 PM**

at

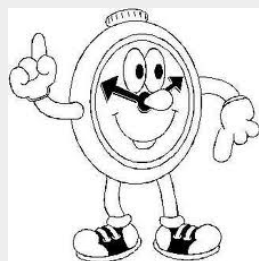
Aaron Davis Hall**133rd Street & Convent Avenue***Featuring***R&B Legend Chuck Jackson****National Jazz Museum in Harlem All Star Band****Grammy nominated Impact Repertory Theatre****Harlem Vocalists: Janice Marie Robinson, Claude Jay, Lady Cantrese & Lee Olive Tucker****International artists and many more****Suggested Donation: \$25 (or more)**

Please make checks payable to:

The Japanese Chamber of Commerce (J.C.C.); the Japan Society OR the Consulate General of Japan

For further information contact New Heritage Theatre Group at (212) 926-2550 or
www.newheritagetheatre.org.

Are you up-to-date on your timesheets? New and improved system coming soon!



Submission of timesheets is essential for our day-to-day operations and to ensure that employees receive accurate compensation for time-worked. A good time and leave system does more than simply track time that employees use. It provides an organization with a system of checks and balances to ensure that overpayments are minimized for employees who are no longer active.

In June 2011, HR will be implementing a new time keeping system that will be integrate with the payroll system during each pay period. This new process will save the college money and will eliminate overpayments to employees who are no longer working for the College or who may have taken a leave of absence. In addition, employees can receive up-to-date information on their sick and annual leave accruals.

All employees will be invited to attend Town Hall meetings and one-on-one Q&A sessions with HR staff who will explain the new process in its entirety. The new system will continue the current practice of collecting timesheets for all employees other than faculty. This includes employees in the executive compensation plan, higher education officers, research assistants and associates, college lab technicians, white collar personnel, blue collar personnel. The new process will include the digital creation and editing of timesheets for the purposes of tracking payroll expenses.

Prior to the implementation of the new system, HR will be reaching out to all employees who are missing timesheets. If you think you are missing any timesheets, kindly submit them to our timekeeping staff located in Shepard Hall, Room 92.

This new streamlined process will allow you to access and monitor your time and leave balances accurately and promptly. Please feel to contact our timekeeping staff at (212) 650 7238 with any questions that you may have. As always, thank you in advance for your support and cooperation.

PROMOTING A SAFE WORKPLACE: CCNY PUBLIC SAFETY TIPS

The Department of Public Safety provides services on campus including law enforcement, security, fire safety and medical emergency response. These services are provided to the college community 24 hours a day by our highly trained staff of sworn Public Safety Officers, Campus Security Assistants and Contract Security personnel.

As members of the college community, we ask you to assist us in our efforts to provide the safest campus experience possible by:

- Report any unusual or suspicious activity that you observe to the **Emergency Dispatch Center** at ext. **7777** or **212-650-7777**.
- Use **"blue light"** emergency telephones that are at various locations throughout the campus.
- **Find the best route**—Walk in heavily traveled areas when possible and use well lighted paths at night.
- **Don't become distracted!** Limit use of cellular phones, PDA's and i-Pod like devices while traveling.
- **Ride the Shuttle** –Use of the college shuttle bus service or the Public Safety Escort Service after hours.

Visit our Public Safety Department at the North Academic Center (NAC) building – RM 4/201.



THIS IS YOUR NEWSLETTER!

We are interested in hearing from you. Please forward any article suggestions, ideas or comments to:

Tamara McLennon

Assistant Editor

HR News and Views

Shepard Hall—Room 50

160 Convent Avenue

New York, NY 10031

Call: (212) 650-7226

Email: humanresources@ccny.cuny.edu

FROM THE EDITOR



Welcome to the inaugural edition of HR News and Views. This newsletter is designed to provide up-to-date information to the CCNY community on a variety of topics that impact the workplace. Communication is an essential component to building and sustaining a healthy, vibrant and cohesive workplace. To that end, we will do our best to deliver news and insights that will help you make informed choices on your benefits, as well as various training options and professional development programs that are provided through HR.

April is CUNY Disability Awareness month. Human Resources partners with the Division of Student Affairs, specifically the Department of Disability Services as well as the Office of Affirmative Action to ensure that we are responding to the needs and concerns of our employees who may have visible or non-visible disabilities. We will continue to look at ways to enrich everyone's work experience and are working diligently to provide information on the repair of elevators and escalators in the North Academic Center (NAC) that have impacted those with mobility impairments. The repairs are expected to be completed by the end of May 2011. Accommodations for any employees or students who have been impacted can be requested with the Office of Disability Services, Affirmation Action or HR. Please let us know as soon as possible so that we can assist in this regard.

There are many new and exciting initiatives that Human Resources is exploring to recognize those within the CCNY community who render outstanding service through the President's STAR Awards a new incentive program called *On-the-Spot Awards* that allow managers and supervisors to reward employees "on-the-spot" through a range of incentives including gift certifications to Starbucks, Amazon, and the CCNY bookstore.

In closing, I want to thank everyone who helped in the creation, and development of this newsletter. We will work ever harder to ensure that we are delivering helpful information, and I hope you will enjoy reading it.

Sincerely,

Sabrina Ellis
Assistant Vice President of Human Resources

Office of Human Resources

**160 Convent Avenue
New York, NY 10031**

Phone: 212-650-7226

Fax: 212-650-7504

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