New faces added to human resources staff

The Office of Human Resources welcomed four new staff members in recent months.

Jennifer Ballinger joined the staff in May as administrative coordinator. She handles unemployment and workers’ compensation issues, assists with new employee orientation and provides support to Staffing and other areas of the department. Jennifer has a bachelor’s degree in psychology and business administration from Ohio University. She previously worked as an admissions representative with Myers University and the University of Phoenix, both in Cleveland. She also held human resources positions with U-Store-It and the Richard Jacobs Group. “I’ve had a great experience at the College,” Jennifer said. “There’s a lot of variety in my job and I like that.”

A Parma resident, Jennifer enjoys spending time with her husband Mike, and son Zak, 7, and daughter Kira, 15 months. She also likes reading, walking and bowling.

Jennifer can be reached at extension 4837.

Ed Bock is the new Human Resources Information Systems (HRIS) specialist. He joined Tri-C in July after working in a similar capacity for OfficeMax and as a systems analyst for Ohio University. Prior to entering the field of information technology, he was in banking.

Ed said he’s very excited about joining another educational institution, 

EMPLOYEE CLASSES ADDED

‘Civil Treatment’ sessions available this fall

The Civil Treatment for Managers® training sessions will continue this fall, and a new Civil Treatment for Employees® program will be introduced.

The training is designed to teach employment law through focusing on appropriate workplace behavior. It is presented by the Office of Affirmative Action & Diversity.

The four-hour, highly interactive courses are recommended for all Tri-C managers, supervisors, faculty and employees.

Continued on page 3

Questions? Call (216) 987-4838

See our Web site...Go to Infonet home page. Click on Human Resources.
Tri-C, SEIU agree on new contract

A new three-year contract between Tri-C and SEIU, District 1199, was ratified by the union on July 20 and approved by the Board of Trustees on July 21. This agreement covers certain part-time support staff.

A special thank you is extended to all members of the bargaining committees for the time and effort spent in reaching this agreement. The negotiations resulted in revisions to several of the current agreement articles and the negotiation process was completed in three bargaining sessions.

Representing SEIU, District 1199, were Carol Sims, organizer representative, and College employees Bonita Scye, Charlotte Metzger, Josephine Henderson, Delores Dickson, James Kiousis and Ann Kocsmar.

The management committee representing the College included Armetia DeHart, dean, Evening and Weekends, Eastern Campus; Vicky Fosco, manager, Administrative Services, Corporate College West; Judy Dynia, supervisor, Learning Resources Center, Western Campus; Kevin McDaniel, director, Admission & Records, Metro Campus; Jim Boerger, vice president, Human Resources; and Kevin Reynolds, district director, Labor & Employee Relations.

New faces added to human resources staff

Continued from page 1

as he feels it’s the type of environment in which he thrives. Among his responsibilities are keeping employee information in the Banner system current and correct, ensuring data integrity and forecasting future systems needs.

He graduated from Ohio University with a business administration degree and a dual major in finance and information systems. In addition, he has a Master of Arts degree in theological studies.

Ed and his wife, Leora, live in Brunswick. They have a two-and-a-half year old daughter named Christa and are expecting another child next spring. Ed is a self-described “amateur academic,” noting that you’ll seldom see him without a book.

He can be reached at extension 3467.

Laura Hunt, the College’s new staffing recruiter, brings 14 years of recruiting experience to her position. Most recently she was a branch manager for Spherion, a temporary staffing service. She also spent three years with the Westfield Group and five years with Alltel.

Laura has a bachelor’s degree in human resources from the University of Akron. She also has received certification as a “Professional in Human Resources,” a certification granted by the Society of Human Resources Management.

At Tri-C, Laura is involved at the beginning of the recruiting process, handling the posting and advertising of positions, and at the end, when she processes paperwork and makes offers to candidates selected by hiring managers.

Wayne Scott, compensation manager, joined the College in June after working for 11 years at Medical Mutual and eight years at KeyCorp, all in the field of human resources.

He has spent much of his time working on the implementation of the performance excellence plan, particularly providing training sessions for employees on the new plan and on writing objectives. He’s also working on updating policies and procedures for the employee handbook and on “learning the College routine.”

Wayne has a bachelor’s degree in economics from Bethany College, and a Master of Business Administration degree from Case Western Reserve University. He lives in Rocky River with his wife, Jennifer, and enjoys spending time with his two miniature dachshunds, traveling when he can and reading.

Wayne can be reached at extension 3486.

Laura can be reached at extension 4844.

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Take a proactive approach to your health

Throughout your life you must make health decisions for yourself and your family. The decisions you make influence your overall well-being as well as the quality and cost of your care.

Being a wise medical consumer is important when it comes to your health. A wise medical consumer is informed, communicates effectively with his/her physician, knows what to do and takes responsibility for his/her health. By taking a proactive, preventive approach to your health, you have the potential to maintain your performance capabilities, vitality and overall quality of life.

Staying up-to-date with recommended screenings is one way of being proactive. Regular preventive exams help your doctor assess your overall health and risk factors for disease. The Wellness Center encourages regular screenings by providing a Wellness Screening Card. This screening card will tell you which tests and immunizations you need, and why and when you need them.

You can pick up your Wellness Screening Card from your campus Wellness Center. Wellness credit will be awarded on a yearly basis. Receive one wellness credit for completing three screenings, two credits for completing five screenings, or three credits for completing seven or more screenings.

Look for upcoming Wellness Center workshops that will increase your knowledge and enable you to become a better informed medical consumer. These workshops include:

Managing Your Health Online (week of Oct. 3)
During this self-guided, monthly program, you will navigate through online health resources. Each month you will receive a packet filled with interactive quizzes, questions and activities necessary to successfully learn how to manage your health online.

SMART Health Workshop (week of Oct. 10)
This interactive workshop will equip you with solid self-care skills and provide the tools to teach those skills to your family. The end result – a drop in costs due to unnecessary emergency room visits, doctor visits, and prescription drugs, as you are empowered with the knowledge and confidence to make more informed health care decisions.

EMPLOYEE CLASSES ADDED
‘Civil Treatment’ sessions available this fall

Civil Treatment for Managers® will help managers, supervisors and faculty members ensure quality, excellence and diversity, according to Gia Adeen, EEO/ADA coordinator. It also will help them minimize the risk of litigation against the College, as well as the risk of litigation against themselves, she added.

The new sessions for employees will help them understand what appropriate and inappropriate workplace behavior is, and how to handle complex workplace issues.

Anyone interested in the Civil Treatment programs can register through REGISTRAR for courses offered this month and next.

Civil Treatment for Managers®
• Oct. 19 Eastern Campus
• Nov. 16 Metro Campus

Civil Treatment for Employees®
• Oct. 5 Metro Campus
• Nov. 2 Western Campus

For additional information, contact André Burton (extension 4773) or Gia Adeen (extension 4789) in the Office of Affirmative Action & Diversity.
177 honored for College service

Congratulations to the following members of the Tri-C family who received service awards this year:

**40 Years**

**METROPOLITAN CAMPUS**
Mary Ann Fitz
George Plavac

**35 Years**

**EASTERN CAMPUS**
Donald Jelfo
**METROPOLITAN CAMPUS**
Jean Allen-Jenkins
Tim Gaskin
Michael Latham
Rena Mason
Dr. Robert McDonough
William Preston
Dr. Alfred C. Waite

**WESTERN CAMPUS**
John Borszcz
Stephen Sasala
John Twist

**30 Years**

**DISTRICT OFFICE**
Audrey Blake
Marie Bryan
**EASTERN CAMPUS**
Robert Rybicki
Jane Skowron
**METROPOLITAN CAMPUS**
Michael Bistak
Donna Caretti
Velma Chandler
**WESTERN CAMPUS**
Sandra Harper
Mary Hartman

**25 Years**

**DISTRICT OFFICE**
Nancy Keigh
Judith Lucas
**EASTERN CAMPUS**
Sharon Frizzell
Russell Workman
**METROPOLITAN CAMPUS**
Kenneth Cash

**30 Years**

**DISTRICT OFFICE**
Lawana Clayton-Smith
Debra Jones
Jerry Pratt
Philis Walker
**WESTERN CAMPUS**
Nancie Aleson
Jerry Jackson
Alice Kreutzberg

**20 Years**

**DISTRICT OFFICE**
Maribeth Shankman
P. Thomas Spremoga
**EASTERN CAMPUS**
Patricia Gabriel
Kathleen Gall
Raymond Manak
Claudette Wyatt
**METROPOLITAN CAMPUS**
Janice Ball
Tommie Clark
Pearl Johnson
Dr. Kenneth LeSure

**15 Years**

**EASTERN CAMPUS**
David Cackowski
Karin Cole
Tina Darrisaw
Dr. Marge Geiger
Mikki Hardwick-Lett
**METROPOLITAN CAMPUS**
Paul Abiola
Deena Baenen
Donna Broski
Vicki Brown
Marsha Conroy
Irene Dritsky
Carrin Dvorak
Donald Jenkins
Janice Melnick
Hector Merced
Margaret Nichols
Tracy Orr
Marcia Romoser
Eileen Shukaitis

**10 Years**

**DISTRICT OFFICE**
Robert Ruppe
Eastern Campus
Richard Holsworth Jr.
Richard Johnson
Susan Vaughn
Melvin White
**WESTERN CAMPUS**
Holly Clemens
Diana Del Rosario
Robert Ellis
Joan Fox
Doreen Francescangeli
George Kanieski
Stanley Kohn
Karl Krumroy
Gordon Laflin
Debra Motley
Theresa Zelezniak

**20 Years**

**DISTRICT OFFICE**
Christian Ochei
Joseph Poelking Sr.
Dr. Mark Rittman
Ronald Wynne
**WESTERN CAMPUS**
Mary Alice Helfrich
Romaine Hill
Ruby Holland
Angela Johnson
Clarence Johnson
Jennifer Lybarger
Dr. Carl Powell
Soledad Ramirez
Julia Ruane
Cynthia Seaman-Ross
Penny Shelby
**WEDD/UTC**
Calvin Morgan

**5 Years**

**DISTRICT OFFICE**
Margaret Berke
Amy Eugene
Elena Marita
Aaron Milenski
Claudia Motiu
Rick Vigneulle
William Woo
**EASTERN CAMPUS**
Monica Armour
Martin Bluestein
Stacey Black
David Ciocca
Linda Fertal
Michael Forristal
William Haiduc
Johnny Little
Shad Nye
John Panza
Wendell Price
Pamela Shaw
Linda Starling
**METROPOLITAN CAMPUS**
Peter Voloshen
Carolyn Waddell
Katherine Berish
Violet Budusky
Dennis Capek
Lee Famiano
Norma Gasparro
Patricia Hahner
Mara Hegedeos
Dr. Stephen Kenziger
Rose Kolovrat
Michael Longrich
Margaret Medved
Bernadette Oliver
Barbara Wilkins
**WEDD/UTC**
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Alan Radziewicz
Michael White

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Michael White
Medical Mutual offers new plan to help smokers quit

If you’re a smoker interested in quitting, and you’re enrolled in Medical Mutual, there’s a free new program that can help.

Just call the Ohio Tobacco Quit Line (800-QUIT-NOW) for personal, professional counseling. When you do, you’ll be eligible to receive up to an eight-week supply of free Nicoderm patches to increase your chances of success. The patches alone have a retail value of almost $200.

The Ohio Quit Line is a service of the Ohio Tobacco Use Prevention and Control Foundation (TUPCF). Medical Mutual’s partnership with TUPCF is the first of its kind in the country.

Tri-C has 593 employees and 639 dependents covered by Medical Mutual. Even if you don’t have your benefit coverage through Tri-C, but are covered by Medical Mutual (perhaps with a spouse’s employer), you can still take advantage of this program. And remember, it’s all free to Medical Mutual members.

Time to stop smoking

Within 20 minutes after you smoke that last cigarette, your body begins a series of changes that continue for years.

1. Twenty minutes after quitting, your heart rate drops. Twelve hours after quitting, the level of carbon monoxide in your blood drops to normal.

2. Two weeks to three months after quitting, your heart attack risk begins to drop. Your lung functioning begins to improve.

3. One to nine months after quitting, coughing and shortness of breath decrease.

4. One year after quitting, your added risk of coronary heart disease is half that of a smoker’s.

5. Five to 15 years after quitting, your stroke risk is reduced to that of a nonsmoker’s.

6. Ten years after quitting, your lung cancer death rate is about half that of a smoker’s. Your risk of cancers of the mouth, throat, esophagus, bladder, kidney and pancreas decreases.

7. Fifteen years after quitting, your risk of coronary heart disease is back to that of a nonsmoker’s.

Source: Frontline Employee, April 2005, IMPACT Employee Assistance and Work/Life Program

Open enrollment

Look for your open enrollment packet to arrive at your home in early November. Information sessions with plan providers will be held in mid-November.

Kaiser ER visits rise dramatically


In particular, visits to the Cleveland Clinic ER, with which Kaiser contracts, more than doubled.

This increase in use, as well as the choice of the facility used, has a direct impact on coverage premiums, noted Lillian Welch, director, Benefits. Kaiser is able to manage care and costs most effectively at its own facility, the Parma Medical Center on Snow Road.

All employees and their families covered by Kaiser are reminded to use emergency rooms only for true emergencies and, when practical, to use the Kaiser facility.
The Alternate Retirement Program (ARP) is now available to more College employees. Those eligible must make their choice between the state retirement system and the ARP by November 28.

Informational packets were mailed in mid-August. If you believe you should have received a packet and did not, please call Tanja Foster, benefits administrator, at extension 4845 as soon as possible.

Those eligible for the ARP include:

- Newly hired full-time employees;
- and
- Employees with less than five years of service with OPERS or STRS as of July 31.

The new Medicare Part D may prompt some questions, especially if you are caring for an older relative.

Part D is the new prescription drug coverage available January 1 to Medicare beneficiaries. The coverage will be offered through private insurers. Although the plans offered by those insurers may differ in cost and level of benefits, all Medicare D plans must be approved by the federal government.

As an active employee, these changes will not affect you and you do not need to take any action. The College will, however, soon mail you a statement of creditable coverage, which you may later need to help avoid higher premiums for Medicare drug coverage when you are eligible.

If you are helping to care for an older relative who is covered by Medicare, you may want to review with them the information they receive on the new Part D. Please look carefully at the choices they need to make, the deadlines and any penalties that could be applied. For help, go to www.medicare.gov.

Follow-up: OPERS and ARP rate increases

The last issue of The HR Connection announced that employee contribution rates to OPERS will increase from 8.5% to 9% January 1. Employees in OPERS-covered positions who enroll in the ARP will experience the same rate increase.

Rates will continue to increase by one-half percent annually until they reach 10%.