

DEPARTMENT OF HUMAN RESOURCES

JULY/AUGUST 2011
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An appreciation: President Bacow reflects on his years with staff



President Lawrence S. Bacow proceeds to the stage to receive an Honorary Distinction Award at the Behrakis Auditorium, Jaharis Center, June 8.

With two months remaining in his tenure, Tufts President Lawrence S. Bacow spoke with Periscope about his 10 years at Tufts and discussed the important contributions staff employees have made to the success of the university. Excerpts from that interview are below.

You've often said that a good staff is essential to the success of a university and its programs. How has your belief in this been reinforced as a result of your experience at Tufts?

The university runs on the backs of its staff. They enable the faculty to do their best work, their best teaching and their best scholarship. What faculty want to do is three things: They want to teach, they want to do their research, and they want to take care of the patients, if they are in a clinical setting. The faculty could not exist without staff, and I think the faculty understand and appreciate this.

There are many ways staff are very important to making Tufts work. Take a look at commencement weekend, how magically tents appear, events unfold, food arrives and everything proceeds meticulously. And then when it's all over, equally magically, it unwinds. The people who work at Tufts are incredibly dedicated. Adele and I have grown very fond of them. The Facilities Services and Catering staffs that we've worked

closely with over the years have done such a wonderful job of taking care of all of the guests who have enjoyed Gifford House.

You were the first Tufts president to recognize exceptional performance by staff with the university-wide Distinction Awards. What led you to create the award, and has it accomplished your goals for it?

I was struck when I came to Tufts how different it was from where I was before. MIT is very centralized. Tufts is very decentralized, and it came to me that there was no place where we could acknowledge the good work of the staff university-wide. Individual schools here would have awards, but I wanted the opportunity to say thanks to our staff for their good work. So I suggested to Human Resources VP Kathe Cronin that we have some way of recognizing outstanding work by our staff. Then Kathe, together with my chief of staff Michael Baenen, took a half-baked idea and ran with it and really created the Tufts Distinction Awards program.

Continued on next page

An appreciation Continued from page 1

It has more than exceeded my expectations. It has become a wonderful event to celebrate the good work that so many of our colleagues do. What I love best about it is how many people come to the recognition ceremony to cheer on their colleagues. I like the point they make of recognizing teams for the work that they do together and that we give a shout out to the unsung heroes and people who go the extra mile. I especially love how many fabulous people are nominated for this award. It's a shame that we can give out only a limited number each year. (See the full list of 2011 nominees on page four.)

You've played an important role in many initiatives during your tenure. One is the Performance Development Program. Although it was launched before you arrived, you have embraced the program strongly. How has the PDP added value to the university?

Our people are our most important assets, I frequently say. We have to keep constantly investing in them, and when we do that, we see people who are energized about their work, who grow personally and professionally, and who are capable of taking on more responsibility.

One of the things I will take a little credit for... having seen the value of the *Foundations of Leadership* program for our managers, I suggested we do something similar for our academic leaders. We pluck faculty from their laboratory or classroom or office and make them department chairs and center directors without any management training whatsoever. From the FOL, we created the *Academic Leadership Development* program, which I think has been another big success.

In the Excellence at Work initiative the university has sought the opinions of employees on issues affecting them and has also engaged employee Action Planning Committees to recommend solutions. Do you think employee participation will move us closer to administrative excellence and help secure our position as an employer of choice?

I think we already are an employer of choice. We have relatively little turnover, and when a position does open up, we have lots of people who want to come and work here. I'll share a comment from the chairman of the Administration and Finance Committee of the Board of Trustees. He said he was enormously pleased to see that 82 percent of those who responded to the survey said how proud they were to work at Tufts. People take great pride in the place and believe that the institution has integrity—that's very important to me. Tufts is an excellent place to work.

With the Excellence at Work Initiative, I don't think you can ever take anything for granted. You need to give people an opportunity to be heard and then you have to listen and have to be willing to act. I often say we are not perfect but need to always strive to be better. And we can never be complacent. Incidentally, Executive Vice President Patricia Campbell and Kathe Cronin should take the credit for the initiative.

You've commented on the culture of Tufts being welcoming, warm and unpretentious. In what ways have your impressions changed over the years, or have they been reinforced?

The culture has not changed. It was welcoming, warm and unpretentious when I arrived. But something important has changed over the last 10 years. We have become a much more self-confident institution. There was a time when we suffered a little bit of an inferiority complex that we were in the shadow of a few other institutions. I don't feel that at all now. What's nice is that we are far more self-confident but we have not lost the lack of pretense. I often say you have to look long and hard to find a pompous person at Tufts.

You no doubt have a lot of memories of your work with staff and their contributions. Do any stand out that you'd like to share with our readers?

It's difficult: there are so many people here who do such great work. Since Adele and I have lived on campus, we're very aware of the people who are responsible for day-to-day operations. **Bobby Reppucci** who manages the Medford/Somerville campus does an amazing job. Everybody comments on how beautiful this campus looks, and it's **John Vik** and his grounds crew that make it happen. Almost every morning of every day for the last 10 years, when I have walked out my door, the first person I have seen is **Bob Daly**, who works in Facilities Services; he is always making the place look good. Whether mowing the lawn at Gifford House or shoveling the snow or taking care of other parts of the campus, he's always got a smile on his face. He's a great guy.

Ruth Medina-Echeverria, our house manager at Gifford House, welcomes 9,000 visitors a year through our home. Eric Hamel and the catering staff do an amazing job: Rafael Cairo, Joel Charles, Immacula Desroses, William Peralta, Maria Carvalho, Maria Pena, and many others. They do whatever they have to do to make things perfect. One of the fun things we did this year, as we did last year, was that at the dinner before Commencement for our trustees and honorary degree recipients, we brought the entire catering staff out to thank them.

I also think of the remarkable folks who support our student-athletes and help the rest of us keep fit. People like the staff in the trainers' room, Nick Mitropoulos, Pat Cordeiro, Mark Doughtie, Janet Silva. I'm thinking of what Gary Caldwell and Brian Dawe have done in creating the Trek to Talloires program—just amazing.

And of course this is just a sampling, from one of our three campuses, of the remarkable people who make Tufts the place it is.

Are there any other comments you'd like to make to Tufts staff at this time?

I would say to all staff: we could not be successful without you. Thanks for your support, your friendship and for all that you do at Tufts. Your work is much appreciated.

A day to celebrate Tufts staff and faculty

N A WARM AND SUNNY JUNE MORNING, hundreds of staff and faculty filled the Jaharis Center's Behrakis Auditorium in Boston to celebrate the recipients of the coveted Tufts Distinction Awards. It was the fourth Awards ceremony—and final one hosted by President Lawrence S. Bacow, who initiated the Awards in 2008 as a way to honor Tufts staff and faculty on a university-wide basis.

The Distinction Awards recognize the accomplishments of individuals and teams among staff and faculty whose work represents the very best of Tufts. They are given in the following categories: *Extra Mile*, for exceptional customer service; *Bridge Builder*, for bringing out the best in others; *Change Agent*, for creating new opportunities for innovation; *Unsung Hero*, for accomplishing the extraordinary every day. A 14-member Selection Committee of staff and faculty from all three campuses chose the award recipients.

Ceremony emcees were Chief of Staff Michael Baenen and Human Resources Vice President Kathe Cronin, who served as non-voting co-conveners of the Selection Committee. Other speakers included Selection Committee members Gayle Petty, manager of the Nutrition Evaluation Lab at HNRCA, and Alonso Nichols, assistant director, Photography.

Aided by members of the university's senior leadership team, President Bacow presented Distinction Awards to 13 individuals and 2 teams. A record 200 individuals and groups had nominated over 90 individuals and 20 teams, prompting President Bacow to say, "This year, it was harder to win a Distinction Award than it was to get accepted into the incoming Tufts class of 2015."

Vice President Cronin said the response to the Committee's call for nominations "showed how much enthusiasm the Tufts community has for recognizing great work. The Selection Committee had a very, very difficult job. Many more nominees deserved recognition



Distinction Awards recipients with President Lawrence S. Bacow, senior administrators and Selection Committee members. See more photos on page 5.

than we were able to honor this year. We were happily overwhelmed by the number and the quality of the nominations received."

As the Distinction Awards ceremony came to a close, longtime Selection Committee member **Stacey Herman**, Associate Dean for Student Affairs at the Friedman School, made a surprise presentation. On behalf of the committee, she gave President Bacow an Honorary Distinction Award for his "inspired vision and dedication" to the Tufts community

"The program has given all of us a much better understanding of just how exceptional this community is," she said. "We owe the vision for the Distinction Awards to President Lawrence S. Bacow. He has always said that 'People make a great university' and has made clear his personal gratitude and admiration for the work our extraordinary colleagues do. He challenged us to establish a program that would take that same spirit and extend it across the entire university. Larry's warmth and generosity of spirit have provided a great model for all of us who have worked on the program."

TUFTS DISTINCTION AWARD RECIPIENTS

THE EXTRA MILE AWARD, for exceptional customer service

Sharon L. Dailey, Staff, Dental School Meghan Faherty, Staff, HNRCA Verna Manni, Staff, School of Medicine

DENTAL EQUIPMENT MECHANICS TEAM Manny Eustache, Staff, Operations Michael A. Irving, Staff, Operations Robert J. McIntyre, Staff, Operations

EAST HALL ENGLISH DEPARTMENT STAFF TEAM Noah Barrientos, Staff, Arts & Sciences Chantal Hardy, Staff, Arts & Sciences Wendy E. Medeiros, Staff, Arts & Sciences THE CHANGE AGENT AWARD, for creating new opportunities for innovation

Tara A. Olsen, Staff, School of Medicine Kristen F. Zecchi, Staff, The Fletcher School

THE BRIDGE BUILDER AWARD, for bringing out the best in others

Lisa Freeman, Faculty, Cummings School Stephen Nasson, Staff, Operations Laurie Sabol, Staff, Tisch Library

THE UNSUNG HERO AWARD, for accomplishing the extraordinary every day

Joanne Bertelsen Barnett, Staff, Arts & Sciences Rosalie Bruno, Staff, Arts & Sciences Kimberly R. Dong, Staff, School of Medicine Vincent J. Miraglia, Staff, School of Engineering Joseph S. Popowski, Staff, Cummings School



2011 Nominees*

Genevieve C. Alelis Myra K. Appleby Joanne Bertelsen Barnett Nadine Benjamin Cynthia D. Borjes Elizabeth Brady David Bragg Rosalie Bruno Gary Caldwell Patricia Casey Emily C. Condon Andrew Cunningham Sharon L. Dailey Jacqueline S. Dejean Dyanne Della Pasqua Patricia A. DiAngelis Margaret Diffenderfer Kathryn Dolan Kimberly R. Dong Sean P. Donlon Mark J. Doughtie David F. Dunphy Manny Eustache Meghan Faherty Joanne M. Falzone Patricia Finger Richard M. Fleischer Diane E. Fleming Lisa Freeman Susan L. Fuller-DeAmato

Paul J. Fuss

Roger Galburt

Carrie Garinger

Mark Gonthier

Mario Gonzalez

Matthew Hast

Mary Jo Holland

Lori L. Ioannone

Michael A. Irving

Pamela J. Johnson

Linda Karpowich

Betsy Isenstein

Lori Jackson

Janet Kerle

Freda Kilgallen

Verna Manni

Anthony A. Kodzis

Paula Manowitz

Mary Fllen Marks

Robert J. McIntvre

Vincent J. Miraglia

Karen Monahan

Stephen Nasson

Nancy J. Palermo

Joseph S. Popowski

Rita Ortolino-Dioquardi

Tara A. Olsen

Paul Page

Mark Pokras

Jean Poteete

George D. Preble

Emily McCobb

Caroline J. Hagen

Melanie A. Hansen

TEAMS Chemistry Organized Outreach

Regina F. Raboin

Brashani Reece

Patricia Reilly

Gabriel Ryan

Laurie Sabol

David Slater

Simon J. Steel

Janine Stuczko

Paul Sweeney

Marcella Tanona

Sherman Teichman

Margot V. Thompson

Kimberly M. Thurler

Jennifer L. Towers

Elizabeth Tzavaras

Valerie J. Ventura

Brian M. Williams

Kristen F. Zecchi

Christine R. Woodroffe

Ann Urosevich

Rebecca Scott

Sarah R. Shugars

Marlene L. Smith

Meghan A. Stanley

Tara Risi

Helen Rasmussen

Partnership Meredith Knight

David R. Walt

Community Health Program Staff

Kimberlee J. Decrescenzo Laura A. Pinkham Pamela Schoenberg Reider

Cummings School Admissions Office

Patricia Finger Rebecca Russo Laura Fuller Shafovaloff

Cummings School Ambulatory Service Clinic

Deidre Annese Sharleen M. Dinneen I. Craig Embree Kevin A. Lindell David Matsas Brendan R. McMullen John M. Pollock Alfredo Sanchez-Londono Paula C. Vail-Gerard Eugene C. White

Cummings School Facilities Department

Skip Bigelow III Arnold Rex Brown David R. Charest Joseph Chilton, Jr. Barry J. Cox

Michael Del uca David F. Dunphy Paul F. Fortin John G. Gonyea Mary D. Maguire Dominick Mariano David A. Meuse Joseph Charles Usher William C. Wing

Cummings School Student Affairs Staff

Barbara Berman Sandra L. Gatlev Nancy Horniak Charlotte H. Hydrick Lillian R. Maselli Marina Webber

Dental Equipment Mechanics

Manny Eustache Michael A. Irving Robert J. McIntyre

Dental Radiology Assistants

Jackeline Alvarado Eugenia Boger Anita Miller Cristina Sevilla

Dental School Administration & Finance Staff

Sherri Balal **Beth Conant** Christina Crosby Melanie A. Hansen

Dental Student Services

Lee Gant Carrie Garinger Mark Gonthier Katherine H. Vosker

Department of Biomedical Engineering Administrators

Milva Ricci Keleigh Sanford

Hong De Cai

DLAM Animal Care Staff

Zhu (Sean) Cao Hant Yut (Sam) Chin-Wong Cheukkai (Larry) Leung Kwok (Ban) Leung Yiu (Benny) Leung Liying Li Wei Pina Li Huanz Hong (Leo) Lin James McIntyre Cai Yan Mai Xiu Mei Mo Ewan F. Paul Kelly Woo KitHo Wona Sui Yun (Wendy) Wu Peng Lian (Ivan) Zhu

East Hall English Posse

Noah Barrientos Chantal Hardy Wendy E. Medeiros

Ginn Library Front Line Staff

Paula Cammarata Ellen Mcdonald Miriam Seltzer

Glavin Regional Center Dental Hygienists

Roberta Hayes Lori S. Chionchio

Health Sciences Student Advisory & Health **Administration Office**

Gianna Dimitrakos Lucia T. Fenney Cynthia Linton

Occupational Therapy Fieldwork Office

Mary Alicia Barnes Fav M Martin Michael E. Roberts

Poincaré Institute for **Mathematics Education**

Pearl Emmons Caroline J. Hagen

School of Medicine's Laser **Cytometry Operators**

Stephen Kwok Allen Parmelee

Tufts Dental Dispensary Staff

Nadine Benjamin Mariana Boci Bashkim Braho Mariana Braho Paula Callahan Regina Cheers Laureta Gjeci Diana Gjino Renald Joseph Nikolete Kasuli Branden Kohlman Molly McKenna Kassandra Michel Denny Xuan Tran

Tufts Dental Facility for Special Needs

Donna Bernard Roberta Hayes Lori S. Chionchio Sandra Sposato

Tufts Now Project Staff

Georgy Cohen Michael R Luni Taylor McNeil Jeremy M. Wahlman-Krogh

^{*}See 2011 winners on page three.

Distinction Awards 2011

























YOU'RE INVITED! BRING THE FAMILY! ANNUAL OPEN HOUSE

rain or

shine

Cummings School of Veterinary Medicine Saturday, September 24, 2011 11 a.m.-3 p.m.

- Student veterinary groups
- Birds of prey exhibit
- Hayrides
- Self-guided tours
- Sheep shearing demos
- Police dog demos
- Vet school admission sessions
- Teddy bear clinic
- Livestock and alpacas
- Plastination exhibit

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Note: For safety reasons, pets are not allowed on campus for the Open House

For more information: 508.839.5395, X84899; www.tufts.edu/vet/openhouse

Cummings School of Veterinary Medicine



"It really comes down to the APC and our ability to create viable, feasible recommendations. We're taking that very seriously."

—Paul Nash

Action Planning Committees update

was launched in 2009 in support of the university's Administrative Excellence Plan and to provide a mechanism to hear directly from Tufts staff. *Periscope* has been highlighting the work of Action Planning Committees (APCs), which are school- and division-specific groups that were formed to follow up on the Excellence at Work survey of staff members. The APCs make recommendations on steps to address those areas identified in the surveys for improvement. In this issue, members of APCs in University Information Technology (UIT) and Arts and Sciences (A&S) talk about their committees' work and progress.

UIT is the central information technology group for the university, serving all three campuses from its Medford/Somerville offices. The APC's 10 members represent the 150 staff, said **Dawn Irish**, UIT Director of Communications and Organizational Effectiveness, who is serving as liaison between the committee and UIT's leadership team. The APC has been holding weekly sessions since its first meeting April 7. Dawn said it plans to issue its report to the leadership team by the end of June and will also present its report to a UIT-wide town meeting shortly thereafter.

Senior Information Risk Consultant Paul Nash serves as the APC team leader. He said committee members "are really dedicated. They share a commitment and a drive to make IT a better place. They are open to having frank discussions and conversations as they try to figure out the core issues and come up with viable recommendations that can address the issues. We have such a great team that it makes my job easier."

Among other charges, Paul explained, the APC is focused on career growth for UIT employees, minimizing areas of inefficiency, and increasing the overall quality of the services UIT provides. The committee has collected additional information from colleagues to clarify some issues, Paul said. "Especially in one instance, we wanted to be sure we were focusing on the right area, so we reached out and tapped the major departments within UIT, interviewing people.We're always reaching out, and our door is always open."

Asked whether he was optimistic that the recommendations would be followed, Paul said, "Yes, absolutely. It really comes down to the APC and our ability to create viable, feasible recommendations. We're taking that very seriously. We don't want to have pie-in-the sky recommendations but ones that are actionable and can address the issues."

A&S held its first APC meeting April 7 and plans to file its report in June. The 14 committee members come from different areas in A&S, including Tisch Library, English, Economics, and Chemistry departments, Eliot-Pearson Department of Child Development, Financial Aid, Athletics, the Experimental College, and the International Office.

Executive Administrative Dean Leah McIntosh's charge to the committee asked them to look at four areas: communication with A&S Administration; involvement in day-to-day decisions that affect staff; improve training, professional development and opportunities for advancement; and accountability for quality of work and management of poor performance.

There are two co-chairs, Christina Broderick, Associate Bursar in the Student Services Center, Matthew Hyde, Associate Director of Admissions. Christina says the arrangement allows them to split responsibilities and helps in brainstorming agenda items. "It makes the work easier, and Matt brings a different perspective. So I think it's been a positive thing." The only drawback, she says, is that it's sometimes difficult to schedule time to get together and discuss the next meeting's agenda. "He's busy with admissions, and I've been busy with graduation. But we've always made it work."

Christina said the group has developed "some great ideas. Everyone is forthcoming with different approaches. Sometimes we might get off track, but we pull it back to get issues resolved."

We will continue to update you as these and other APCs continue to make progress. For more information on the university's APCs or the Excellence at Work initiative, please see the past three issues of *Periscope*.

Performance Planning

NEW GOALS FOR A NEW FISCAL YEAR: IT'S PERFORMANCE PLANNING TIME

ufts Performance Development and Compensation Programs define the way we do our work at Tufts and how we are compensated for our contributions to the university's mission and goals.

Writing individual goals for the Performance Plan gets underway in July. It is a collaborative process between managers and each of their employees and may require more than one meeting.

- The process begins with the manager informing staff of the FY12 goals. At a staff meeting the manager reminds staff of the link between the university's key annual objectives and how schools and divisions then create goals in support of them. From these, departments develop their annual department goals and announce them to staff who will consider three to six of their individual goals in support of the department's goals for that fiscal year.
- The employee uses this information, and their Job Descriptions, to draft three to six possible Performance Plan goals designed to support the department's goals. They will be discussed at a meeting with their manager who may also draft goals for this employee.
- At the meeting the manager and employee discuss the goals they have proposed. They weigh the value and benefit of each goal to determine their effectiveness to support the department, add value to Tufts, and provide opportunity for employee improvement and development.
- The manager and employee discuss which three to six goals from their lists will accomplish this and includes them in the

FY12 Performance Plan. Parts of the ongoing job description responsibilities are not necessarily identified in the Performance Plan.

 The employee will write the Performance Plan using one of the two Performance Plan Options available on the Tufts HR website or in the @Work Guidebook. They each retain a copy for reference throughout the year.

Performance Planning Tips and Tools

- Discuss goals using the S M A R T criteria: Specific, Measurable, Attainable, Relevant and Time-Bound.
- Establish what Tufts Organizational Competencies will be demonstrated and developed: Expertise, Interactions with Others, Continuous Improvement, Customer Focus, Resourcefulness and Results, and Leadership.

And for managers, the Tufts Leadership Competencies: Communicates a Compelling Vision and Direction, Creates an Environment of Trust and Integrity, Drives Results, Manages Change, Develops Relationships with a University Focus, Develops Self and Others.

 Consider the Performance Plan a working document for manager and employee to measure progress on goals and competency development. December's Checkpoint Review meeting allows manager and employee to formally review the Performance Plan, check progress on goals and make modifications as necessary. (The Plan may be updated at any time to reflect changes in organizational goals and individual responsibilities.)

Ready. Plan. Action.

ONE MORE STEP NEEDED BY JULY 28, 2011



s you know, in January, 2011 Tufts launched an initiative to help employees plan and save more effectively for retirement. This initiative included updated best-in-class investment fund options for both the 401(a) Basic Retirement Plan and the 403(b) Voluntary Retirement Plan.

April 28th marked the end of the first phase of the Retirement Investment Fund Changes project. Plan participants were required to direct future investment fund allocations to the Fidelity Lifecycle funds, the new Core Fund lineup and/or establish a Fidelity Brokeragelink Account. Future contributions that remained directed to non-core funds at TIAA-CREF and Fidelity were automatically directed to the Plan default, an age appropriate Fidelity Lifecycle fund.

The second phase of the project will take place over the next couple of months. Prior to July 28, 2011, plan participants will need to decide where their current investment fund balances will be allocated as follows:

 Fidelity Participants: Current balances outside of the Fidelity Lifecycle funds or the new Core Fund line-up must be exchanged into Lifecycle or Core funds at Fidelity. To maintain your current balances in non-core funds, a plan participant must: 1) complete and return a Fidelity Brokeragelink application by no later than July 14, 2011 and 2) once a Brokeragelink Account has been established, place a call to Fidelity to provide 'verbal authorization' of the investment fund allocation(s). If plan participants do not make this change prior to July 28, 2011, all balances in non-core funds at Fidelity will be automatically liquidated and reinvested in the Plan default funds (an ageappropriate Fidelity Lifecycle fund).

 TIAA-CREF Participants: All balances in Non-Core funds at TIAA-CREF will be maintained. Current balances will stay invested as previously elected; however, no future contributions or exchanges can be made to Non-Core funds.

The deadline for making a decision regarding current fund allocation balances is Thursday, July 28, 2011. Visit our website at http://hr.tufts.edu/retirementplanning for additional information including FAQs, contact information for Fidelity and TIAA-CREF and more.

Tufts

periscope

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WHAT'S YOUR OPINION?

What do you think of Periscope? Do you have ideas for future topics? How to make it better? We want to know!

Contact Regina Corrao at regina.corrao@tufts.edu.

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Quarter Century Club Awardees at the 25th Anniversary Luncheon held at Gifford House in March.

QUARTER CENTURY CLUB AWARDEES

Patricia Bathgate
Mary Bonaventura
Candace Copithorne
Karen Correnti
Tracy Elmes
Susan Gibson
Roberta Hayes
Richard Heckbert Jr.
Gretchen Inman
Diana Jackson-Springer
Julie Lampie
Constance Leccese
Brian Lee

Joanne Lena
Hang Lin
Carolyn Livingston
Andrew McClellan
Christy Pease
Lois Reed
Anna Rico
Rebecca Russo
Anthony Sealy
Janet Silvano
Yanick Lafontant St. Pierre
Karen Stickney

Absent:
Krista Behymer
Kevin Bennett
Rosaline Bowen
Stephen Chiozzi
Paul Fortin
Mark Gonthier
Libby Jensen
Robert McIntyre
John Sheehan
Joseph Usher



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