

HONORING OUTSTANDING ACHIEVEMENT:

The Sixth Annual Tufts Distinction Awards



Distinction Awards recipients, senior administrators, and Selection Committee members. See more photos and story on pages 2, 4, and 5.

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DEPARTMENT OF HUMAN RESOURCES

www.tufts.edu/hr

ON JUNE 12, 2013, THE TUFTS UNIVERSITY community gathered to recognize the outstanding efforts and achievements of staff and faculty at the sixth annual Distinction Awards.

This year, more than 180 individuals or groups submitted nominations for the Selection Committee’s consideration. These nominations represented more than 75 unique individuals and nearly 15 unique teams from all over the university, encompassing all campuses and nearly every single school and division.

“The Distinction Awards are one way we hope to acknowledge the outstanding administrative efforts that go on behind the scenes, which are integral to university operations,” said **President Monaco** to the gathered audience. “The winners truly make Tufts an exceptional place to work and learn and in celebrating them, we honor all those who make Tufts remarkable.”

Awards were given out in four categories: **the Extra Mile Award, the Bridge Builder Award,**

the Change Agent Award, and the Unsung Hero Award. This year’s winners—and excerpts from their citations read at the ceremony—are highlighted below.

THE EXTRA MILE AWARD, FOR EXCEPTIONAL CUSTOMER SERVICE

Peter Boyajian, Manager of Finance and Administration, School of Engineering

“Flexibility, initiative, and efficiency are your hallmarks... your genuine interest in your colleagues’ wellbeing has established deep relationships.”

Ellen Munteer, Campus Visit and Customer Service Coordinator, Undergraduate Admissions, School of Arts and Sciences and School of Engineering

“What truly stands out, Ellen, is your caring and open heart. Your keen interpersonal intelligence has led to your team feeling more like a family than a group of co-workers.”

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Distinction Awards

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**Regina Raboin, Science Reference Librarian,
Tisch Library, Medford Campus**

“You enrich the lives of students not only through providing them the ability to conduct meaningful research; you also give them tools to carry this outside of academia and into their everyday lives.”

**Ellen Sitron, Nurse Practitioner, student
Health Services, Medford campus**

“You broach each challenge with an approachable decorum. In particular, your care is marked by a limitless compassion for patients.”

THE BRIDGE BUILDER AWARD, FOR BRINGING OUT THE BEST IN OTHERS

**Kara Charmanski, Grants Management
Administrator, Human Nutrition Research
Center on Aging**

“Your active outreach increases exponentially the impact of the knowledge you have. Your work takes the administrative burden off of researchers, fostering the ability to conduct effective research on healthy and active aging and increasing Tufts’ impact on society.”

**Jennifer Hashley, Project Manager for the
New Entry Sustainable Farming Project,
Friedman School of Nutrition Science
and Policy**

“Your desire and enthusiasm to improve communities and educate others are the tools you used to construct sturdy bridges, which have set the foundation for sustainable agriculture in New England.”

**Nesly Metayer, Project Manager at the John
Hancock Research Center, Friedman School
of Nutrition Science and Policy**

“Your holistic vision for creating change involves a multi-sector approach, and requires you to bring together individuals from many places within Tufts to meet with community leaders external to Tufts.”

**Tufts at Tech Community Veterinary Clinic
Team, Cummings School of Veterinary
Medicine: Emily McCobb, Elizabeth Rozanski,
John Rush, Gregory Wolfus**

“Your passion has inspired students and you have demonstrated active citizenship and served

community needs. You are not only caregivers, but also mentors and teachers to the clinic’s students. You have established a venture that benefits myriad individuals and connected two educational institutions with one another and with their communities.”

THE CHANGE AGENT AWARD, FOR CREATING NEW OPPORTUNITIES FOR INNOVATION

**Peter Brodeur, Associate Professor of
Pathology, School of Medicine**

“You developed curricula, wrote policy, and evaluated paradigms to establish the Physician’s Assistant and Masters of Biomedical Sciences programs and now serve on the steering and admissions committees. Today, the MBS program is viewed as a national leader among programs of its kind. Due to your equanimity and gentle but persuasive leadership style, you’ve strengthened the School.”

**Joseph McManus, Executive Associate Dean,
Cummings School of Veterinary Medicine**

“You are always unfazed, employing innovative thinking to implement solutions. Identifying, developing, and supporting revenue-sharing and cost-reduction methods, you have narrowed deficits while staying true to the School’s mission.”

**Dave Nuscher, Director of Strategic Marketing,
Communications and Donor Relations,
University Advancement**

“You manage a staggering amount of projects. You are lauded as an innovative thinker with a collaborative approach. By promoting innovation through collaboration, you have proven yourself to be an invaluable agent of progress.”

THE UNSUNG HERO AWARD, FOR ACCOMPLISHING THE EXTRAORDINARY EVERY DAY

**Geoffrey Bartlett, Director of Emergency
Management and Communications,
Public and Environmental Health and
Safety, Operations**

“You deliver these services with consistent excellence and a perceived ease that belies the effort you dedicate to your job. You’re known

Continued on page 5

Performance Planning heats up!

JULY MARKS THE TIME TO START PLANNING for the new fiscal year. Managers and employees should set up times to meet in the very near future to develop Key Performance Areas for the upcoming year.

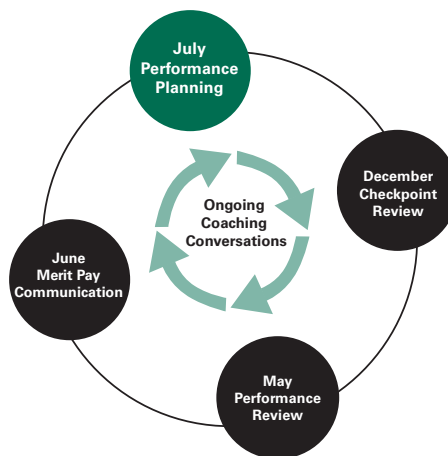
Key Performance Areas are work priorities that may include goals, projects, committee work, day-to-day responsibilities, and professional development that align with the overall goals of a particular department, school/division, and Tufts University as a whole.

It's important to be thoughtful in developing Key Performance Areas—and all elements of Performance Planning. Key Performance Areas are relevant to the employee's role, departmental goals, school/division goals, and the overall goals of the university. Performance Planning helps to set a plan for the coming year, gives employees a clear understanding of expectations, and allows for an objective Performance Review at the end of the year based on the agreed upon plan.

The online Performance Plan for FY14 is available through Employee Self Service (<http://hr.tufts.edu/eserve/>).

Either the employee or the manager can enter the agreed upon Key Performance Areas into the employee's Performance Plan. There are links to helpful tools and resources for drafting Performance Plans on the Welcome Page of the online form. You can also find SMART goal definitions, sample Key Performance Areas, and tip sheets for using the online form.

In addition, a self-paced eLearning overview, *FY14 Performance Planning: Adding Key Performance Areas to Your Performance Plan*, is available on TELD: <http://sites.tufts.edu/training/home/human-resources>.



The Tufts Employee Learning and Development (TEL D) website is the place to learn more!

TEL D is a wonderful resource for staff members interested in learning new skills or refining existing ones.

Visit the website on a regular basis to see what opportunities are available: <http://go.tufts.edu/teld>.

CAMPUS REPORT ON SUSTAINABILITY

In May 2013, the President's Council on Campus Sustainability released a report outlining its goals and recommendations for sustainability-related initiatives at Tufts. The Council's report focused on the three areas of campus operations responsible for the greatest environmental impact: waste, water, and energy.

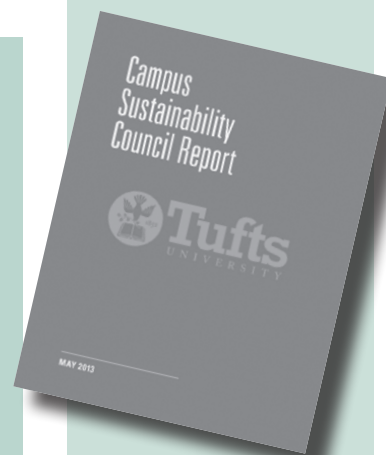
The report does recognize, however, that being a sustainable organization encompasses more than environmental actions:

"Sustainability is not a set of projects or issues; it is a way of thinking that incorporates consideration of the future into the decision making of today. A truly sustainable university is one that thrives in the foreseeable future, without exhausting the physical resources (land, fuel, food, clean air, and water), human resources (employees and students), and financial resources necessary to keep it functioning."

This report is a milestone not only because of the new goals set and commitments renewed, but also because it provides an aggregated summary of energy, water, and waste data, as well as Tufts' sustainability accomplishments.

In the upcoming months, the Vice President of Operations is overseeing the prioritization of the recommendations and the creation of implementation plans for the goals outlined in the report. Key personnel will be engaged to help craft the implementation plans. If you are interested in helping, please contact sustainabilityoffice@tufts.edu.

Visit go.tufts.edu/councilreport/ to read the full report.



GREEN TIP:

Pick a sustainability goal during Performance Planning!

Distinction Awards 2013

Tufts *Distinction* AWARDS

PEOPLE MAKE A GREAT UNIVERSITY.



Distinction Awards 2013

Continued from page 2

among your colleagues and senior leadership as a master communicator and collaborator.”

Rita Ortolino-Dioguardi, Department Administrator, Drama and Dance, School of Arts and Sciences

“You value the happiness and well-being of the department members, who all rely on your empathetic ear and compassionate soul.”

Lorin Polidora, Department Administrator, Mechanical Engineering, School of Engineering

“With a quiet but persistent nature, you run the department and often stretch outside your job

description to help—from filling in for others to creating a department brochure to organizing department barbecues.”

Comparative Biology Unit Team, HNRCA: Senait Assefa, Rosaline Bowen, Solgalim Diaz, Jonathan Morrison, Anthony Sealy, Donald Smith, Lisa Qiao Ying Tan

“Collaboration is your strong suit—with one another and with the researchers utilizing your services. You treat each study as if it were your own.”

TUFTS EMPLOYEE RECOGNITION 2013



In March, Tufts staff employees were honored at a luncheon at Gifford House in recognition of their 25 years of service to the university.

Standing (L to R): Mary Sciuto, President Tony Monaco, Carol Lienes, Susan Marino, Geirolde Estime, Giovanna Scrivo, Celia Campbell, Wayne Silvia, Bob Sheldon, Christine Cavalier, Krystyna Jarmark, Barbara Daddario, Eric Johnson, Catalina Vasquez, Tony Sulprizio, Maria Goncalves, Peter Barone, Soraya Pezeshkian, Joanne Ferguson, Patricia Sheehan, Billie-Jo Ryan, John McRae. **Seated (L to R):** Kathleen Kiernan, Nancy Humphrey, Nancy Ingram, Carol Roderick.

Not Pictured: Kathleen Bobick, Joel Charles, Sergio Devilmé, Patricia Doherty, Colette Farragher, David Ford, Patricia Foti, Moliere Frejuste, Debra Gibbs, Michael Gregorio, Paul Hartling, Neal Hirsig, Holly Jameson, Elizabeth Johnson, Kim Knox, Amy Lapidow, Jean Monvil, Linda O’Loughlin, Michael Pimentel, Lisa Ross, Sandra Roukat, Marjorie Tedoldi, Rich Turk, Judi Vellucci, and Annie Yeung.



REUSE, RECYCLE EVERYTHING.
PACK AND CLEAN... 'K?!'

R²ePACK

One of the largest initiatives of *Tufts Recycles!* is **R²ePACK: Reuse, Recycle Everything. Pack and Clean... 'K?!'**

The R²ePACK program collects clothing, electronics, carpets, food, crutches, books, and electronics for recycling and reuse from the dormitories at move-out. A good portion of the collected items are freecycled back to incoming students in September.

“Tufts Recycles!”

A QUICK GUIDE TO THE UNIVERSITY’S RECYCLING PROGRAM

Tufts University is committed to sustainability and environmentally friendly business practices. As part of that commitment, the University sponsors the “Tufts Recycles!” program, which is run by the Facilities Services Department. The program strives to make recycling easy and convenient for everyone, and encourages the entire Tufts community to participate. The successful implementation of these efforts will help the university reach its goal of a three percent annual reduction set forth in the recently released Campus Sustainability Council Report.

“Tufts Recycles!” is a comprehensive recycling program that includes all paper, cardboard, glass, metal, rigid plastics, batteries, cell phones, electronics, and light bulbs. The program utilizes the “dual separation” approach, which means that paper is separated out from glass, metal, and plastics items. Separating paper from other recyclables helps ensure that it remains a valuable resalable commodity.

What you need to know about recycling:

- Weekly surplus furniture viewings in Medford will cease in August 2013. Please contact **Dawn Quirk** for individual requests or check the website for up to date information.
- Recycling bins are emptied by the custodians at least one time per week.
- We provide desk-side recycling bins free upon request. Please order desk-side trash bins from Staples.
- Pizza boxes are recyclable if they are grease-free.
- Iced coffee cups, plastic utensils, and Solo cups are recyclable in the glass/metal/plastics bin.
- Staples, paperclips, and binders do not need to be removed before paper is recycled.
- Clean hot paper coffee cups are recyclable with other paper.
- Most foodservice operations on the Medford campus compost food scraps, which means that Tufts is already in compliance with the upcoming state-wide composting regulations.
- “Biodegradable” plastic, often called PLA, is not recyclable or compostable at Tufts. More guidance on preferred ware will be provided in the forthcoming zero-waste events guide.
- A zero-waste events guide will be created in July and posted at: <http://sites.tufts.edu/tuftsrecycles/initiatives/zero-waste/>.

Look for exciting waste reduction efforts over the next few years!

For more information contact:

sites.tufts.edu/tuftsrecycles/

operations.tufts.edu/facilities/

Dawn Quirk, Waste Reduction Program Manager: 617.627.3810

tuftsrecycles@gmail.com

Meet Cathy Carney, Leave Administrator

LEAVES CAN BE COMPLEX. THERE ARE different kinds of leave (medical, parental, and military to name a few) and different sets of rules. To help you manage the leave process, HR brought Leave Administrator **Cathy Carney** on board. Cathy can make you aware of your options, clarify policies, and help you to make the appropriate plans for your leave.

Communicating every step of the way

Of primary importance to Cathy is that all employees have a good understanding of what their leave options are. “Most of the time when someone needs a leave, it’s because they are dealing with a health issue, or a family member is,” explains Cathy. “Worrying about work can add to the stress of an already difficult time.”

Before coming to Tufts, Cathy worked for Verizon Communications in a wide variety of HR areas. Her extensive experience in employee relations, talent acquisition, equal employment opportunity, business ethics, and occupational health and disability management has prepared her well for her responsibilities as leave coordinator.

Since arriving at Tufts, Cathy has focused on working with staff and faculty liaisons to explain what their leave options are, and how their jobs can be protected while they are managing the health issue that necessitates the leave. Cathy also communicates with supervisors to ensure they understand the rules and processes regarding leaves. Says Cathy, “I think it’s important to make every effort to connect with people directly, rather than just via letters in the mail.”

“As a dedicated resource to leave administration, Cathy’s expertise and understanding of the complex regulations around leaves ensures consistency and compliance to the leave process,” says **Alison Blackburn**, Senior Director Human Resources, Talent Management.

While she plays a critical role at the start of the leave process, Cathy is also heavily



involved when leaves come to an end. “Some employees may need accommodations as they return to work, and working in conjunction with the Office of Equal Opportunity, we will coordinate the necessary accommodations,” says Cathy. “For other employees, returning to work is not possible, and I work very closely with those employees to make their exit from Tufts as smooth as possible. I believe communication is of the utmost importance, and I work closely with employees to explain each issue/decision point along the way.”

Explains Alison, “While Cathy currently supports the Medford/Somerville and Boston campuses, the goal is to expand that support to the Grafton campus in the coming year.”

Behind the scenes, Cathy has been working on implementing an electronic case management system to house and manage all of the documents regarding leave cases. This system will make the processing of all of the leave documents (letters, doctors’ notes and forms, payroll forms, etc.) more effective and efficient, freeing Cathy up to interact even more with employees.

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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!

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Tufts' Cummings School of Veterinary Medicine invites you to the Tufts Open House

Sunday | September 22, 2013 | 11:00 a.m.–3:00 p.m.
 200 Westboro Road | North Grafton | MA

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



**We look forward to
 seeing you—bring
 the whole family!**



**For information call 508.839.5395, x 84899
 or visit our website:**

http://www.tufts.edu/vet/open_house/

Tufts | Cummings School of
 UNIVERSITY | Veterinary Medicine

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

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