

Staff Profile

Kerri McManus

January 12 was a special day for Kerri McManus and her coworkers at Emerson College Los Angeles. The staff helped move in the first group of Emerson students to live in the brand-new building on Sunset Boulevard.

McManus said, "We all hope that the new ELA will provide an opportunity for students to participate in a more cohesive community...and extend that Emerson spirit to the Hollywood community as well."

McManus has worked for the College in Los Angeles for a total of 12 years. After graduating from Emerson with an MA in Visual and Media Arts, she moved to Los Angeles. She got a job with TUK Media, a small TV production company. She then moved to a dotcom that produced entertainment industry newscasts as streaming media.

Unfortunately, McManus was laid off when the company went under during the dotcom bubble burst. And this is when "serendipity" brought her to Emerson. During her job search, she found an open position in Emerson's Los Angeles program. She was hired as the assistant internship coordinator, and held the position for three-and-a-half years.



McManus left Emerson to pursue a job as a program representative in screenwriting for the UCLA Extension Writers' Program. But, in 2005, she found her way back to Emerson and has been the director of internships and student services ever since.

In her role, she contacts LA-area companies regarding internship opportunities for students. She works closely with the students, helping prepare them for their internship search and advising them about the available opportunities. McManus also works with faculty and Residence Life staff to resolve student and internship issues that arise.

McManus finds it exciting to witness what Emerson students learn about themselves and Los Angeles during their semester-long program. The

program is "a springboard for students' next steps in life," and she enjoys assisting students in beginning these next steps.

A native of Whitman, Massachusetts, McManus has a BA in English/Communications from North Adams State College. She recently moved from North Hollywood to Redondo Beach, and has found a great community in the beach town.

In her spare time, she likes to hike in local canyons and practice yoga. And like many Emersonians, she has a passion for storytelling. She writes music and has also recently started writing travel essays and children's books.

By Nancy Howell, Creative Services

Staff Notes

About Emerson Los Angeles

More About Kerri's Department...

Up until about six months ago, there were four full-time staff in Los Angeles. In preparation for the opening of the new Emerson Los Angeles a few weeks ago, additional staff have been hired in the areas of Residence Life, IT, and Community Engagement.

New Faces

- Dennis Levine, Systems Security Administrator, Information Technology
- Michael Novick, Web Developer, Web Services
- Cara Ostrow, Community Outreach and Events Coordinator, Emerson College Los Angeles

Births

Marc Beaulieu (Enrollment Management) and his wife, Sarah, welcomed their daughter, Simone Shanti Beaulieu, on December 28, 2013.

Nicole Martignetti (WLP) and her husband, Christopher Sheehan, welcomed their son, Colton Patrick Sheehan, on October 13, 2013.

Awards and Accomplishments

- Bill DeWolf (Registrar) has received the Thomas A. Bilger Citation for Service Award from the American Association of Collegiate Registrars and Admission Officers. He will be recognized at the organization's annual meeting in Denver in March.
- Geraldine McGowan (Campus Services) is interviewed in the PBS *American Masters* documentary about J.D. Salinger, *Salinger*, which premiered on January 21. pbs.org/wnet/americanmasters/episodes/jd-salinger/film-salinger/2642/

New Faces Spotlight

Dennis Levine's daughter, who is a senior in high school, applied and auditioned for admission to Emerson this past fall. Levine was so impressed by the students, faculty, and facilities that he thought it would be a great place to work at!

As luck would have it, there was an open position in the IT department. He was recently hired as a systems security administrator. His main responsibility is to resolve networking and infrastructure issues around campus, including computer and wireless connectivity problems. He also oversees network and credit card security.

Levine has had a varied career path, from IT consulting to owning a diner. He feels at home at Emerson because his first job after college was related to his undergraduate degree, which was radio/television/film. Having grown up in Mansfield, Massachusetts, he chose to attend Oklahoma State University "to experience life from a different point of view."

Upon graduation, he was offered a job in the production department at Channel 12 in Rhode Island, where he had interned during two summers as an undergrad. Next he began pursuing jobs in the technology industry.

Levine lives in Norton, Massachusetts, with his wife and two children. In his free time, he enjoys watching and participating in sports and volunteering



with the Boy Scouts. He and his family camp throughout New England—even in the winter! Many of his favorite pastimes entail being outdoors, he explained, because he likes to "get away from technology" once in a while. A healthy pursuit if there ever was one!

Staff News

Staff Receive Service Recognition Awards

Staff gathered at the Ritz-Carlton on January 14 for the annual Staff Appreciation Reception. Sixty-nine staff received awards for service ranging from 5 to 35 years.

Ron Ludman (Dean of Students) and Maureen Tripp (Iwasaki Library) celebrated 35 years at the College. They both cited the College's move from the Back Bay to the Theatre District as one of the biggest changes they have witnessed over the years.



Michelle Ziomek (Business Services) and Josh Hamlin (Student Life)

Tripp also noted some cultural differences, including the ability to smoke at one's desk when she started here! Ludman noted that the size of the student body has tripled and that its academic profile has heightened since he started.

Something that hasn't changed at the Iwasaki Library, Tripp said, is "the staff's commitment to helping students and faculty locate the resources they need to learn and teach."

Ludman, who began his Emerson career in Career Services, has worked in the Dean of Students Office since 1980. When reflecting upon what hasn't changed during his tenure, he said, "One of the common threads throughout...has been the passion our students bring to their disciplines, their creativity, and the thoughtfulness and caring they have for one another. It has provided for a wonderful community in which to work."

Congratulations to the following staff who were recognized:

5 Years

Lauren Azzalina, School of the Arts
Claude Bartholomew, Academic Affairs
Hana Carpenter, Information Technology
Candace Carter-Smalley, Human Resources
Robin Chace, Information Technology
John Choate, TRF Engineering
Daniel Crocker, Iwasaki Library
Frankie Frain, Information Technology
Cyle Gage, Information Technology
Suzanne Hinton, Service Learning
Laura Howard, Police Department
Nancy Howell, Creative Services
Christina Hunt, TRF Operations
Audra Kenny, Academic Advising
MJ Knoll-Finn, Enrollment Management
Charles Krebs, Housing and Residence Life
George Leehan, Police Department
Martha Mason, Iwasaki Library
Eric Matthews, Academic Affairs
Maggie Melanson, President's Office
Diana Potter, Corporations and Foundations
Ladette Randolph, Ploughshares
Thomas Richardson, Police Department
Justin Sharifipour, Enrollment Management
Carol Spector, Career Services
Claire Suthar, Enrollment Management
Andy Tiedemann, Communications and Marketing
Maria Ventura, Facilities Management
Warren West, Office of the Arts

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Tikesha Morgan (Multicultural Student Affairs) and April Jones, Johanna Acevedo, and Jesse Mader (Procurement and Business Operations Strategies)

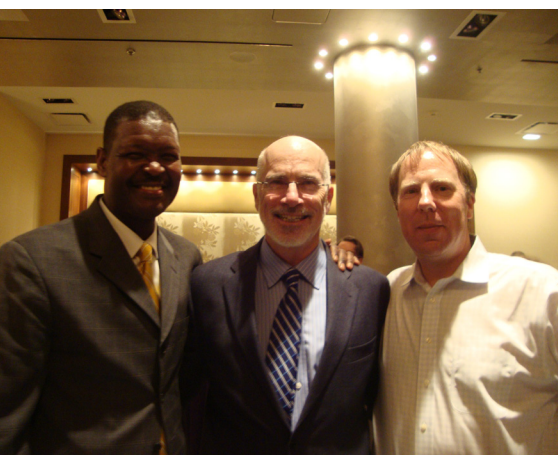
Staff News cont.

10 Years

Bonnie Baggesen, Office of the Arts
Patricia Challan, Counseling and Psychological Services
Efrain Chicas, Facilities Management
Mike Faia, Special Projects
Matthew Finn, Academic Affairs
Ian Flynn, Student Financial Services
Christina Harrington, Office of the Arts
Christine Hughes, General Counsel
Patrick Labadia, TRF Operations
Amy Meyers, Advancement Services
Stan Nance, Athletics
Peter Paradise Michaels, Information Technology
Dion Pennick, Property Management
Jeffrey Pierce, Academic Advising
Al Ragone, Professional Studies and Special Programs

15 Years

Cynthia Athanas, Facilities Management
Trent Bagley, Professional Studies and Special Programs
David Charles, TRF Engineering
Karen Dickinson, Business Services
Robert Foye, Facilities Management
Adam Greenfield, School of the Arts



Stan Nance (Athletics), Bill Gilligan (IT), and Eric Van Vlandren (Facilities Management)



Eric Matthews (Academic Affairs), Maria Figueora (Graduate Studies), and Elizabeth Demski and Edith Valeri (Research and Creative Scholarship)

Daniel Lopez, Facilities Management
Amy Puls, Facilities Management
Marie Rimshaw, Communication Sciences and Disorders
Barbara Rutberg, Alumni Relations

20 Years

Thomas Doyle, Business Services
Beth Joress, Iwasaki Library
Phyllis Meyers, Communication Sciences and Disorders

25 Years

Nestor Carranza, Facilities Management
Maria Guerra, Facilities Management
April Jones, Procurement
Debbie Krasa, Performing Arts
Diego Salazar, School of Communication
Ramiro Soto, Facilities Management
Paul Twist, Iwasaki Library
Hank Zappala, Professional Studies and Special Programs



Cyle Gage and Will Rogan (IT) and Kara Fribley (Iwasaki Library)

30 Years

Robert Fleming, Iwasaki Library
Shelley Lipschultz, Communication Sciences and Disorders

35 Years

Ron Ludman, Dean of Students
Maureen Tripp, Iwasaki Library

HR and You

Upcoming Events

Mark Your Calendars!

February 19, 11:00 am–4:00 pm:
VALIC counseling

February 25, 9:00 am–5:00 pm:
TIAA-CREF counseling

February 25, 9:00 am–4:00 pm:
Fidelity counseling

Registration emails will be sent out soon. Slots fill up quickly so don't delay!

New Resource

We're proud to present the new Learning and Development website: emerson.edu/about-emerson/offices-departments/human-resources/current-employees/learning-development. If you're interested in HR's new programs and workshops, online resources on career and professional development, or downloadable tip sheets, we encourage you to check out the website!

Inside Scoop

Did you know that as an Emerson employee you can open an account at Metro Credit Union?

Benefits include:

- Unlimited free ATMs
- Cash back on every debit card purchase
- High APY saving rates
- Free online banking and bill pay

Visit metrocu.org for more information.

HR Advisory Council

The HR Advisory Council continues to meet and discuss initiatives. We highly encourage all staff members to visit the Council's webpage on emerson.edu to stay up to date on its discussions and to submit feedback or ideas.

HR Spotlight

The HR office has been working on a new module in PeopleAdmin that will manage employee job descriptions, reporting structures, and compensation data. This will give employees access to this information about their position, and make it easier for supervisors to see these details about their employees and request changes and updates. In addition, we are also adding a new performance management module that will build off this database to streamline the evaluation process.

Additional details are forthcoming as we move closer to testing and implementation.

Sustainable Emerson

RecycleMania Comes to Emerson

Emerson is participating in RecycleMania, a national recycling competition for colleges and universities that runs February 2–March 30.

During the campaign, the College will report its weekly trash, recycling, organics, and e-waste weights and will be compared against the competing colleges and universities.

We encourage staff to help the College increase its recycling rate from 17% to 25%!

Sign the online recycling pledge and you will be entered into a weekly raffle and grand-prize raffle: emerson.edu/about-emerson/sustainability-emerson/recycling/pledge.

Also save the date for an office freecycle and paper shredding event March 5 and 6 in the Bordy Theater.

Keep up to date on events by liking Sustainable Emerson on Facebook and learn more about RecycleMania at recyclemaniacs.org.

Photo Contest

Identify the Campus Photo

What is this a photograph of and where is it found on campus?

Send your guess to people@emerson.edu by February 10. The names of those who submit the correct response will be entered into a raffle for a \$5 Starbucks gift card.



Upcoming Events

Here are snapshots of upcoming events. See the online Events Calendar at emerson.edu/news-events/events-calendar for more details.

Fathers and Sons

February 6–9
Emerson Stage Production

Haiti: Where Did the Money Go?

February 7–8
ArtsEmerson Film

Covering Civil Rights: A Discussion

February 13
Sponsored by the Journalism
Department

RED-EYE to HAVRE de GRACE

February 13–16
ArtsEmerson Production

Life, Interrupted with Suleika Jaouad

February 20
Sponsored by Comm. Studies with
Comm. Sciences and Disorders,
Academic Affairs, Institute, and
Multicultural Student Affairs

No Place to Go

February 20–22
ArtsEmerson Production

Fefu and Her Friends

February 20–23
Emerson Stage Production

Work Smarter

Improve the Effectiveness of Your Emails

You send an important email and you don't get a response. You resend and then relentlessly check your inbox. Why hasn't anybody answered your email?

Before you compose another email, overhaul your message writing to encourage a favorable reaction to your communication. Here are five tips to keep in mind:

1. Select your audience and objective. Only send your email to co-workers who really need the information contained in the message, and know what you're trying to achieve by sending them email.
2. Write an accurate and descriptive subject line. The subject line helps readers decide when or if an email will be read.
3. Include specifics in your message. Create context for readers by noting relevant dates, names, and locations. If you need action by a certain date, say so.
4. Balance concision with relevant content. Strive to write brief paragraphs and limit the text to one screen. If you must write a longer email, summarize the critical information and then use attachments and links to allow readers to gather relevant history.

5. Proofread before sending. Before you hit the send button, make sure you've included the relevant points, spell checked, date checked, and filtered confidential information.

When writing with a specific audience and goal in mind, email is a powerful communication tool in the workplace. Increase the likelihood that your colleagues will read your emails by following these five easy steps.

By Trent Bagley, Professional Studies and Special Programs

Have tips on staying organized at work? Send a note to people@emerson.edu.

people@Emerson

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Send news or suggestions to
people@emerson.edu.



EMERSON COLLEGE

Tech Spot

Emerson IT Fair

Please join us Thursday, February 6, for the second Emerson IT Fair.

Meet, greet, and ask us questions about what we do; all IT teams will be represented. Plus, we'll be raffling off prizes, providing kiosks for you to

explore our services, and offering some light refreshments.

We hope to see you at the Bordy Theater from 2:00 to 4:00 pm!