

Staff Profile

Nestor Carranza

Nestor Carranza is celebrating 25 years at Emerson this year. He was hired as a custodian in his early 20s. Within five years, he was promoted to his current position as manager of custodial services.

Carranza's main responsibility is the supervision of 18 day-shift Emerson custodial employees and 22 night-shift workers contracted through American Cleaning Company. He is on call 24 hours a day, 7 days a week, to resolve any issues that may arise.

He arrives at the office around 5:15 am every day to meet with the custodial night-shift manager to do a check of a particular campus building. Throughout the day, he works with Property Management to ensure that all function rooms are cleaned and set up for different events and that classrooms are unlocked and locked.

He and his staff also provide specialized service for the eight guest apartments located in the Colonial Building. And after Commencement each year, he and his staff collaborate with Business Services to prepare the residence halls for summer conference guests.



Carranza also schedules vendor pickups for the College's trash and manages the extensive recycling program. The College generates approximately 50 tons of trash per month and more than 5 tons of recyclables per month (including cardboard, mixed paper, cans/bottles, e-waste, light bulbs, and batteries).

Over the years, he has seen the number of campus buildings decrease, but the square footage has increased considerably. Carranza said that his favorite thing about Emerson is his colleagues: "Everyone makes the job enjoyable."

A native of Guatemala, Carranza moved to the States when he was 19, and worked at a cleaning company called

Unicco before coming to Emerson. He has furthered his education by taking management courses at UMass Boston over the years.

Carranza's favorite TV channels are the History Channel and Discovery Channel. He proclaimed that he is "hooked" on the History Channel show *Vikings*. He is also a Red Sox and Patriots fan, and enjoys attending games each season.

Carranza lives with his wife, Dora, and daughters, Emily and Briana, in Billerica, Massachusetts.

By Nancy Howell, Creative Services

Staff Notes

About Facilities Management

More About Nestor's Department...

Nestor is one of eight administrative staff in the Facilities Management Department. Facilities is responsible for the cleaning and maintenance of Emerson's buildings and grounds. Learn more at emerson.edu/about-emerson/offices-departments/facilities-management.

New Faces

- Jessica Phillips, Administrative Assistant, Institute for Liberal Arts and Interdisciplinary Studies
- Anthony Pinder, Associate Vice President for International and Global Engagement, Academic Affairs
- Jae Williams, Digital Media Producer, Web Services

Weddings and Engagements

- Sam Woodson (Enrollment) married Jackie Gould on February 28 in Groton, Massachusetts.
- MJ Halberstadt (Undergrad Admission) is engaged to Nicholas Hebert.

Awards and Accomplishments

- Eugenia Kim (Archives and Special Collections) is the recipient of the Richard W. Hale Jr. Professional Development Award. The award will fund her research in digital humanities for the performing arts, specifically the documentation of the concert dance history of Boston.
- Archives and Special Collections is the winner of the 2014 Richard L. Haas Records Management Award. The award will allow the department to experiment with ATOM software as both an archives and records management tool. The Haas Committee has asked Christina Zamon to present her findings and provide a status report at the New England Archivists' March 2015 meeting.

Survey Winners

Thanks to everyone who filled out the employee newsletter survey! Congrats to prize winner Christopher Grant (Undergrad Admission).

And thanks to everyone who filled out the recent Rideshare survey. Raffle prize winners are: Cynthia Athanas (Facilities), Bruno Caruso (TRF), Steve Desy (Police), and Shana Healy-Kern (Enrollment).

Marathon Bombing Tragedy Anniversary Screening

The VMA Bright Lights series is hosting a screening of student shorts that were created in response to last year's Marathon Bombing.

The screening is on April 15 at 7:00 pm in the Bright Family Screening Room.

Emerson Everywhere

Send us your photos featuring Emerson gear (T-shirts, caps, water bottles, etc.) for inclusion in the newsletter.



Tim McKenna (TRF) and his 10-week-old granddaughter, Julieta McKenna (a future Emersonian?)

Staff Notes cont.

New Faces Spotlight

Six years after graduating from Emerson, Jae Williams has returned as a staff member in Web Services. Williams was hired for the newly created position of digital media producer. He is responsible for the creation and management of emerson.edu's visual content. He updates the Emerson Live section of the website as well as the College's YouTube channel. He also manages the College's photo storage account.

His path to Emerson has been an interesting one. He was born in Chicago, but grew up in Medford, Massachusetts. He started his undergraduate education at Morehouse College. He ended up leaving Morehouse and moved back to the Boston area, taking time off from school. Through a chance meeting with an executive vice president

at Bunker Hill Community College, Williams was encouraged to enroll there.

While at BHCC, he met another staff member who happened to be an Emerson alumna. When Williams mentioned his interest in entertainment production to her, she suggested that he attend Emerson. He did transfer to Emerson and majored in Media Production.

After graduation, this same alumna invited him to apply for an executive assistant position at her new employer, the Perkins School for the Blind. He spent four years at the school, helping to create visual content for the website. Outside of the office, he wrote and directed films, and also started an annual charity event, [Celebration of the Arts The Red Carpet Experience](#), in which artists showcase their work in a variety of genres.



Last year's event was held at Emerson's Paramount Mainstage. Williams worked with a number of Emerson staff on the event, one of whom mentioned the digital media producer position to him!

In his spare time, Williams runs a nonprofit called [The Forever Ink Project](#). He and other volunteers teach filmmaking classes in underserved communities.

Williams lives in Malden, Massachusetts, with his girlfriend, Angie, and children, Jada and Noah.

Upcoming Events

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

Not by Bread Alone

April 1–6
ArtsEmerson production

Lebensraum (Habitat)

April 9–13
ArtsEmerson production

Leviathan

April 10
Bright Lights Series

Carousel

April 10–12
Emerson Stage production

Alice McDermott Q & A and Reading

April 16
WLP Reading Series

An Evening with Semel Screenwriting Chair Rafael Yglesias

April 17
Bright Lights Series

The Wholehearted

April 17–27
ArtsEmerson production

Her

April 22
Bright Lights Series

Staff News

Alternative Spring Break 2014

Six staff recently accompanied student participants in this year's Alternative Spring Break (ASB) program, a student leadership program of the Office of Service Learning and Community Action (SLCA).

Claude Bartholomew (Academic Affairs) and Max Coronel (Housing and Residence Life) and their student group served communities affected by severe poverty in Detroit. While working with a number of nonprofits throughout the week, they also explored the issue of shrinking cities.

Suzanne Hinton (SLCA) and Laurie Arnone (Center for Health and Wellness) and their student group spent the week in Eagle Butte, South Dakota, working on a youth empowerment project with members of the Cheyenne River Lakota Sioux tribe. Over the week, they served at a youth and family services center, cooking, cleaning, organizing, and participating in the center's arts and crafts, literacy, and wellness programs. They also helped produce a spa day and fashion show for more than 75 teenage girls from the tribe.

California's Joshua Tree National Park was the service site of Ashley Tarbet (Elma Lewis Center and Government and Community Relations) and Chris McComb (Athletics) and their student group. At Joshua Tree, the group transplanted native species and helped survey plant life as part of an ongoing research project to monitor the effects of global climate change on the Mojave Desert.



Detroit group members (top row, from left) Nora Hood '17, Claude Bartholomew (Academic Affairs), Mariesa Negosanti '15, Alexandria Ellison '17, Isabella Gordillo '15, Jacquelyn Marr '15, Abigail O'Neill '15, Caitlin Duffy '14, Audrey Stewart '17, Max Coronel (Housing and Residence Life), (front row, from left) Domenica Perrone '14, Mona Moriya '17, Christina Bartson '17, and Taylor McMahon '16

An additional group of students volunteered at five Boston-area nonprofits focused on homelessness and poverty: Hope for Creativity, Cradles to Crayons, Birthday Wishes, Horizons for Homeless Children, and More Than Words. This group helped organizations recruit volunteers, sort and process donations, and create art packs for children.

This year, the Boston program was open to faculty and staff participation. Steven Martin (OCSS), Bob Fleming (Iwasaki Library), and Nancy Howell (Creative Services) served with the students throughout the week. Martin volunteered at Horizons for Homeless Children and Cradles to Crayons. He was drawn to this year's program specifically because of its focus. He said,

"Walking along the streets near Emerson and seeing those who are homeless is just the tip of the iceberg here in Massachusetts. [I learned that] the average age of a homeless person in Massachusetts is 8 years old. This was an eye-opening statistic for me!"

Tarbet said of her experience: "As a staff member, ASB is very inspiring. When you offer meaningful service opportunities to students and share your own enthusiasm for the work, and they come home talking excitedly about their decisions to apply to AmeriCorps programs after graduation, that's when I feel I have done my job."

continued on next page

Staff News cont.

ASB 2014 continued

The ASB program has existed at Emerson since 1998—even before the SLCA was ushered into official existence. Hinton has served alongside students in this program for all of her six years in SLCA. She explained that ASB “offers Emersonians the chance to step outside of their own lives—if briefly—in order to learn about and from others. By exchanging stories with people we meet as we serve alongside them, our students and advisors return to Emerson and share both new knowledge and ideas about how they can support community needs by offering their labor, enthusiasm, and specific skills.”

Co-sponsoring ASB 2014 with the SLCA were: the Office of the President, the Office of Diversity and Inclusion, the Elma Lewis Center for Civic Engagement, Learning, and Research, and the Office of Development and Alumni Relations.



South Dakota group members (top row, from left) Sierra Smith '16, Samantha Manns '16, Tyler Powles '17, Lakota Sioux Tribe member Alfred Storyteller, Abby Thompson '15, Xia Rondeau '17, Bianca Padró '16, (middle row, from left) Shannon Bushee '16, Dylan Manderlink '14, Samantha Washburn '14, Julia Ferragamo '17, Lauren Gallagher '15, Laurie Arnone (Center for Health and Wellness), (front row, from left) Suzanne Hinton (Service Learning and Community Action), Andrea Gordillo '14, and Jessica Luna White '14



Joshua Tree group members (top row, from left) Chris McComb (Athletics), Janine Moody, Malcolm Meyer '15, Alex Uriarti, Andy Schlebecker '15, Jacqueline Gunning, Kelly Salina, Madelyn Reese '16, Alicia Rodriguez '15, Ashley Tarbet (Elma Lewis Center and Government and Community Relations), Micaela Cain '15, (front row, from left) Briana Blair '17, Jamie Bogert '14, Darian Carpenter '15, and Kendall Stark '17



From left: Wenjie Song, G'15, Nancy Howell (Creative Services), Helen Han Xu, G'15, and Aishwarya Ramani '15 at More than Words in Boston

Staff News cont.

Staff Forum Recap

The first staff forum of the spring semester was held on March 17. Maureen Murphy (Administration and Finance) started off the forum with an explanation of the approved FY15 operating budget.

She outlined the percentage increases for FY15's tuition (4.5), room and board (4.0), and salaries (3.0). Expenses for FY15 increased by 7.6 million. More than half of this amount is for salary and benefit increases and new staffing.

Murphy ended the presentation by showing charts of the College's revenue and expenses. Seventy-four percent of revenue comes from tuition and 19 percent comes from room and board. The remaining 7 percent consists mainly of endowment fund distribution, annual fund gifts, rental revenue, and Office of the Arts revenue.

Salary and benefits comprise 48 percent of the College's expenses. Non-compensation items such as office supplies, leases, and utilities comprise 33 percent; and the remaining 19 percent of expenses go toward capital projects, reserves for future capital, and transfers to endowment.

Next, Allegra Sandak (Human Resources) gave a presentation on staff support and development. Sandak asked attendees to spend some time discussing two questions with their neighbors: "What is staff support and development?" and "Who owns staff support and development?"

After the discussion period, a few staff shared their groups' answers, which included the idea that everyone owns staff support and development. It is up to individuals to own their professional development, but support from managers and the institution is also crucial for success.

Sandak highlighted the support and development programming in place. Leadership at Emerson, Managing for Excellence, and the President's Book Club are current opportunities that offer training and cross-departmental dialogue. Sandak encouraged attendees to visit the new [Learning and Development website](#) and to contact the HR Advisory Council with any feedback.

She also announced the upcoming integration of the performance evaluation and job description systems, which will enhance transparency of job expectations. Finally, she introduced the concept of individual professional values and core competencies, which will be incorporated into all performance evaluations over the next year (info sessions will be held this spring).

President Pelton ended the forum by opening up the floor for community announcements.

Sustainable Emerson

RecycleMania Recap

Thanks to all who participated in the RecycleMania Freecycle/Clean Out Your Office event in March. Collectively, we recycled a lot of materials:

6 e-waste hampers
2 cardboard hampers
1 glass/metal/plastic hamper
700 pounds of paper
100 pounds of media

A plethora of leftover binders were donated to the Urban College of Boston, next door to the Ansin Building.

If you didn't get a chance to attend the event, you can still recycle just about anything in your office! Visit [this webpage](#) for details.

Congratulations to Nicole Martignetti (WLP), who won the event's door prize: an office cupcake party.

Work Smarter

Tips for Taming Your Inbox

Are you an email hoarder? Do you constantly have to ask your coworkers to resend emails? In order to tame your inbox, we recommend you periodically schedule time to review and organize your emails. These tips will help you focus on a task normally pushed aside and forgotten about:

- Do a search for out-of-date mailing list emails and delete these messages
- Create folders for different categories of emails in your inbox to stay more organized

- Sort out your personal emails and delete these messages after forwarding them to an appropriate personal email account
- Empty your Deleted Items/Trash and Junk Email, and delete any unnecessary emails in your Sent folder
- Download any attachment you may need in the future, and evaluate whether the email itself should be deleted or archived

For more tips on managing your emails, please see the [Email Management Guidelines](#) created by the Records Management team.

To request further help with technical issues, please call the IT Help Desk at 617-824-8080. For assistance with records management practices (e.g., deciding whether a type of email should be deleted), please email records_management@emerson.edu.

By the Archives and Records Management staff

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

people@Emerson

Published monthly by the
Office of Communications and Marketing

Executive Editor
Andy Tiedemann

Editor
Nancy Howell

Designers
Chuck Dunham
Liliana Ballesteros

Advisory Group

Blaine Butler
Jill Davidson
Sharon Duffy
Gerri McGowan
Diana Potter
Allegra Sandak
Mia Seidner
Chris Serwacki
Linda Sutherland
Mengfong Tan

Send news or suggestions to
people@emerson.edu.



EMERSON COLLEGE

Tech Spot

Email Encryption

Did you know that you can encrypt emails sent from your @emerson.edu address to an address outside of the College? Do this by including the text **[ENCRYPT]** (including the brackets) into the subject line of an email.

Email encryption protects the contents of your email, including attachments, which are converted to PDF. This increases protection of sensitive information (financial data, FERPA-protected data, etc.) that is sent outside of Emerson's email system.

When you send an encrypted email, recipients will be sent a link to access your secure mail using our MailSafe system. If this is their first time receiving encrypted email from Emerson, they will need to create a password for the MailSafe system, which they will use to open any subsequent encrypted emails that they receive from Emerson.

If you have any questions about this service, please contact the IT Help Desk at it.emerson.edu/help or by calling 617-824-8080.