

Staff Profile

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Jesse Mader

Jesse Mader will be celebrating his one-year anniversary at the College in September. As a senior buyer in Procurement, he has processed approximately 1,200 transactions since he joined the College.

In his role, he ensures that departments engage in efficient and ethical purchasing and also use the appropriate budget lines. He checks the College's contracts and verifies that purchase requests are of the best value for the College.

He does the initial pricing and verification for IT equipment, furniture, printing services, and cell phones, as well as for the Student Government Association.

Once he verifies a purchase, he creates the purchase order and distributes it to one of the College's hundreds of approved vendors. He also coordinates delivery and installation of certain purchases, such as furniture. He recently oversaw the delivery of 390 pieces of furniture to the Little Building.



Mader is one of the points of contact for the College's vendors. He and his colleagues maintain specific contacts for the most frequently used vendors, of which there are about 400. The department strives to uphold a strong relationship with vendors and keep

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Staff Profile cont.

them informed of College business policies to increase the efficiency of the purchasing process. By working closely with sales reps, Mader and his colleagues are given insights into how an industry works, and then can often negotiate better prices for products.

Mader also helps maintain the vendor database in Banner, which tracks vendors' employer ID number, legal addresses, and other information. Keeping this information up to date is necessary for tax reporting and for ensuring that vendors are paid in a timely manner.

One of his favorite parts of his job is the relationships he has with colleagues. He works with many different departments and appreciates that staff are always so grateful for his assistance. He also likes that

the College offers specialized programs, which affords him the opportunity to learn about unique products and industries, such as audiovisual equipment that Visual and Media Arts and TRF purchase.

A self-professed lover of numbers, Mader fell into the world of purchasing during his undergraduate study at Salem State University. While still a student, he started a full-time job as a purchasing assistant on campus. Soon after graduating with a BS in business administration and a BS in economics, he saw the job opening at Emerson.

One of Mader's main hobbies is spending time outdoors. During the summer, he mountain bikes once a week and also hikes and golfs. During the winter, he can be found downhill skiing in New Hampshire and Vermont.

He is also a big fan of technology and likes to engage in "reverse engineering." He enjoys fixing his own gadgets and has learned to tune his mountain bike. He also custom built his computer.

Mader is a native of Marblehead, Massachusetts. He currently lives in nearby Salem, so often spends time with his family members, including four nieces, who still live in Marblehead. Growing up, he had at least three dogs at any given time, so he looks forward to the day that he has the space and time for his own dog. In the meantime, he is a supporter of the American Society for the Prevention of Cruelty to Animals (ASPCA).

Staff Profile cont.

Procurement Department Profile

How many people work in your department?

Four staff members and one student worker.

Where is your department located?

99 Summer Street.

What are your department's major functions?

The Procurement Department's major function is to ensure the efficient spending of the College's funds. We achieve cost savings by renegotiating prices and add valuing to higher dollar transactions. We are committed to service excellence by providing responsive and responsible service to all College departments.

Major functions are:

1. Managing our online Marketplace, which currently has three vendors: Staples, GovConnection, and Dell
2. The requisition to purchase order process
3. Contract management
4. Competitive bidding for high dollar transactions (Requests for Proposal/Quote)
5. Handling the College's vendor relations and maintaining the vendor database

What population does your department work with?

We primarily work with staff and the College's external vendors, but we do also work with faculty and student groups through SGA.

Please share an interesting contribution that your department makes to the Emerson community.

The range of people we interact with. Internally, we work with administrative assistants all the way up to the President's Office. Externally, we work with sales reps

up to the owners of companies. Regardless of a person's rank, we always have the common goal of saving costs and adding value while making it easy for our customers (staff, faculty, and students).

Has your department recently accomplished a goal (or does it have one in the works) that may be of interest to the community?

P-card is a purchasing card that works similar to a credit card but with more oversight and customizability. We have a pilot program in place and will be rolling it out to the Emerson community periodically over the next fiscal year.

We are in the process of adding more vendors to the Marketplace. We have four new vendors in testing and are working on preliminary implementation with others.

Staff Notes

New Faces

- Emma Baar-Bittman, HowlRound Fellow, ArtsEmerson
- Brandon Bennett, Residence Director, Housing and Residence Life
- Angela Carlson-Bancroft, Assistant Director, Institutional Research, Academic Affairs
- Kathryn Egizi, Head Women's Lacrosse Coach, Athletics
- Emily Long, Residence Director, Housing and Residence Life
- Caitlin Healy, Fellow, ArtsEmerson
- Mindy Hinkel, Administrative Assistant, Performing Arts
- Keira McClain, AVP, Individual Giving, Development
- Carmelo Serrano, Sergeant, Police Department
- Elvira Valencia, Lighting and Projections Fellow, ArtsEmerson
- Colleen Woods, Associate Director, Financial Aid, Student Financial Services

Book and Movie Recommendations

Jena Castro-Casbon (CSD) recommends the book *Still Alice* by Lisa Genova. It is about a college professor with early onset Alzheimer's. She called it "a wonderful, sad read."

Linda Sutherland (Professional Studies) recommends the book *Jim Henson: The Biography*. She said, "This is a well-written 490-page book that gives a captivating full account of Jim Henson's personal and professional life. I truly enjoyed learning about Henson's creative process as he and his team revolutionized the art and technology of puppetry."

Anna Feder (VMA) notes highlights from the upcoming Bright Lights Series in the Bright Family Screening Room:

September 9, 7:00 pm

What Is Cinema? with discussion led by VMA faculty Kathryn Ramey and Miranda Banks
Academy Award-winning filmmaker Chuck

Workman's documentary tackles the question of its title through more than 100 clips and new interviews.

October 7, 7:00 pm

Kill Your Darlings with producer Christine Vachon

A murder in 1944 draws together the great poets of the beat generation: Allen Ginsberg, Jack Kerouac, and William Burroughs.

November 13, 7:00 pm

Third Annual Silversonic Emerson Music Video Showcase

Silversonic is an annual showcase of music videos made by current Emerson students and alumni. There will be a reception following the screening with an opportunity for talk back with musicians and filmmakers.

Staff Notes cont.

New Faces Spotlight

Emily Long is one of the new residence directors in the Little Building. Since the Little Building is the College's largest residence hall, housing approximately 750 students, there are two residence directors for the building. Long is in charge of the upper floors, 8–12.

Long's main responsibility is to oversee the daily operation of her section of the building. She supervises the 10 resident assistants (RAs) on her floors, helping them facilitate community building and create meaningful relationships with their residents. She also resolves conduct situations when necessary.

Long moved to Boston recently from Colorado, to accompany her husband, Will, who is starting graduate school at Boston University this fall. Not only did Long recently move cross-country and start a new job, but she also just got married. A week into her job at Emerson, she and Will married and honeymooned in Ireland.

Long said that she was attracted to Emerson for a number of reasons. She prefers smaller school settings and found that the College's mission and values of diversity and inclusion resonated strongly with her. And when she interviewed here, she was instantly impressed by the staff and their sense of community.

Long previously worked at Colorado College for two years, overseeing 10 small houses on campus. Prior to that, she worked as a conduct officer at Seattle University. She first became involved in residence life during her undergraduate years at Regis University, when she was a resident assistant and assistant residence life coordinator.

She graduated from Regis with a BA in communications and later received an MEd in student development administration from Seattle University.



Long grew up in Minneapolis, Minnesota, but is no stranger to the East Coast. Her father grew up in Boston, so she visited the area throughout her childhood.

Long enjoys being active; she loves the gym and also likes to hike. She is also looking forward to ski season, having raced as a downhill skier as a teen.

Music is also an important part of her life: she plays the flute and the piccolo. Another favorite hobby of hers is cooking, and she and her husband are "wine connoisseurs."

Long is greatly looking forward to meeting her RAs for the year and becoming an active member of the Emerson community.

Staff News

Lions Roar at Dragon Boat Festival

Emerson College's dragon boat team was among the college, club, corporate, and community teams that participated in the 35th Annual Hong Kong Dragon Boat Festival of Boston on June 15. Emerson raced in three divisions and earned bronze medals in the College Challenge.

Dragon boat racing features a team paddling a 40 foot long boat to the beat of its drummer, and is one of the fastest growing water sports in North America. The 2,000-year-old tradition of dragon boating, which commemorates the death of Chinese poet QuYuan,, is known as the "ultimate team sport" since synchronicity is much more important than strength in winning a race.



Top row, left to right: Xinyi Liu, Ruochen Xu, Tierra Kimble, Beth Joreess, Claire Neumann, Christina Zamon, Christopher Serwacki, Chad Kingsbury; *middle row, left to right:* Suhani Arora, Yuen Shan Lee; *first row, kneeling:* Haley Elizabeth Brown, Hsuanyu Hou, Sumet Kanchanahalerthai, Rosalie Gartner, Maureen Tripp, Cynthia Miller

This year's team was captained by Maureen Tripp (Iwasaki Library). Other staff on the team were Christopher Serwacki (Alumni Relations) and Beth Joreess and Rosalie Gartner (Iwasaki Library). Faculty member Cynthia Miller and students P Sumet Kanchanahalerthai, Ruochen Xu, Tierra Kimble, Haley Brown, Xinyi Liu, Suhani Arora, and Lucy McCormick rounded out the team. Alumna Claire Neumann was also on board, along with the team drummer, Christina Zamon (Iwasaki Library).

"The team is so grateful to the departments who sponsored us: the Office of Diversity and Inclusion, the Iwasaki Library, the Elma Lewis Center, and Emerson Athletics," Tripp said. "They made it possible for us to have a great experience together—practicing, competing, and having fun."

By Maureen Tripp, Iwasaki Library

Staff News cont.

Emerson Garden Project Starts at Emerson

This spring, staff in Walker and Piano Row may have noticed planter boxes popping up on windowsills. The planters represent the first season of Emerson's new indoor garden project.

Students have wanted a campus garden for several years; last fall, the student group Earth Emerson led a petition for a rooftop garden. Eric Van Vlandren, who started working in July 2013 as Emerson's first sustainability coordinator, explored the idea of a rooftop garden, but found that none of the building's structures are currently suited for such a project. The Paramount roof may be a possibility in the future because it is strong and open enough, but would need construction to be made safe for community use. Van Vlandren plans to apply for grants and other funding to make this project a possibility for the future.

In the meantime, he wanted to harness Earth Emerson's enthusiasm and bring a garden to Emerson now. "Instead of doing a garden in one place, why not do a garden in every place? Emerson has tall buildings with great windows, and most of them have deep indoor windowsills," he explained. The indoor garden can also thrive year-round, without any pests, soot, or fertilizer.

The three locations of the garden's debut were in the open space, conference room, and east hallway of Walker's 10th floor; offices in Facilities Management on Walker's 4th floor; and offices in Piano Row. Staff who hosted planters in their office windows were: Jay Phillips and Karen Baker (Facilities), Karen Dickinson and Bridget Ford (Business Services), and Sharon Duffy (Student Life).

During the garden's trial run this spring, 12 student gardeners regularly tested the soil for moisture; watered and rotated planters;

and pruned, thinned, and harvested the organic crops that included radishes, spinach, carrots, kale, mizuna (an Asian green), and three different kinds of lettuce, as well as herbs such as basil, chervil, chives, cilantro, dill, and parsley. The garden's progress is also being documented in a film directed by Captured Emotion, a student organization dedicated to documentary and nonfiction work.

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Diana Potter

Staff News cont.

Van Vlandren said not only students, but also faculty and staff were eager to support a gardening space at Emerson. So he assembled a Garden Committee, a group of students, faculty, and staff who are passionate about horticulture. Staff members on the Garden Committee are Suzanne Hinton (Service Learning and Community Action), John Vanderpol (Facilities), and Josh Hamlin (Student Life).

Van Vlandren says his goals for the garden project next year include expanding from 17 to 40 planters with a longer-term goal of growing a meaningful amount of herbs that could be used in the Dining Hall, in partnership with Sodexo, the College's food service provider. He also envisions one day growing enough crops to

support a small Community Supported Agriculture (CSA) for faculty and staff. "I'd like to add something new to the sustainability dialogue," he said.

The best way for staff to get involved with the garden is to volunteer to host a planter box in their window in the fall. Contact [Eric Van Vlandren](#) for details. Interested staff may also join the Garden Committee.

*By Diana Potter,
Development and Alumni Relations*



Back, from left: Christopher Serwacki, Jason Meier; middle: Mary Higgins; front, from left: Sandra Gonzalez, Ashley Tarbet DeStefano

Mary Higgins (Government and Community Relations), Ashley Tarbet DeStefano (Elma Lewis Center and Government and Community Relations), Christopher Serwacki (Alumni Relations), Jason Meier (Student Life), and Sandra Gonzalez (Academic Affairs) participated in the J.P. Morgan Corporate Challenge Road Race on June 24. In its 38th year, the J.P. Morgan Corporate Challenge® Series promotes health and camaraderie in the workplace while donating to local charities. Staff ran the 3.5-mile course in the Back Bay with proceeds benefitting the Greater Boston Food Bank and BUILD.

HR and You

Open Campus Day

From 10:00 am to 1:00 pm on August 8, 10 Emerson departments/offices/areas will open their doors to all Emerson staff to offer the opportunity to get to know who works there and what they do. This pilot program is a mix between an organization fair and an open house tour. There will be a trivia game with an opportunity to win prizes!

The program is designed to celebrate a spirit of collaboration at Emerson. Its goal is to build a culture of cross-functional awareness that encourages the advancement of the College's initiatives of service excellence and creating a culture of support. We would like to ask you to plan accordingly and support your staff's participation in the program during the designated hours.

Participating Departments/ Offices/Areas

Common Ground (Office of Diversity and Inclusion, Elma Lewis Center, Office of Service Learning, and Violence Prevention and Response)
Communication Sciences and Disorders
Engagement Lab
Emerson Stage
Human Resources
Information Technology
Iwasaki Library
Office of the Arts
Student Financial Services
Student Life

The HR Advisory Council meets monthly to discuss initiatives. We encourage you to visit the [Council's website](#) to stay up to date on our discussions and to submit feedback.

Upcoming Events

Monty Python Live (Mostly)

August 28, 29, 30

ArtsEmerson film screening

Summer Friday Fun Around Town

[Boston Harbor Hotel](#)

[Movie Fridays](#)

August 8, 15, 22, 29

Sunset

[Boston Public Library](#)

[Concerts in the Courtyard](#)

August 8, 15, 22, 29

12:30 pm

[Highland Street Foundation](#)

[Free Fun Fridays](#)

August 8

Greenway Carousel

August 15

Institute of Contemporary
Art, Boston

August 22

Boston Children's Museum

Sustainable Emerson

Single-Stream Recycling Comes to Emerson

After a year of planning, Facilities Management, Campus Services, and Sustainability are happy to announce that Emerson will be implementing a shift to single-stream recycling at the start of the fall semester. Simply put, “single stream” means placing all items to be recycled in the same collection container.

So all recyclable metal, plastic, glass, paper, and cardboard will now go in the same recycling bin. We are excited to evolve recycling and sustainability at Emerson in this way. Data shows that switching to single-stream recycling increases the capture rate (the amount of recyclable material in the waste stream that is diverted from “trash” to recycling).

This is beneficial because it costs less to dispose of recycling than it does trash, so Emerson will see significant cost savings. It is also good for us because recycling is proven to reduce greenhouse gas production and lessen pressures on nonrenewable resources.

We anticipate that the switch should be fairly seamless as we will use primarily the same containers in many of the same locations, and there will be new signage. Going hand in hand with the switch is the concept of co-location: wherever there is a trash can, there is also a recycling bin and vice versa. Our expectation is that this will make it easier for the community to access the appropriate options when they need to dispose of items. If you have any questions, contact Campus Sustainability Coordinator Eric Van Vlandren at eric_vanvlandren@emerson.edu or ext. 8994.

Tech Spot

Windows 8

Starting this summer, IT will be installing Windows 8.1 on new Windows-based computers instead of Windows 7. All new computers with Windows 8.1 will be distributed with a “cheat sheet,” including a link to an instructional guide on our website.

Many of the functions you use daily remain unchanged, and some are even easier. Most important, we’re remaining up to date with security enhancements and patches, ensuring utmost reliability.

Mac-based computers will continue to have the most recent version of OS X installed on the computer when it arrives, which is currently Mavericks. This will transition to Yosemite in the fall.

Work Smarter

Purchasing Reminders

- Include as much information as possible with your purchase requisitions. If you have documentation, such as a quote, include the quote number. Send the quote to purchasing@emerson.edu and we will log it. The more information we have, the faster we can process the request.
- Communicate! Procurement can be reached at ext. 8590 or purchasing@emerson.edu with any questions.
- Plan projects with us. If you have large purchases or projects in the works, get us involved early. We'll help you evaluate costs while staying within the allotted budget and making your money go further.

Photo Contest Winner

Congratulations to Laurie Arnone (Center for Health and Wellness) for correctly identifying the mystery photo in the June issue as the Emerson griffin, found at the entrance to the Iwasaki Library.



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