

## Staff Profile

### Table of Contents

|                     |    |
|---------------------|----|
| Staff Profile       | 1  |
| Staff Notes         | 3  |
| Staff News          | 6  |
| Upcoming Events     | 7  |
| HR and You          | 8  |
| Tech Spot           | 8  |
| Sustainable Emerson | 9  |
| Work Smarter        | 10 |

### Anne Doyle

As executive director of academic administration in Academic Affairs, Anne Doyle works with students, faculty, and administrators across the College. She oversees the Academic Advising Center and the Lacerte Family Writing and Academic Resource Center, and personally advises about 50 undergrads each year.

Doyle works closely with the academic deans and department chairs, providing information on faculty, course enrollments, and

curricular planning. She supervises the production of the course catalogues annually.

Doyle started at Emerson as an administrative assistant in 1986. A year later, she was hired as coordinator of advising and was asked to create an academic advising system for the College.

The Advising Center was created in her second year. She was its only staff member at that time and was supported by graduate students who served as advising assistants to faculty advising first-year students.



Soon after starting at Emerson, she enrolled in the Speech Communication graduate program and graduated in 1990.

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## Staff Profile cont.

Doyle became director of academic advising in 1997 when the new Advising Center opened and moved to her current position in Academic Affairs in 2000.

Doyle's favorite aspect of her job is working with students. She enjoys their individuality and desire to take advantage of all Emerson has to offer.

During the academic advising period every semester, Doyle's colleagues notice that she "lights up." She especially loves to help a student figure out how he or she can "study abroad, spend a semester in LA, and squeeze in a double major or minor program."

Another reason that Doyle enjoys working at Emerson is her fellow staff members. "There are a number of people who have been here as long as I have," she noted.

She found excellent mentors in president emerita Jackie Liebergott and current Performing Arts faculty Mary Harkins, who "helped me find the passion for academic administration."

Doyle was born in Long Island, New York, but her parents moved the family to Vermont when she was young. She stayed in Vermont for college, graduating with a health education degree from the University of Vermont.

After college, she headed west. She worked at a dude ranch in Colorado for three years. Her next stop was the Greek island of Spetses, where she worked as a nanny for two-and-a-half years. She remains close to the family to this day.

Doyle has an enviable commute to work, as she lives in the South End. She enjoys spending time with her 5 siblings

### About Academic Affairs

#### More About Anne's Department...

The Office of Academic Affairs is responsible for academic policies and procedures, accreditation, strategic planning, assessment of student learning, faculty development, program reviews, and 22 academic departments and student support offices. Learn more at [emerson.edu/academics/academic-services/academic-affairs](http://emerson.edu/academics/academic-services/academic-affairs).

and 16 nieces and nephews, who all live in New England. She also likes to stay active by working out, skydiving, hiking, and skiing. Two of her favorite travel destinations are England and Italy; she is spending two weeks in Florence this summer to study Italian.

# Staff Notes

## New Faces

- Lidiya Bensman, Senior Financial Systems Analyst, Financial Affairs
- Michael Murray, Third-Shift Crew Chief, Facilities Management
- Mark Wallace, Seasonal Assistant Front-of-House Coordinator, ArtsEmerson
- Joyce Williams, Director, Business Operations, Emerson Los Angeles

## Awards and Accomplishments

- Maria O'Connor and Michael Duggan (Institutional Research) have coauthored an article titled "Can Students Catch a Break? Tuition Discounting During the Great Recession" that will appear in the Spring 2014 edition of the *Journal of College Admission*.
- Congratulations to the following staff who ran the 2014 Boston Marathon: Sandy Gonzalez (Academic Affairs), Kristen McGill (Fitness Center), and Meg Moore (Athletics).

## Announcements

- John Vanderpol (Facilities Management) has recovered from surgery he had a few months ago, and he returned to campus on May 1. Welcome back, John!
- Career Services has had several staffing changes recently. Here is an updated list of all current positions:

Carol Spector, Director  
Mary Sullivan, Associate Director,  
Employer Relations  
Marissa Shallcross, Assistant Director,  
Liaison to School of Arts  
Geraldine Garvin, Assistant Director, Liaison  
to School of Communications and WLP  
Kate Privert, Assistant Director,  
Internship Coordinator  
Jessica Chance, Assistant Director,  
Graduate Students and Alumni  
Catherine Rodriguez,  
Administrative Assistant  
Clare Orenstein, Graduate Assistant  
Employer Relations Coordinator, TBD

- Friendly Reminder: Career Services will be open during Summer 2014. We see any and all students who have graduated from Emerson College, regardless of major or year of graduation. We provide Skype and phone appointments for alumni who are not in the Boston area. For any questions or concerns, please contact us at 617-824-8586.

# Staff Notes cont.

## New Faces Spotlight

Mark Wallace was recently hired as a seasonal assistant front-of-house coordinator for ArtsEmerson, but he has been working in a similar capacity as temporary staff since 2010.

His job entails front-of-house management as well as administrative tasks. He and three house supervisors share the role of house manager for the 20+ events per week that take place at the six venues around campus. The house manager for an event directs the front-of-house usher team, liaises with box office and production staff, tracks attendance figures in the event of an emergency evacuation, and resolves audience member questions and concerns, among other duties.

Before every performance, Wallace generates notes for the house supervisor and ushers to ensure that the event runs smoothly. The notes include details such as

a description and synopsis of the performance, curtain time, performance run time, late seating policy, audience advisories, and post-performance activities.

Wallace also hires and trains ushers; there are currently 100 active ushers employed by ArtsEmerson.

Having spent many years working at theaters in London's West End (where many theaters traditionally run the same show for years), Wallace enjoys the variety of programming at ArtsEmerson's venues. The venues showcase both Emerson student performances and performances by visiting companies from around the world.

Wallace grew up in Worcester, England, and moved to London to study dance at the Rambert School of Ballet and Contemporary Dance when he was 16 years old. He danced professionally for about eight years, performing with dance



companies throughout Europe. He eventually transitioned to front-of-house work in a number of London theaters.

He met his wife, Ashley, during her study abroad semester in London. Once they had their first child a little over five years ago, they decided to move to the States to be closer to her family. They live with their daughter, Aurelia, and son, Tony, in Attleboro, Massachusetts.

# Staff Notes cont.

## Survey Results

Thanks again to everyone who completed the recent employee newsletter survey. We were happy to learn that the majority of respondents enjoy reading the current newsletter sections and would like to keep receiving a monthly newsletter.

Many of you want to read more departmental and campus news. But we need your help in fulfilling this request! All content is reader-generated, so when your department has news to share, send a note to [people@emerson.edu](mailto:people@emerson.edu).

Many of you also asked for more information about resources and services available to staff and more tips on College-wide procedures and processes. Does your department have useful reminders to share in our Work Smarter section?

A number of you want to read about things to do around Emerson's neighborhood. Do you have any restaurant or activity recommendations? How about book, movie, music, or theater recommendations? If you just discovered a new restaurant or love to write movie reviews, let us know!

*people@Emerson* is always looking for feature story ideas as well. Please submit any news or story ideas by the 10th of each month for inclusion in that month's newsletter. We look forward to hearing from you.

## Call for Volunteers

Volunteers are needed for the Commencement ceremonies on May 11 at the Agganis Arena at Boston University. The undergrad ceremony begins at 10:00 am, and the graduate ceremony begins at 3:00 pm. Volunteers need to be available about 2 and 1/2 hours before the ceremonies begin.

Graduate Studies is raffling three \$50 gift cards to Barnes & Noble for anyone who signs up to volunteer at the graduate ceremony.

Contact [Hank Zappala](#) for more information.

The Office of Alumni Relations is looking for volunteers (especially alumni) to help with Alumni Weekend, May 30–June 1. If you are interested in directing guests, taking attendance at events, or serving as an ambassador, contact [Rachel Pearson](#).

# Staff News

## Staff and Faculty Art Showcase in Ansin

Several creative Emerson faculty and staff members have their artwork on display on the 14th floor of the Ansin Building. The art was installed in January and an intimate reception for the artists was held April 2. The President's Office plans to rotate artwork on Ansin's 14th floor on an annual basis.

The purpose of the art showcase is to promote a sense of all-inclusiveness, collaboration, and openness within the Emerson community, as well as to celebrate and display the artistic abilities of faculty and staff members.

**Bill DeWolf**  
(Registrar's Office)  
with his untitled work



The staff members who have their art on display are: Bill DeWolf (Registrar's Office), Adam Greenfield (School of the Arts), Rob Sabal (School of the Arts), and Richard Zauft (Academic Affairs). Many on campus know Bill DeWolf as the College's Registrar, but they may not know that he has taught a drawing course at Emerson since 2004.

The faculty artists are: David Akiba, Pierre Archambault, Marc Fields, Craig Freeman, Indira Ganesan, Daniel Gaucher, Richard Gilman, Tim Jozwick, David Kelleher, Brooke Knight, Regge Life, Charles McCarry, William Orem, Diane Pontius, Jan Roberts-Breslin, John Rodzvilla, Lauren Shaw, Rob Todd, and Paul Turano.

Interim School of the Arts Dean Rob Sabal, the President's Office, and curator and VMA faculty member Joe Ketner (Lois and Henry Foster Chair) developed the idea. Sabal and Ketner assembled a Visual Arts on Campus Committee comprising School of the Arts faculty and Facilities staff to

**Adam Greenfield (School of the Arts)** with his work, *Bear 1*



select the art. Jay Phillips and Duncan Pollock (Facilities Management) were instrumental in the project. Ketner and his gallery staff completed the installation.

When asked about art installations in other areas of the campus, Sabal noted that there are plans for murals on the 10th floor of the Walker Building and on the 5th floor of the Paramount Center.

*By Jill Davidson, Academic Affairs*

# Upcoming Events

Here are snapshots of upcoming events. See the online Events Calendar at [emerson.edu/news-events/events-calendar](http://emerson.edu/news-events/events-calendar) for more details.

## ***Sontag: Reborn***

May 6–18

ArtsEmerson production

## **2014 Commencement**

May 11

## ***Abe Lincoln's Piano***

May 20–31

ArtsEmerson production

## **Staff Forum**

Please note that the date of the next staff forum has changed. The new date is:

June 5, 2:00–4:00 pm  
Bordy Theater

## **Happy Anniversary**

Congratulations to the following staff who are celebrating anniversaries at Emerson:

### **5 Years**

Hana Carpenter, Information Technology

Eric Matthews, Academic Affairs

Justin Sharifipour, Enrollment Services

Claire Suthar, Enrollment Services

### **10 Years**

Patricia Challan, Counseling and

Psychological Services

Michael Faia, Special Projects

Matthew Finn, Academic Affairs

### **15 Years**

Daniel Lopez, Facilities Management

### **20 Years**

Thomas Doyle, Business Services

### **25 Years**

Maria Guerra, Facilities Management

Ramiro Soto, Facilities Management

Hank Zappala, Professional Studies

### **35 Years**

Maureen Tripp, Iwasaki Library

## **Dragon Boat Team**

We are looking for Emersonians to join Emerson's Dragon Boat Team. The team will compete in the Boston Dragon Boat Festival in Cambridge on June 14 and 15.

No experience is necessary; training will be provided. You do need to know how to swim. Team members need to commit to at least three out of six practices in late May and early June.

If interested, please contact [Maureen Tripp](mailto:Maureen.Tripp@emerson.edu). Visit [bostondragonboat.org/](http://bostondragonboat.org/) for more information about the event.

## Inside Scoop

We are excited to announce that we will be moving both job descriptions and performance evaluations into the PeopleAdmin online system. The goal is to increase efficiency; ensure fairness and compliance; and enable staff to access up-to-date job responsibility, salary, and grade level information.

Managers received instruction on using the new system in April, followed by non-supervisory staff in May. Please contact Blaine Butler at ext. 8995 for information about the job description database or Allegra Sandak at ext. 8582 regarding performance management.

## Spotlight

It's that time of the year again—our annual performance evaluation period is just around the corner! This will be an opportunity for you and your direct supervisor to sit down and discuss your successes over the past year and set goals for the new one. To prepare for this, start thinking about what your achievements have been and what skills you've developed.

## Program Update

Emerson's Employee Assistance Program gives you and your family members free, confidential access to a full range of life services. Wellness Corporation has recently been acquired by LifeScope.

Access a wide range of online supportive resources, interactive tools, daily living calculators, and information on topics of interest to you and your family at: [wellnessworklife.com](http://wellnessworklife.com) or [LifeScopeEAP.com](http://LifeScopeEAP.com).

Username: Emerson College  
Password: guest

## Policy Updates

Emerson IT recently published several new and updated policies at [it.emerson.edu/policies](http://it.emerson.edu/policies).

We also posted an update about the Heartbleed bug. We recommend that you change your Emerson password. Only change your password on other websites if prompted. Read more on [our blog](#).

# Sustainable Emerson

## RecycleMania Recap

RecycleMania 2014 results are in! Emerson increased our diversion rate from 17 to 30 percent this year, beating our pre-event goal of 25 percent. We came in 113th place out of 256 schools competing nationwide.

More than 400 students, faculty, and staff signed our online recycling pledge. In terms of amounts recycled during the competition, we recycled 79,923 pounds of general recycling (glass, metal, plastic, paper, and cardboard); 35,926 pounds of organics for composting; and 4,504 pounds of electronic waste.

To close out the competition, Emerson staged its first-ever Recycled Art Competition. Fourteen students submitted a fantastic variety of sculpture and wall hangings. Jacob Hines won first place,

Lauren Feeney won second place, and Tim Johnson won third place. Tyler Salomon and Naomi Ibasitas received Honorable Mention. Special thanks to Bob Fleming and the Iwasaki Library staff for hosting the event, President Pelton for making the presentations to the winners, and all of the judges: Bob Fleming, Christina Zamon, Sharon Duffy, Suzanne Hinton, Joe Ketner, Ashley Kelley, Kara McGee, and Julia Gutierrez.

## Student Moveout Program

In order to address the large amount of material that is left behind by residents upon moveout from the residence halls, this year Campus Sustainability is partnering with Facilities, Housing and Residence Life, and Student Life along with Philadelphia-based Community Recycling (co-owned by Emerson parent Jackie Arch) to offer a comprehensive textile reuse program. We will use special bags to collect clothing from Emerson's 1,900+ residents as they vacate the residence halls this spring.

The clothing will be sent to domestic shelters and other charities as well as overseas to countries such as Africa and Central America, where it can have a profoundly meaningful role in people's lives. Community Recycling will send a check to Emerson based on the amount of material collected and Emerson will in turn donate the money to St. Francis House.

## Expense Report Reminders

1. Remember to have your paperwork signed by the appropriate approver.
2. Remember to include your complete FOAPAL.
3. Remember to attach original receipts.
4. Remember that you cannot be reimbursed for travel (airline/train/bus/car) in advance.
5. Remember that you cannot be reimbursed for expenses that are more than 90 days old.
6. Please state your business purpose for the incurred expenses.
7. Per diem rates are [set by the IRS](#). Please note that there is a 25 percent per diem adjustment for the first and last day of travel.
8. Per IRS guidelines, mileage should be reimbursed from the shorter distance of the employee's house or from Emerson College to the business destination.
9. Only submit numerical expense reports and check requests. All forms are available through the EC Print Copy Center.

Please note that we are reviewing our current policies and will update the Emerson community of any changes.

*Have tips on staying organized at work?  
Send a note to [people@emerson.edu](mailto:people@emerson.edu).*

## people@Emerson

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