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From the Hot Seat by David Stern

A Day in the (Presidential) Life

Someone asked what I do from day-to-day as President. It's certainly something I wondered about as I took the job. Why do Presidents always seem so busy? It turns out, at least from my perspective, that my time gets fragmented. It is hard to find time to think. This is the bad part of an "open door" policy – if you aren't one of the people who has popped into my office on the 3rd floor from time to time, you are in the minority. The good side of this unwritten policy, though, is that people feel free to tell me what is going on, or seek some advice or concurrence.

My presidential life at BTI is built around some regular meetings. For example, the management team meets once a week for 1½ - 2 hours. On Mondays or Thursdays, depending on the week, I have meetings with members of my lab. Every six weeks, I have coffee with the Emeritus scientists. Every month there is a faculty (Project Leaders) meeting. Every six weeks I meet with a group of senior scientists called the "Kitchen Cabinet" to get some confidential advice. I meet with junior (pre-tenure) scientists every six months, including a formal annual evaluation. The Board of Directors comes once a year, and every quarter there are committee meetings such as Finance and Investment. It all adds up to a lot of committed time.

I also have a lot of meetings that pop up "randomly." For instance, this year I had a number of meetings with job candidates, faculty and others, on their first or second visits. A number of meetings occurred in the last few months relevant to the BTI budget, Cornell collaborations, intellectual property, a BTI sustainability plan, and so forth. It really is a mixed bag. Then, there is the "scientist" side of my life, with lab group meetings, dealing with a publisher on a book I am helping to write, grant proposals, and so forth.

Many of you have seen me pop in or out of the building during the day, usually routing myself through the greenhouse area to stay warm as long as possible. I use this as an opportunity to talk with folks from the mechanical department, the greenhouse staff, the stockroom, or anyone else who happens to be on my path. Sometimes it takes me an hour to get from the building door up to my office, since I tend to stop and chat with people. In some ways that is the most productive part of my day...and it can also be the most enjoyable.

We have such a great staff here, and getting to know them is quite a pleasure. I have also learned a lot about farming and gardening from Jay, Don, Mac, Charlie and others. The BTI employees have an amazing repertoire of knowledge and outside activities, even while they all contribute to the Institute's research and education missions. I am happy to address other questions in this column – just shoot them over to me or Elaine.

WELCOME

**Aloha, Benvenuto,
Willkommen, Bienvenido**

Gustavo Acevedo-Hernandez,
Research Associate, Lee Lab
Jessica Dawlaty, Research Associate,
Schroeder Lab
Vickie Eggleston, Accounting Clerk,
Business Office
Xiaohong Feng, Research Assistant,
Schroeder Lab
Lesa Gold, Accounting Clerk, Business
Office
Yoshifumi Hashimoto, Postdoc,
Blissard Lab
Kingshan Jing, Postdoc, Stern Lab
Lorraine Johnson, Director of
Development
Hanno Andreas Ludewig, Postdoc,
Schroeder Lab
Laetitia Martin, Research Assistant,
Stern Lab
Purba Mukerjee, Student Employee,
Schroeder Lab
Michael Rowell, Student Employee,
Schroeder Lab
Wesam Saad, Student Employee, Van
Eck Lab
Robert Sharwood, Postdoc, Stern Lab
Vidhya Souresh, Student Employee,
Harrison Lab
Joel Sun, Student Employee, Jander
Lab
Dina Sara Leonie Verhage, Research
Assistant, Stern Lab
Siu Wah Wong-Deyrup, Postdoc
Jander Lab

Welcome to Lorraine Johnson, Director of Development!

I have been in the business of securing resources for not-for-profit organizations for almost twenty-five years. Unlike doing scientific research, not too much has changed about the approach. It is still a people business and that is why I like it. Individual personalities, motives, quirks; they are all fascinating and challenging. After just a few weeks at BTI I am already enjoying the people. FYI, I have worked in development for Cornell and several local non-profit organizations. My BS is from Cornell, my MA from Syracuse University. I have a strong interest in foodways and cooking and have been a volunteer ESL teacher for many years. I hope that by the next issue of the Hub I will be able to report some success in my efforts. Stop by my office in the Information Resource Center.

Lorraine Johnson
Director of Development

Mechanical Shop Requests

<http://webportal.bti.cornell.edu/> log on using net id and password

Important changes have been made on the **Mechanical Shop Request** form that will affect how you request and approve Mechanical Shop services. In short, a user will login and place a request. ***The request must be approved by someone with signature authority on the account selected to be billed.*** Approved requests enter the Mechanical Shop queue. At any point you can check the status of your request and may find additional notes and comments that may have been added by the Mechanical Shop staff. Once the request is complete it will be imported and processed by the Business Office. Please see detailed instructions at <http://bti.cornell.edu/faqForms.htm>

Grants and Awards**Tom Brutnell**

Monsanto Company - Targeting Light Signal Transduction Pathways in Maize for Yield Enhancement
2 years - \$203,737
Started March 1, 2008

George Jander

DARPA - Methods for Extracting Electrical Energy From Living Plants
Nine months - \$125,090
Started January 14, 2008

Peter Moffett

NSF - The interaction Between RanGAP2 and NB-Lrr Proteins in Plant Defense
3 years - \$499,986
Starts May 1, 2008

Visit the newly renovated Information Resource Center

The Information Resource Center (IRC) is nearing completion and is open for business. Please come take a look and stop in and say 'hi' to Joan, Elaine, Valleri, Camilo, Berta, Lorraine, and Elizabeth. While there are still some things that need to be finished you will find that the books can be signed out, the computers are up and running, and we are back in business.

What and who you will find in the IRC:

- **Serials:** The IRC contains the serials that were designated as essential research materials. These can still be signed out in the maroon binder that is located on top of the bookcase (across from the public computers).
- **Public Computing:** There are four public computers that have all the necessary graphics and word processing applications as well as DNAStar.
- **Graphics and Poster Printing:** The back graphics room also has the poster printer and a high-end workstation and scanner for all your poster and presentation needs.
- **IT Support** Joan, Elaine, and Berta are now in separate offices.

Joan 4-4758

Elaine and Berta 4-1250.

Valleri Longcoy 4-2786 (we're happy to have Valleri join us, providing administrative support for the BTI support services group)

- **Development**

Lorraine Johnson 4-2923

- **Educational Outreach**

Elizabeth Fox 4-6732

- **Web Development**

Camilo Rosero 4-1381.

GOODBYE

**Arrivederci Adiós,
Ciao, Aloha**

The following BTI'ers have exited the building for bigger and better adventures...

Jae Hak Kim
Tracy Rosebrock
Dan Spatt

Do you know your BTI neighbor?

There are many new faces at BTI and there will be many more to come in 2008. Start getting to know your neighbors – just say hello as you pass in the hallway, while at the Stockroom window or when you stop by the 2nd floor coffee machine.

Submitting Web Content

Do you want to update or add content on your BTI web site but are uncertain where to start? Guidelines have been developed to help you get started.

Web Content Guidelines: <http://www.bti.cornell.edu/intranetWebContent.htm>
(Found on the BTI Intranet under Policies and Procedures)

Send your well-wishes to Len Weinstein!

Recently, while in NYC, Len fell and injured his kneecap and elbow. He is currently undergoing physical therapy but we won't be seeing him dancing down the hallways at BTI for some time yet. Your notes and cards wishing him well, will be happily forwarded to Len by Lucy Pola.

BTI Greenhouse (Plant Growth Facility)

Check us out at <http://bti.cornell.edu/facilitiesServicesPlantGrowthFacility.htm>

- *FAQ's
- *Lighting and Facility Inventories
- *Forms
- *Other resources
- *BTI Plant Growth Facility Use Policy

KUDOS AND SHOUT-OUTS

There are MANY folks at BTI who do something special or go out of their way to be helpful . . . but few are recognized. Take time to thank that person in The Hub!

- **Camilo Rosero** for always responding so quickly to requests for suggestions and/or help with the web site. Great job Camilo!
- **Dave MacDonald and Charlie Paucke** in the Mechanical Shop for all their hard work moving "stuff" out of the old "library" and back into the new Information Resource Center – and always with a pleasant attitude!
- **Greenhouse staff** for donating the beautiful plants to the Information Resource Center AND for making sure they are properly tended.
- **Valleri Longcoy** -- Welcome to our new "office mate" – glad to have you here.
- **Kim, Judy and Elaine** for taking such good care of the building and doing it with a smile, especially during major renovation projects.
- **Stockroom staff** for handling all those last minute orders when you are just about to close the window for lunch or at end the day – and for going the extra mile to find good pricing.
- All the **new employees** who have come through and actually completed their orientation checklist and met everyone. THANK YOU!
- All those who have been and are **being shuffled to different office spaces** – thanks for your understanding.
- Everyone who completed the **Best Companies to Work for in NY survey** – your input and comments count!

IRC Renovations – Kudos to many from Joan Curtiss

Larry Russell for keeping all the various contractors on their toes. The IRC has turned out beautifully thanks to Larry's persistence and dedication to perfection.

Jeff Heichel gets the kudos and 'patience of a saint' award for dealing with CIT during the IRC renovations. This was no easy task. We all now have phones and Ethernet thanks to Jeff!

Elaine Van Etten has been a tremendous help in moving books, journals, printers, computers, and offices MULTIPLE times. She has organized and reorganized office space, public computing space, and computers. She has also managed to keep Institute machines running during the months of chaos. Thanks Elaine. I appreciate all you do!

Berta Gutierrez for helping with all the book and journal moves and keeping everything organized during the transition.

Camilo Rosero has taken on so many various projects with unending enthusiasm. Not only has Camilo redesigned our web site, he has also redesigned our logo, developed banners for the Information Resource Center (which will be applied soon). He's been willing to help with letterhead, newsletters, and promotional postcards. Thanks, Camilo!

The Brooks Colavito Award Presented to John Dentes

On Friday, February 1, 2008, BTI presented the 4th Brooks-Colavito award for distinguished service to **John Dentes**. Created in 2001, this award honors two of Boyce Thompson Institute’s outstanding support staff members, Mrs. Bettie Brooks and Mrs. Greta Colavito. Bettie Brooks, who started at the Institute in 1924, was the first Executive Assistant to the first Managing Director of BTI. She retired in 1974 after 50 dedicated years of service. Greta Colavito retired in 1997 after serving 25 years in a variety of administrative positions, including the Institute’s visa administrator. The purpose of this award is to recognize an individual or individuals who personify service and dedication to BTI, demonstrated by their:

- diligence and perseverance
- commitment to high standards
- professional and gracious demeanor
- flexibility
- integrity

During his 26 years at BTI (so far), John has made an indelible mark on the Institute. According to David Stern, his “careful and relentless attention to BTI’s operations has saved hundreds of thousands or even millions of dollars over the years, while always keeping an eye on how the Institute’s reputation and footprint could be improved.”

Many past and present BTI staff, as well as board members, honored John with letters and thanks, including an old friend John Lawrence, who stated: “If you ask me for an example of John's dedication to community--and here I mean those who he is not paid to serve--the list would be long. South Hill, St. Catherine's, Dryden, public schools, Cornell, Aurora, the Arboretum. John gives selflessly to family, friends, community, and organizations that have far less money than BTI. He gives. This is the characteristic that ties all winners of the Brooks-Colavito Award together. Not service to BTI, but service. They give to other people. “

Thank you and congratulations John!

Who is joining BTI in the coming year?

Many new scientists and staff will be joining BTI throughout the 2008 year. Thanks to all of you who have been gracious in consolidating your own space in order to squeeze them in. Here’s a run-down of who will be arriving:

- March Carmen Catala
- May Lukas Mueller
- Klaus Apel
- September..... Sorina Popescu
- Eric Richards

Employee Anniversaries

<u>January</u>	<u>Yrs of Service</u>
John Dentes	26
David Stern	19
Joan Curtiss	10
Paul Debbie	8
Lisa Christian	7
Fangming Xiao	5
Elizabeth Fox	3
Charlie Paucke	2
Aurelie Angot	1
Nigel Gaper	1
Lyza Maron	1
February	
Lucy Pola	9
Larry Russell	9
George Hoffman	8
Maria Harrison	5
Kazuhiro Kikuchi	2
Mi-Young Chung	1
Patricia Manosalva	1
Anouar Mzoudi	1
March	
Valleri Longcoy	14
Helene Javot	5
Kate Krupnik	4
Jan Beal	1
Zhifang Cheng	1
Meghan Den Bakker	1
Marianne Jaubert	1
Je Gun Joung	1

Above and Beyond

Prasit Deewatthanawong
For innovative
cloning methods

Dan Spatt
For completing plant
transformations

Mary Westlake
For quick turnaround
time on grants

BTI Etiquette -- Please "tidy up" after yourself

- Please clean up after yourselves in all conference rooms and the kitchen.
- Supplies in the kitchen cupboards are for BTI events only – they are not for private and/or lab use.
- Food from events, luncheons, etc., is the property of the host/hostess, and is for invited persons only! Left over food is available to staff ONLY if and when an email goes out saying so.

Notice:

Due to increasing interruptions during meetings, and the need to clean the room prior to meetings, **Room 215 is no longer available for use as a lunch room or personal gathering area.** This room is now to be reserved strictly for Institute business. If this problem should continue to happen in other conference rooms, all conference rooms will be designated for Institute business only. Reminder – there is a lunch room in the basement for all Institute staff. The **Root Cellar** includes a refrigerator and a microwave.

For those who are always tidy and have used 215 with care, we're sorry for this inconvenience.

Business Office Shuffle

There have been numerous staff and role changes within the Business Office. Here's a quick overview of who does what:

Who	Title	Phone #	Assigned Tasks
Vickie Eggleston	Acct Clerk	254-1238	Accts Payable, Travel Reimb., Petty Cash, Parking Permits
Les Gold	Acct Clerk	254-1212	Accts Payable, Flex. Spending Reimb., Petty Cash, Parking Permits
Jeff Heichel	Payroll Coord	254-1272	Payroll, Employee Benefits
Lisa Christian	Grants Coord	254-7262	Grant Accounting (budget modifications, over/under expenditures), Accts Receivable
Shirley Geddes	Grants Coord	254-1249	Grant Accounting, Supervisor of Accts Payable
Joanne Carruthers	Accounting Mgr	254-1248	Grant Accounting Supervisor
John Dentes	CFO	254-1225	Anything financial not covered above

We will also welcome **Don Waddell** on March 24, 2008 to the Business Office as a Senior Accountant

Your HR Connection

HR On-Line – ADP services

<https://home.eease.com/login/>

Check your leave time balances, update your personal information, view your existing benefits including health and life insurance, long term disability and link to your health insurance provider and retirement accounts. Soon you will be able to view your pay stubs on line.

Login using your net id and company identifier of /boyce/

If you have not logged in before, check with HR to have your password reset

Employee Assistance Program: It doesn't need to be a crisis to seek a little advice!

Are you looking for assistance with your career, parenting, workplace issues, relationships, finances, health matters, major life changes, anxiety, low self-esteem, anger, abuse, depression, alcohol or drug abuse, grief and loss or any other array of issues or concerns? Take advantage of the Employee Assistance Program.

You and/or your family members may access professional counseling services through Family & Children's Service of Ithaca and receive up to 8 sessions free of charge. These clinicians can assess your current situation and work with you to create plan to address your concerns. Contact the intake office at Family & Children's Service of Ithaca at 273-7494 and indicate that you are using your EAP benefit from Boyce Thompson Institute. They will obtain a brief summary of your current situation and match you with a clinician based on availability and needs. This is a completely confidential service and no records are made available to Boyce Thompson Institute other than that you are using this benefit.

BTI 403(b) Plan

<https://www.worksitecommerce.com/Default.asp>

Check on balances, history, performance, payroll deductions, change the way your funds are invested, and more. Pick up a pamphlet from HR or the BTI mailroom.

If you have never logged in, the company code is 269231; user id is your social security number and your password is the last 4 digits of your social security number. If you are unable to log in, please let HR know and we will ask our administrator to reset your password.

New York State Tax Information Workshops

As you probably know by now, the ISSO offers access to web based software for completing U.S. Federal Tax Forms to all internationals in the Cornell Community. This software takes care of the Federal Tax forms, but you still may have to complete the New York State Tax Forms. To assist you with that process, the ISSO has New York State Tax Forms and Workshops to help you complete the forms. Below is a schedule of these workshops.

These sessions are run by ISSO staff and volunteers. Please remember that we are not tax experts. If you have a complicated tax question we may have to refer you elsewhere. Please bring all relevant tax documents (W-2 and/or 1042S AND your completed federal forms with you to the sessions. They have been scheduled for the following dates:

March 26, 2008 (Wednesday) 5 - 7 PM - 100 Caldwell Hall

April 8, 2008 (Tuesday) 5 - 7 PM - 100 Caldwell Hall

April 14, 2008 (Monday) 5 - 7 PM - 100 Caldwell Hall

For more information, please see the ISSO web site:
<http://www.isso.cornell.edu/tax/seminar.php>

Excellus Blue Cross - Blue Shield Health Insurance:

<https://www.excellusbcbs.com/wps/portal/xl>

If you haven't already registered, create your login and password

Change your address, request a new id card, print out claim forms, find info. on a variety of health and wellness issues, as well as prescription drugs, locate a doctor or pharmacy and much more.