



UMass Chan  
MEDICAL SCHOOL

TO: MassBiologics Managers  
FROM: Mireli Fino, Executive Vice Chancellor, MassBiologics  
DATE: August 1, 2022  
SUBJECT: UMass Chan Human Resources Onsite at MassBiologics

## UMass Chan Human Resources Onsite at MassBiologics

We announced last Friday to all MassBiologics employees that the UMass Chan Human Resources (HR) Department will have an onsite staff presence at MassBiologics.

The HR team is providing a great value-added service to MassBiologics, and this is not an insignificant commitment. We need to take full advantage of their time and support to our community's different HR needs, especially with their professional development offerings.

As an institution, we provide a robust array of services and benefits to our employees, supporting their career growth along with their physical, emotional, and financial wellness. It is important for employees to be aware of all their benefits and services to ensure they are taking advantage of them. It is our responsibility to make sure this happens as it better reflects on the value of being part of this organization. With HR onsite, it is a perfect time and opportunity for employees to learn about the full array of benefits and for us to make sure they do.

Let's take an active role to encourage and remind our employees to schedule a time to meet with HR representatives. Please keep in mind the following points:

- Employees don't need to have a specific question or challenge to meet with HR representatives. **HR encourages introductory informative meetings for employees to learn more about the different services and products provided by HR.**
- HR is also providing professional development courses onsite; please ensure your employees are encouraged to participate and take advantage of the learning opportunity.
  - It is particularly important for your employees to attend the courses that better align with areas you or your supervisors have identified as essential for their performance and career development perspectives.
  - Please review the office schedule details outlined below for the month of August. Identify the individuals on your team who would most benefit from each class and support them by ensuring you discuss the opportunity with them. The 2022 calendar year-end schedule will be coming soon; let's plan on doing the same.
- Remind your employees they can contact the HR-designated representative and make an appointment to meet during their office hours. Walk-ins during office hours are also welcome.

# HR Office Schedule at MassBiologics

## August 2022

Date/Time	HR Dept. Onsite & Contact Information	HR Office Location at MBL
<p><b>August 2</b> 10 a.m. - 12 p.m.</p>	<p><b>HR Leadership</b> Jeffrey Carson, Deputy Vice Chancellor, Human Resources Email: Jeffrey.Carson@umassmed.edu</p>	<p>MBL Mattapan (Bldg. II) Room 1018 (MassBio. Hotel Space B)</p>
<p><b>August 4</b> 10 a.m. - 1 p.m.</p>	<p><b>HR Benefits</b> Karen Wilson, HR Benefits Manager, Benefits Email: Karen.Wilson@umassmed.edu</p>	<p>MBL Mattapan (Bldg. II) Room 1018 (MassBio. Hotel Space B)</p>
<p><b>August 11</b> 10 a.m. - 1 p.m.</p>	<p><b>HR Office of Wellbeing</b> Valerie Wedge, Director, Office of Wellbeing Email: Valerie.Wedge@umassmed.edu</p>	<p>MBL Mattapan (Bldg. II) Room 1018 (MassBio. Hotel Space B)</p>
<p><b>August 11</b> 11 a.m. - 2 p.m.</p> <p>*Professional staff development courses offered on site. Please click on course button in middle column for course details and registration.</p>	<p><b>HR Professional Development</b> Judith Fleming, HR Instructor, HR Professional Development Email: Judith.Fleming3@umassmed.edu</p> <p><b><i>Time Management course for all employees.</i></b></p> <p><b>*Click here for course details and to register for "Time Management" course on Aug. 11, at 11 a.m. (MBL Live Session).</b></p> <p><b><i>Strategic Planning for Middle Managers for managers only.</i></b></p> <p><b>*Click here for course details and to register for "Strategic Planning for Middle Managers" course on Aug. 11, at 1 p.m. (MBL Live Session).</b></p>	<p>MBL Mattapan (Bldg. II) R&amp;D Facility Seminar Rooms 2&amp;3 (Rms. 1048 &amp; 1049)</p> <p>*Please clear your cache and close your browser before you click on the course registration links to the left. When you reopen your browser and then attempt to click on the "Time Management" or "Strategic Planning for Middle Managers" LMS course registration links, you may be brought directly to the LMS Learner Dashboard page versus directly to the LMS course page. Please click the course registration links (on the left side) a second time and that will navigate you directly to the LMS course page.</p> <p>*If you have any challenges accessing your LMS account or the "Time Management" and "Strategic Planning for Middle Managers" LMS course pages to register, please contact the MassBiologics' Help Desk:</p> <p>Web: <a href="https://helpdesk.massbiologics.org">https://helpdesk.massbiologics.org</a> Email: <a href="mailto:mblithelpdesk@massbiologics.org">mblithelpdesk@massbiologics.org</a> Phone: 617-474-3100</p>

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August 2022

Date/Time	HR Dept. Onsite & Contact Information	HR Office Location at MBL
<b>August 18</b> 9 a.m. - 12 p.m.	<b>HR Immigration Services Office</b> Vanessa Paulman, Director, Immigration Services Email: Vanessa.Paulman@umassmed.edu	MBL Mattapan (Bldg. II) Room 1018 (MassBio. Hotel Space B)
<b>August 18</b> 1 p.m. - 4 p.m.	<b>HR Organizational Development</b> Cheryl Ramsey, Exec. Director, Organizational Development Email: Cheryl.Ramsey@umassmed.edu	MBL Mattapan (Bldg. II) Room 1018 (MassBio. Hotel Space B)
<b>August 23</b> 10 a.m. - 12 p.m.	<b>HR Leadership</b> Jeffrey Carson, Deputy Vice Chancellor, Human Resources Email: Jeffrey.Carson@umassmed.edu	MBL Mattapan (Bldg. II) Room 1018 (MassBio. Hotel Space B)