### FAS Human Resources...at a Glance

#### Mission

To attract, develop and engage a diverse, talented staff committed to excellence and mutual respect, and to create a collaborative and inclusive work environment that contributes to the well-being of the FAS community and supports the FAS teaching and research mission.

#### Strategic Priorities 2016 - 2017

- Cultivate a Strong and Inclusive FAS Community
- Strengthen the Management Culture in FAS
- Identify and Develop FAS Talent and Leadership
- Strengthen Organizational Compliance to Reduce Risk in FAS

#### Values

```
Data driven, Engaged, Collaborative, Knowledgeable, Strategic, Customer focused, Transparent, Respectful
```

#### Goals 2016 - 2017

- Proactively provide FAS leaders and managers with HR support, data, and approaches in an effort to navigate current financial and organizational challenges.
- Ensure FAS compliance in required areas, including FLSA, Minors on Campus, and Title IX, among others.
- Communicate and deliver FAS HR support, programs, and resources in an effort to strengthen: our manager culture, career development, organizational capability, leadership development, and HR processes/practices.
- Partner with FAS departments to optimize high quality and diverse hiring results, increased compliance in FAS recruiting practices, and development of a pipeline for entry level positions.
- Respond to three key areas that emerged from last year’s engagement survey: the desire for career development, leadership visibility and accessibility, and safety in speaking up.
- Create opportunities to bring FAS staff together so they can learn from each other, succeed and grow in their current roles, and navigate their careers at Harvard.
- Partner effectively with Central HR to ensure that FAS needs are met regarding Harvard-wide HHR initiatives, including the Training Portal and Job Rationalization initiative, and to ensure that FAS HR offerings complement those offered centrally.
- Communicate HR strategy, metrics, and results to FAS senior leadership in several key areas including FAS HR Programs, recruitment and manager development.

Please visit: [www.hr.fas.harvard.edu](http://www.hr.fas.harvard.edu) for complete and up-to-date resources, tools, and information.

This information is current as of May 3, 2017
FAS Human Resources

How we are organized and what we do:

HR Consultants
- Chris Ciotti, Associate Dean for Human Resources
- Tracy Collins, Executive Assistant

HR Consulting Services
- Chris Ciotti, Associate Dean for Human Resources: 6-3240 ccioht@fas.harvard.edu
- Tracy Collins, Executive Assistant: 6-3240 collins@fas.harvard.edu

HR Programs and Operations
- Gary Cormier, Director of HR Consulting: 5-5571 gcomier@fas.harvard.edu
- Kathy Santoro, Director of HR Programs and Operations: 5-4275 ksantoro@fas.harvard.edu
- Ann Marie Acker, Senior HR Consultant: 5-5532 aacker@fas.harvard.edu
- Anna Anciti, Senior HR Consultant: 6-2379 anciti@fas.harvard.edu
- Bob Bellantuoni, Senior HR Consultant: 6-1150 rbellantuoni@fas.harvard.edu
- Cherie Green, Leaves Consultant: 6-2553 cherie_green@fas.harvard.edu
- Andrea Kelton-Harris, Senior HR Consultant: 6-3141 atharris@fas.harvard.edu
- Aatiyah Paulding, HR Consultant and Classification Analyst: 6-5575 apaulding@fas.harvard.edu
- Elise Sacchetti, Senior HR Consultant: 5-7915 esacchetti@fas.harvard.edu
- Etaine Smith, Senior HR Consultant: 6-9380 etaine_smith@fas.harvard.edu
- Sandy Stergiou, Senior HR Consultant: 6-4039 stergiou@fas.harvard.edu

*Please visit www.hr.fas.harvard.edu/people for a complete list of FAS departments and centers and their consultants

HR Programs and Communications
- Audrey Harmon, HR Programs and Communications Coordinator: 5-8240 audreyharmon@fas.harvard.edu
- Jennifer Callahan, HR Program Manager: 5-4496 jcallahan@fas.harvard.edu
- Sam Sweney, HR Programs and Events Coordinator: 6-0196 ssweney@fas.harvard.edu

Recruitment and Talent Development
- Angela Lifsey, Director of Talent Acquisition and Development: 6-8897 alifsey@fas.harvard.edu
- Kim Zweig, Recruitment Consultant: 4-6556 kzweig@fas.harvard.edu
- Chris Keller, Diversity Recruitment Consultant: 5-2730 chriskeller@fas.harvard.edu
- Robin Ketterer, Recruitment Consultant: 5-3099 ketterer@fas.harvard.edu
- Robin Tweedy, Recruitment Consultant: TBD rtweedy@fas.harvard.edu
- Jennifer Bellenoit, Recruitment Coordinator: 6-4459 jbellenoit@fas.harvard.edu

Analytics, HRIS, and Compensation
- Mark Sebring, Director of Analytics and Compensation: 5-5787 msebrin@fas.harvard.edu
- Diane Cox, HRIS and Compensation Analyst: 6-2322 dianecox@fas.harvard.edu

Administration
- Adriana Gallegos, Department Administrator: 5-4487 agallegos@fas.harvard.edu
- Mokeney Desravines, HR Coordinator: 4-7465 mdesravines@fas.harvard.edu
- Jeanette Sanchez Kamieneski, HR Coordinator: 4-7432 jesanchez@fas.harvard.edu
- Annie McGough, HR Coordinator: 6-4224 amcough@fas.harvard.edu
- Eva Rivas, HR Coordinator: 5-4877 erivas@fas.harvard.edu

HR Contacts
- Career Development:
  - CWD Leadership Development: Kathy Santoro
  - FAS Staff Mentoring: Audrey Harmon
  - FAS CareerPlus: Angela Lifsey
  - FAS Learning for Success: Sam Sweney
- Compensation/Impact Awards:
  - Mark Sebring, Diane Cox
- Diversity:
  - Andrea Kelton-Harris, Etaine Smith, Chris Keller
- Performance Management:
  - Audrey Harmon, Mark Sebring
- FAS HR Website: Annie McGough
- Independent Contractors: Andrea Kelton-Harris
- International Contractors: Andrea Kelton-Harris
- Leaves of Absence/Work-Life Resources:
  - Audrey Harmon, Jennifer Callahan
- Manager Development:
  - Managers’ Essentials: Gary Cormier, Audrey Harmon, Jennifer Callahan
- Minors Policy:
  - Ann Marie Acker
- Orientation and Review Period:
  - Bob Bellantuoni
- Recruitment Services:
  - Angela Lifsey
  - Diversity Recruiting: Chris Keller
- Rewards and Recognition:
  - Audrey Harmon, Jennifer Callahan

*Please visit www.hr.fas.harvard.edu/people for a complete list of FAS departments and centers and their consultants

FAS HR Consulting Services and Organizational Development
- Troy Collins, Executive Assistant