

THE COUNCIL CHRONICLE

NEWS FROM THE SMITH COLLEGE STAFF COUNCIL

NOVEMBER 1995

THE ROAD AHEAD - THOUGHTS ALONG THE WAY - FROM THE CHAIR OF STAFF COUNCIL

When I assumed the position of chair of Staff Council last June, I thought I knew what lay ahead, but I was wrong. Soon, I was asked to extend a greeting on behalf of the staff to our new president. This was a first for staff to take part in inauguration ceremonies. Staff inclusion was an important step in building a comprehensive sense of community and making a statement to all that our college community is made up of four parts: faculty, students, staff and alumnae. I was delighted to represent you; terrified at the time to think I had agreed to stand and speak in front of a crowd of 5,000; but most of all, I felt grateful to the many staff members who have worked so hard in previous years to gain recognition for the important, although sometimes invisible roles staff play at the college. (The text of the inaugural greeting from the staff appears elsewhere in the Chronicle for those of you who did not hear it at the inauguration.)

In late August, Staff Council met with Ruth Simmons. At that time, we had a candid conversation about matters such as communication, low morale, equity, and respect. It was a productive and honest session. At that time, we told Ruth of our desire to have staff representation on policy making committees at the

college, like ACRA (the Advisory Committee on Resource Allocation - the group that makes budget recommendations to the Board of Trustees). She urged us to make a formal written request to her. Shortly thereafter, President Simmons asked Staff Council to make an appointment from the staff to serve on ACRA this year. The Staff Council Nominations and Elections Committee asked me, as chair of Staff Council, to serve in this capacity. It is an awesome undertaking, with more numbers than I am accustomed to digesting, but I do so with eagerness and pride, because it is a marvelous opportunity for staff. We are entering into the process of building community at the most basic level, the point where financial decisions are made. And as we all know, money matters drive much of what goes on here. I am committed to ensuring that staff concerns are part of the equation when the larger issues of our shared life here are reviewed.

In that Staff Council meeting with President Simmons, she indicated that changes are not only possible, but probable as we move forward together. However, she noted, that if we want to do things differently, we need to develop some proposals, a plan, a vision. She

**IMPORTANT NOTICE: TUITION EXCHANGE PROGRAM DEADLINE
CHANGED TO DECEMBER 1ST!**

challenged Staff Council to think broadly about our direction and goals for the coming years. What kind of staff do we want to be? What would we want the world to say about Smith College's staff? In short, for what would we want to be known? Questions like these shift the focus, and the responsibility, but they also represent a tremendous invitation for creative thinking. Since that meeting, Staff Council has been wrestling with these questions and others. In the coming months, we hope to come back to President Simmons with a thoughtful agenda that reflects the best that our staff has to offer.

Staff play a vital role in the Smith College community - we matter greatly. Issues that are of importance to staff must find voice in all that we do here. In order for this to happen, we need you. The Staff Council is off to a great start this year. There are nearly 30 of us from throughout the college who are ready and eager to work on your behalf. But we need your participation - we need to know what is important to you, what you think is good about Smith, what you would like to change, and what you dream about for this place in the years to come. In our meetings this fall, we have begun the process of articulating what is good, bad, and possible for staff at Smith. We urge you to share your thoughts and ideas with us - you can mail comments to us through campus mail or send e-mail to "Staff Council@AIS." You can even pick up the phone or talk to us in person (a complete listing of Staff Council members appears in this Chronicle). We are here to represent you, but we can only do so if you let us know what matters to you. Please write, call, talk, serve on a committee. Find your way of making a difference in the Smith Community.
-- Marilyn Woodman, Chair

STAFF COUNCIL FORUM

The first Staff Council forum for the 1995-96 academic year will be held on Friday, December 1 from 1:30 - 2:30 pm in Wright Hall. The theme of the forum will be "Creating Community". Staff Council will be sharing ideas and looking forward to your thoughts. Door prizes will be awarded.

FACULTY/STAFF SOCIAL HOUR

The second annual faculty/staff social hour will be held on Friday, December 8 at 4:00 pm in The College Club.

4 EASY WAYS TO REACH STAFF COUNCIL

Phone: ext. 4424 and leave a message

E-mail: send a message to "Staff Council@Ais"

Mail box: there is a mailbox for Staff Council at Central Services

Personal: contact any member of the Staff Council or any committee member

WANTED: MORE SERVICE AND RADS REPRESENTATION ON STAFF COUNCIL

If you want a voice on Staff Council, COME and BE REPRESENTED. The two largest groups of employees are the least represented. The Finance & Budget and Nominations & Elections committees have vacancies that need to be filled!! Please e-mail "StaffCouncil@Ais" or call Jay Lucey at ext. 2461/2462 if interested.

WELCOMING A NEW PRESIDENT: INAUGURAL GREETING BY MARILYN WOODMAN

Members of the board of Turstees, faculty, students, alumnae, colleagues, invited guests, and Dr. Simmons, it is my very great honor and pleasure to be here today representing the staff of Smith College in the inauguration of Ruth J. Simmons as the ninth president of Smith College. It is a daunting and humbling task to speak on behalf of the nearly 1,000 individuals who are "the staff," but I am delighted to have the opportunity to add the voice of the staff to the choral strains of faculty, student, and alumnae voices. We say hurrah and give a joyous welcome to you Ruth Simmons. We are very glad to have you with us.

Our enthusiasm and excitement for your presidency long preceded your arrival. In very practical ways, many staff members have been "greeting" you for months as they assisted with arrangements for your move here, learned about you, and helped you learn about Smith, the alumnae, the faculty, the students and the staff. Even as we readied for your arrival and our change in leadership, the day-to-day work of the staff continued. The painters, carpenters, plumbers, electricians, and custodians who carefully maintain and improve our physical plant; the gardeners who painstakingly prune, groom, and beautify our grounds, and the administrative support staff in every department who keep faculty, staff, alumnae, and students organized, informed, and on task; and the hundreds of individuals who, among other things, recruit and orient new students, prepare for returning students, record gifts, balance the budget, prepare payroll, feed staff and students, purchase equipment and supplies, maintain and upgrade information systems, order and catalogue library resources, handle college relations, counsel

students, and install BANNER. We all keep on keeping on, and as the changes in our workplace, both real and anticipated, swirl around us, we have been adapting, learning, and growing.

Caught up in the whirlwind of change and possibility that surrounds your arrival, today we touch ground as we formally install you as our president - our leader. We were excited by your appointment, we are delighted in your arrival, and we are ready for your leadership. The staff alone is 1,000 strong; together with faculty, alumnae, and devoted friends, we are a formidable force. We can do much good together, and we believe that you, Ruth Simmomns, have the courage, the wisdom, and the dedication to lead us boldly into the 21st century.

On this historic day, the staff of Smith College raise our hands in greeting, extend our hands in friendship, and invite you to join hands in partnership. Ours will be a bountiful union - the staff offers you our strength, our dedication and our hard work! Welcome to Smith College.

STAFF ART SHOW

Staff Visions, the annual staff art show, is expanding to a two-week event and will be held April 1-12 in Davis Ballroom. Organizers Patricia Hayes and Amy Holich are looking forward to seeing the work of returning artists and new participants, and as in the past, visitors are sure to enjoy the exhibit. Registration information will be distributed to staff in February. So please mark your calendars, visitors and participants alike!

YOU ASKED

TIME: FLEXI & COMP FOR ADMINISTRATIVE SUPPORT STAFF

Why don't we have a college policy on compensatory time?

"Because, comp time for hourly workers in non-governmental organizations is not allowed under federal wage law," explained Smith Employment Director, Kathleen Casey in a recent Chronicle interview. Service staff work fixed hours and administrative staff are often required to work irregular schedules and in excess of 35 hours. Therefore, administrative support personnel is the group discussed here.

Many administrative offices have peak periods of extra heavy workloads. Admissions, registrar, financial aid, and career development, are work groups which can count on spikes of activity during specific calendar periods. During these times, administrative support staff are often asked to work more than the usual 7-hour day and a "work schedule adjustment" can often be worked out. An early release time or late start time, later in the same week can even things out and maintain the regular 35-hour total. The key here, is that federal law requires the adjustment to be completed within the same week that it was initiated. If an adjustment is not possible - the period of hyper activity being still in effect, for example - the employee is paid for the additional time worked: straight time up to 40 hours and time & one-half over 40. However, when planning an adjustment, remember that lunch hours are sacred.

According to Sec. 204 of the Staff Handbook, "Lunch hours may not be shortened or accumulated for additional time off." This policy

applies to both 'work schedule adjustments' and to 'flexible schedules'.

"The college encourages departments to provide flexibility in work schedules whenever practicable". This statement about 'flex-time' in Sec. 205, clearly leaves the decision to approve 'flex-time' with individual supervisors. Since the use of 'flex-time' by one staff member may increase the workload and pressure on other staff, the supervisor must evaluate the impact of each request on the department as a whole.

Asked by The Chronicle, how often flex-time arrangements are agreed to between employee and supervisor, Kathleen Casey answered, "I have been told by some department heads that they have staff who are working an alternative schedule. As office coverage requirements change and personal needs may change from time to time, I would expect that the frequency of alternative schedules would change within departments and might vary from year to year." -- Dick Fish

TQM UP-DATE

"What do you remember about your first day at Smith that had a lasting impression?" This was the type of question asked of some 60 new employees, department heads and supervisors by the TQM Orientation Team as they worked on plans for guiding new hires through the required paperwork and getting settled into new jobs at the college.

Finding out what is done/not done and how to do it better, with less work, is the basis of TQM - Total Quality Management. The Orientation Team is just one of several groups currently working with this "process of consensus" style of problem solving.

According to Joan Martis, HR senior benefits specialist and leader of the Orientation Team of seven, their first year of TQM began with a week of training at Mt. Holyoke, under the guidance of an outside consultant. Using those

methods, the team researched what new employees both need and want to know when they arrive on campus.

The team found that departments have widely differing requirements. From knowledge of hazardous materials handling to the need for Bloodborne Pathogen certification, meeting all of the legal requirements mandated by the government can be complex. New employees must learn everything from where to park and have lunch, to how to choose from among the long list of benefit options. The team's mandate is to find ways to make that process of learning easier and more user-friendly.

In addition to Martis, the team members are: Pat Mirra, RADS; Donna Kortez, Controller's Office; Addie Cain, HR; Diane Ranaldi, Smith Management Program; Tim Straw, Physical Plant; and Jen Mountain, HR. Their recommendations for a new orientation program are complete and are about to be submitted to the team sponsors, Jan Keefe and Eileen Corbiel for review and implementation.

CFO, Ruth Constantine brought the TQM concept to Smith. "Our TQM efforts are part of a 5-College plan to better manage the quality of the products/services we provide, with the 'customers' defining what that quality is," Constantine told The Chronicle. "Generally speaking, the more efficient the process the happier the customers are, so we work hard to streamline by cutting out any unnecessary steps. Needless to say, since there is no shortage of work to be done, it is great to eliminate any steps we can."

Plans are already underway to streamline the TQM process itself. Constantine explained that Kathleen Chatwood and Jim Hardy have met with current teams, and based on their feedback, the spring training will be re-structured, "getting them off to a much speedier start and significantly reducing the overall time from the beginning to the end of their TQM efforts," she said.

In noting her satisfaction with the outcome of the TQM efforts already completed, Constantine gave an example of success. "The most

recent and visible change is in the introduction of a procurement card (Mastercard) for small purchases. I'm sure this change and others resulting from the work of all our teams, will be welcomed by the Smith community," she said. -- Dick Fish

FUTURE-SCAPE

"How can women best be educated at Smith College now and in the foreseeable future?" This was the question posed to a special ad-hoc committee created by Mary Dunn in 1993. The committee's recommendations are presented in a 150-page report which has been circulated around campus since last Spring and were the subject of a special Community Forum at Sage Hall, November 1.

About 200 people - students, faculty and staff - listened to opening remarks from Faculty Council chair, Martha Acklesberg, who moderated the two-hour meeting, Fran Volkmann, former dean of the faculty and acting president and President Ruth Simmons. To have 'honest, direct, open discussion, where all constituencies can voice their opinions, was the theme of this meeting and Ruth Simmon's promise for the study of the report during the next six months.

Two staff members joined with many articulate and very self-assured students who took their turn at the floor microphones to voice their feelings about four of the issues addressed in the report: orientation, housing, intellectual life and co-education.

In a statement to The Chronicle, the President explained that discussion of the report will continue, as needed, in smaller group settings and that she expects to respond to the report's recommendations no later than at the end of the spring term. "There will be no surprises," she said.

--Dick Fish

COMMITTEE NEWS

ACTIVITIES

Did you and your family enjoy the entertainment portion of the annual All-College picnic in June? The Staff Council Activities Committee put together the assortment of face painters, balloon artists, and children's performers who delighted your children and arranged for a disc jockey to take your musical requests. Additionally, the committee used the occasion to raffle off tickets to a celebrity softball game between former Boston Bruins legends and the Northampton Police Relief Association.

Are you a Red Sox fan? The Activities Committee sponsored a sold-out bus trip to Fenway Park on July 22nd where we saw the American League's Eastern Division champs succumb to the lowly Minnesota Twins. Perhaps they could have used "Angels in the Outfield" (the film we watched on the way to Boston).

We hope that you will join us on December 2nd when Smith participates in the WGBY pledge drive. We will be supporting public television by answering phones and filling out pledge forms and promoting Smith with t-shirts provided by the Office of College Relations.

Come and join us on Friday, December 8th, from 4:00 to 6:00 pm at the Smith College Club for what we hope will be our second successful Faculty/Staff Social Gathering. This event, which is co-sponsored by Staff Council, the Faculty Council, and the Office of Human Resources, will feature delicious hors d'oeuvres and canapes from our own Dining Services, musical entertainment, and a chance to meet President Ruth Simmons.

The Activities Committee is always looking for your suggestions. If you have an idea for a bus trip, community service project, or any other activity which would be of interest to staff, please feel free to contact any member of the committee.

FINANCE AND BUDGET

On October 17, 1995, the Finance and Budget Committee met with Chief Financial Officer Ruth Constantine to talk about the college's budget and issues that relate to it.

Ruth said that FY 94/95 was an excellent year financially with enrollment being stable at 2,504 (full-time equivalent) students. She outlined the general breakdown of revenues for the operating budget:

- > 60% from tuition, room & board
- > 20% from income from the endowment
- > 10% from gifts
- > 10% from miscellaneous

The college is reducing the endowment return used to support the operating budget from 5 3/4% to 5 1/4% of endowment market revenue over a five-year period. Reducing the percentage of return spent helps hold the endowment principal even so that new gifts can increase its volume. The 1/2% reduction in spending of endowment income helps ensure that there's enough principal in the endowment to keep up with the rate of inflation.

Ruth explained the budget process and the roles of President Simmons, ACRA, and the Board of Trustees. In FY 90-91, the college underwent a strategic planning process, and the trustees adopted goals as a result. These goals provide the broad objectives and constraints that President Simmons and ACRA consider when making decisions related to the budget. ACRA, the Advisory Committee on Resource Allocation, is appointed by the president and consists of five budget officers; (the president, chief financial officer, dean of the faculty, dean of enrollment, and dean of the college); five Faculty Council members; one staff representative; two other members of the president's senior staff, and one department head. The president works with ACRA to develop the budget, which she then takes to the Board of Trustees for approval.

We asked Ruth why the Faculty Council plays such a large role in ACRA. Ruth explained that the Faculty have responsibility for some of the governance of the college under the authority vested in them by the Board of Trustees.

We spoke with Ruth about breaking the budget down into pieces and providing information on each piece in each issue of The Chronicle, and she thought it was a good idea. We hope to provide information about where the money comes from, where it goes, how it's divided up, and how/when departmental budgets fit into the planning process.

We encourage staff to contact us with any questions or concerns they may have about the budget, and we will try and find answers.

NOMINATIONS AND ELECTIONS

The Nominations and Elections Committee has been busy filling places on Staff Council committees as well as on College committees, and thinking about the future.

Currently there are vacancies on two Staff Council committees: Finance & Budget committee, and Nominations & Elections committee. One service and one

administrative support staff member are needed on each committee. If anyone is interested please send Email STAFFCOUNCIL@AIS or contact any member of the Nominations & Elections committee.

The committee was successful in filling the three staff seats on the college-wide Committee on Community Policy (CCP). Dick Fish from the Art and Biology departments, Tracey Warton from the Gardens and Valerie Schumacher from Financial Aid have accepted these appointments.

The committee on Aids Education has three new staff representatives: Carolyn Hemenway from the CDO, Tiertza-Leah Schwartz from the Chapel, and Marie Templeton from the Telephone Office.

The Sick Bank Committee has approved Bob LaRose to fill a vacancy.

Staff Council is very pleased to be included in the membership of the College's Advisory Committee on Resource Allocation (ACRA). Marilyn Woodman, the Chairperson of Staff Council, was selected as the first to directly represent staff concerns.

The Nominations & Elections Committee is working on the timetable for our next elections and is considering moving it up so that Staff Council elections and committees could be established before the end of the academic year. The Committee is also looking into the possibility of changing the length of the term for Staff Council members from 1 year to 3 years. To permit a phasing in of this change, current elected members who were not members of Staff Council during June, 1994 through May, 1995 would be eligible for election to a 2-year term and those serving their second consecutive year on Staff Council would be eligible for election to a 1-year term, in keeping with the overall limit of election for three consecutive years. The reason for making these changes is to have a more effective Staff Council in place for the coming fall.

Committee members would very much appreciate your input on this and other issues concerning the nomination and election of Staff Council members.

STAFF DEVELOPMENT

The Staff Development Committee has received the results of the Staff Training Survey that was sent to Smith staff last spring.

In the Spring 1995, 436 staff enrolled in Staff Development workshops, with 370 actually attending. Total attendance at all safety, retreat, orientation and workplace education programs boosted the number up to 671 staff in attendance.

A sampling of the results are:
*70% excellent rating of workshops by staff! (28% rated them as good)

*66.7% of department heads would like more department work group training.

*A strong majority of respondents felt attending the workshops and meeting other staff members contributed to their work performance and a more positive attitude on the job.

*The majority of staff groups responding stated it was reasonable to attend a minimum of 2 workshops per semester.

OVERALL THE RESULTS WERE VERY POSITIVE!

The Staff Development committee assists the Human Resource Department in drafting, distributing and compiling the results of this survey. The Committee encourages staff input regarding suggestions for future workshops. If anyone is interested in reading the full report, please contact your Staff Council representative.

STAFF COUNCIL STANDING COMMITTEES:

ACTIVITIES:

Judy Biardi (ADS)
Cindy Rucci (ADS)
Audrey Pomeroy (ADM)
Susan Schaffner (SER)
Marie L'Heureux (ADS)
Pam Kukucka (ADS)
Gerri Owen (ADS)

COMMUNICATIONS:

Shelly Cotnoir, Secretary (ADS)
Chris Ryan (ADM)
Dick Fish (ADM)
Sylvia Crafts (SER)
Muriel Poulin (ADS)
Richard Barnicle (SER)
Beverly Cotnoir (ADS)
Karen Korza (ADS) (council appointed)
Kathleen Roos (College Relations appt)

FINANCE AND BUDGET:

Linda Jacque, Treasurer (ADS)
Laurie Benoit (ADM)
Audrey Pomeroy (ADM)
Pam Kukucka (ADS)
Richard Barnicle (SER)

NOMINATIONS AND ELECTIONS:

Jay Lucey, Parliamentarian (SER)
Gerri Owen (ADS)
Cynthia DiGeronimo (ADM)
Sandy Bycenski (ADM)
John Hill (SER)

PERSONNEL POLICY:

Chet Saltis (SER)
Samantha Armer (ADS)
Sandy Bycenski (ADM)
Cynthia DiGeronimo (ADM)
Susan Carrier (ADS)
Ouey Lip-Ross (SER)
Nancy Brady (ADM)
Kathleen Casey (Human Resources Appointee)

STAFF DEVELOPMENT:

Mary Stanton (ADS)
Trish Rockett (ADM)
Lester Hancock (SER)
Bonnie Cox (ADM)
Tracy Sutherland (ADS)
Dan Maguire (SER)
Lou Bouley (ADM) (council appointed)
Kathleen Chatwood (Human Resources appt)

STEERING COMMITTEE:

Marilyn Woodman, Chair (ADM)
Scott Girard, Vice Chair (SER)
Shelly Cotnoir, Secretary (ADS)
Kathy Saltis (ADM)
Gerri Owen (ADS)
Sandy Sayers (ADM)
Jay Lucey (SER)
Lea Ahlen (Presidential appointee)
Bill Sheehan (Presidential appointee)

LETTERS

To The Editor:

Ever since the new Smith College signs were erected, staff have lost one parking space in the Drew Lot. The faculty parking sign was erected in the middle of a parking space that has one yellow faculty line and one white staff line. When the work study students check parking for Security, they ticket any car parked in this space that does not have a faculty decal. Where there was once 3 faculty parking spaces, there are now 4. Security will dismiss the tickets if they are protested, but why can't Physical Plant just move this sign over so that it is in the last yellow lined space as it was previously. The space that has one blue line for visitors and one white line for staff does not have this problem because the sign is correctly positioned. Hopefully Security will back up staff on this move since they must be getting tired of people complaining about tickets received in a legitimate parking space.

—June Delaney, CDO

--Beverly Cotnoir, CDO

To The Editor:

What is "banner" and why is it making us crazy?? As a nine-month employee at Smith, I frequently feel out of the loop when I come back in September, but this year was particularly different: a new supervisor to report to, a retired Director of the department, and Banner! A week before returning to work we learned there would be a new billing system in place that we needed to learn for opening day. Two days before we opened we had a training session, and it became clear just what we were in for. I'm sure the greater plan of Banner is good, but at no point were we asked what we needed from a billing system, what we needed access to, or how this would change our operation. Instead we were presented with the system and a couple hours of training.

A month into using Banner, we have not been able to do department billing, or deal with the large number of customers we serve who are not in the system (retired,

or otherwise only casually associated with the College). This makes us feel very unorganized, and as if we are not able to do our jobs.

Early on it became clear that not everyone would or could remember their Social Security number (the new billing number), and some folks have a legitimate hesitation in using their SS# in such a public manner. Of course all these bugs will be worked out, but we are still struggling to use Banner the way we need to in order to serve our customers the best way possible. Banner is here to stay and we will adjust but how much better it would have been to talk with us ahead of time to determine what we need from such a system. It is the chronic cry of the part-time or nine-month employee, as well as the isolated ones: Communicate, Communicate, Communicate!!

--Sylvia Crafts, RADS

To The Editor:

The Staff Council has attempted to open up discussion on matters that concern everyone in the college community. However, when a topic is introduced in an open meeting, there appears to be some hesitance to speak openly. What appears to be happening is fear of retribution: that it is not safe to have your voice be heard.

One of the Council's primary goals is to have a place where expression of opinions can occur without fear of retribution. If this forum cannot be used as is the intention of the Council's goal to address concerns, open up questions in new areas, or merely express an opinion, what must be done to ensure that all members feel secure in expressing themselves without fear of retribution? There is some general mistrust between administration and support staff. With a new president of the college, perhaps this sense of mistrust will be addressed and thus together allow both factions to work collegially to ensure a college community which benefits all.

(Name withheld on request.)

1995-96 STAFF COUNCIL Phone/E-Mail

Armer, Samantha (ADS)	Adm Asst/SSW	7964	AIS:SARMER
Barnicle, Richard (SER)	Senior Cook/RADS	2300	
Benoit, Laurie (ADM)	Asst to Dir/Devpt	2663	AIS:LBENOIT
Brady, Nancy (ADM)	Librarian/Campus School	3270	
Bycenski, Sandy (ADM)	Programmer/Info Systems	2634	AIS:SBYCENSKI
Carrier, Susan (ADS)	Tchr's Aid/Campus School	3271	AIS:SCARRIER
Cotnoir, Shelly (ADS)	Loan Coord/Fin Aid	2530	AIS:SCOTNOIR
Cox, Bonnie (ADM)	Asst Dir Adm & Fin Aid	2530	AIS:BCOX
DiGeronimo, Cynthia (ADM)	Asst to Dean of Faculty	3003	AIS:CDIGERONIMO
Fish, Dick (ADM)	Photographer/Art Dept	3130	AIS:DFISH
	Tech Asst/Biology Dept	3845	
Girard, Scott (SER)	Custodian	2034	AIS:SGIRARD
Hancock, Lester (SER)	Carpenter's Helper	2439	AIS:LHANCOCK
Hill, Jack (SER)	Custodian	2400	
Jacque, Linda (ADS)	Acct Rec Asst/Controller	2225	AIS:LJACQUE
Kukucka, Pam (ADS)	Cust Serv Rep/Phys Plant	2400	AIS:PKUKUCKA
Lip-Ross, Ouey (SER)	Custodian	2400	AIS:OLIPROSS
Lucey, Jay (SER)	HVAV Maintenance Asst	2461	SMITH:JLUCEY
Maguire, Dan (SER)	Spare Waste Truck Driver	2400	
Miller, Jennie (SER)	Dining Svs Custodian	2300	SMITH:JLMILLER
Owen, Gerri (ADS)	Adm Asst/Phys Plant	2402	AIS:GOWEN
Papadellis, Marie (SER)	D-U Dining Room Asst	2300	
Pomeroy, Audrey (ADM)	Asst for Adm/Art Dept	3102	AIS:APOMEROY
Rockett, Trish (ADM)	Staff Accountant/Contr	2226	AIS:PROCKETT
Ryan, Chris (ADM)	Ref Asst/Libraries	2962	AIS:CRYAN
Saltis, Chet (SER)	Athletic Area/Grounds	2400	
Saltis, Kathy (ADM)	Coach of Crew	2717	AIS:KSALTIS
Sayers, Sandy (ADM)	Asst Dir Maj Gifts/Devpt	2673	AIS:SSAYERS
Stanton, Mary (ADS)	College Events Coord	2162	AIS:MSTANTON
Sutherland, Tracy (ADS)	Interlib Loan/Ref Asst	2962	AIS:TSUTHERLAND
Woodman, Marilyn (ADM)	Staff Writer/Devpt	2679	AIS:MWOODMAN

Appointees

Ahlen, Lea	Office Mgr/Soc Sci Cntr	3510	AIS:LAHLEN
Casey, Kathleen	Emp Dir/Human Resources	2260	AIS:KCASEY
Chatwood, Kathleen	Assoc Dir Staff Train and Devpt/Human Resources	2263	AIS:KCHATWOOD
Lovell, Jonathan	Budget Dir/CFO & Treas	2207	AIS:JLOVELL
Roos, Kathleen	Pub Writer and Editor/ College Relations	2182	AIS:KROOS
Sheehan, Bill	Chief Accountant/Contr	2222	AIS:WSHEEHAN