Welcome to the 1994–95 year at the college. This year, like every year, will present challenges and opportunities to all of us. We all await the selection of a new President. What changes will the new president make, and how will they affect each of us?

As I look back over the changes made in the ten years of Jill Ker Conway, compare them to the changes made in the ten years of Mary Maples Dunn, and wonder about what changes the next ten years will bring, I have a clear sense of the ever-increasing speed with which change takes place. While I do not see change slowing down, I do see the college community learning to deal more efficiently and effectively with change. I hope all of you will come to the Staff Council-sponsored Community Forum on December 14 when we present one small piece of this learning process. Our Staff Development Committee will present a video that deals with the subject of stress. Stress and change are certainly related. I believe you will find this video useful in identifying why we experience stress and ways of dealing with it. I strongly urge departments to arrange their schedules so as many of you as possible can come to the forum. Supervisors, please encourage your staff to attend, and you in particular need to be there so you can work with your staff afterwards to reduce stress in your work area.

Staff Council is here to serve you. One of the ways that Staff Council serves you is in providing you with the opportunity to serve on Staff Council, one of its committees or one of the college-wide committees on which Staff Council has representation or is asked to provide staff nominations for membership. Currently, we have more slots to fill than we have staff to fill them. These committees are an excellent place to develop a new sense of community, shape the future direction of the college, learn to work as a team, develop negotiating and decision-making skills, network across the campus, and put the stress of your job in perspective as you grapple with the issues facing your committee. The college is using the team approach more and more. TQM and the implementation of the Banner administrative software systems are two examples. Staff Council can provide you with invaluable experience in that area. Think it over, we need you, give us a call.

—Bill Sheehan

Come to the December 14 community forum and learn effective ways to manage stress. Staff Council will present a 26-minute video on how to identify stressors in the workplace and to develop methods your supervisor, coworkers and you can implement to reduce stress.

Barbara Reinhold, director of the Career Development Office, will make a short presentation following the videotape. Reinhold is currently writing a book to be published by E.P. Dutton on stress in the workplace.

To encourage attendance at the forum, Staff Council will award door prizes, including a seated massage.

The forum is scheduled for 1:30 p.m. in Sweeney Concert Hall in Sage Hall on Wednesday, December 14.

Note: It is the college's policy to grant release time to employees to attend two Staff Council-sponsored forums during normal work hours as long as the employee schedules the time in advance.

Spread Some Holiday Cheer

The Activities Committee is currently organizing a community service project for the holidays involving a visit by staff to the Hampshire County Long Term Care Facility in Leeds. Any staff person interested in participating, should call Karen Korza at ext. 2252 or by e-mail AISVAX::KKORZA.
Activities

The Activities Committee provides opportunities for staff to meet and enjoy the company of their associates in a non-work environment. The committee sponsors bus trips, intramural teams, community projects, and special interest groups.

About six months ago, the Activities Committee published a needs assessment survey in the Council Chronicle to determine staff interest in bus trips, community service projects, recreational activities, and special interest groups. Since then, we’ve tried hard to implement your suggestions. A brief summary of our work includes:

- voluntary landscaping of the Northampton Remembers memorial on May 24.
- organizational meeting of the Canine Club on May 26 (contact person: Janice Reddy, ext. 3007 or AISVAX: JREDDY).
- organizational meeting for intramural golf (contact person: Bonnie Cox, ext. 2530 or AISVAX: BCOX).
- walking tour of Smith employee Tracey Barton’s home garden on June 22.
- family-oriented bus trip to Mystic, Connecticut on August 20.
- bus trip to Fenway Park on September 10 (cancelled due to the baseball strike).
- plant exchange on October 17.
- shopping excursion to the Kittery, Maine factory outlet on November 19.

Priorities for the future include organizing special interest groups (particularly for gardening enthusiasts and gourmet cooking—the two top vote-getters on our survey), craft demonstrations, intramural sporting events, more bus trips, and more service projects. If you are interested in organizing or participating in any of the above or have suggestions for other activities that might help promote a sense of community, we encourage you to contact any member of our committee.

Cindy Rucci (Chair, ADS)
Judy Biardi (ADS)*
Kathleen Chatwood (ADM)**
Karen Korza (ADS)*
Marie L'Heureux (ADS)*
Audrey Pomeroy (ADM)

Communications

The purpose of the Communications Committee is to address issues of campus-wide communication as well as being responsible for promoting a sense of community by keeping staff informed about Staff Council activities.

To that end, in addition to producing a periodic Staff Council newsletter, the Communications Committee will continue several projects undertaken last year, including exploring the feasibility of e-mail access for the entire campus, monitoring the effectiveness of the college’s current communication vehicles, and recommending to the college administration staff recognition programs.

The membership of this year’s committee ranges from Information Systems staff to Libraries staff to College Relations staff—all bringing to the committee expertise from their respective departments that will undoubtedly benefit the committee in the pursuit of its goals. In addition, two members serving this year also served on last year’s committee, providing us with continuity as we address the tasks before us.

The committee welcomes any questions, concerns or suggestions from staff—just give one of us a call or send a memo addressed to Staff Council, Central Services.

Marti Hobbs (Chair, ADS)
Paricia Czetliel Hayes (ADM)*
Kathleen Roos (ADM)**
Lisa DeCarolis Otepovicz (ADS)*
Chris Ryan (ADM)

(NOM) vacancy

Finance & Budget

The Finance and Budget Committee keeps staff informed of the college budget process.

The F&B met with Jonathan Lovell, Budget Director, who explained our purpose and his function as liaison between Ruth Constantine and Staff Council.

We plan to review the college operating budget and understand how it applies to Staff Council.

The committee in the past monitored the dining consolidation. Jonathan provided us with graphs comparing the college financial status before and after this consolidation.

If there are any financial concerns or questions you would like the committee to pursue, please feel free to call us.

Sandy Byerski (Co-chair, ADM)
Linda Jaque (Co-chair, ADS)
Mickey Finn (SER)*
Bob Fleming (SER)*
Jonathan Lovell (ADM)**

(ADS) vacancy

Nominations and Elections

The Nominations and Elections Committee is responsible for ensuring that all elections and appointments to Staff Council are conducted properly and for providing, upon request, nominations for appointment to campus committees.

The Nominations and Elections Committee met on October 24 to discuss the tasks immediately before us, and some long term projects. We have begun working on the immediate tasks and are planning our approach to the long term goals.

The first orders of business have been locating individuals who are interested in serving on either campus-wide committees or Staff Council committees, and filling several vacant seats on the Staff Council itself. There are usually some committees looking for new members from time to time, and if you’re interested in a particular committee we can make the connections for you. Just let anyone on the Staff Council know of your interest. The Staff Council itself has a few vacant seats in the service staff and administrative staff areas. That’s something else you can get involved in by simply talking to a member of the Staff Council.

Our long term goals include the completion and distribution of a directory of the campus wide committees.
on which staff are invited to serve, and fine-tuning our election procedure. The nominations and Elections Committee also is called upon occasionally to decide procedural issues for Staff Council as questions come up.

Kevin Skelly (Chair, SER)
Barbara Day (ADS)
Patty Hentz (ADM)
Patty Kimura (ADS)
(SER) vacancy
(ADM) vacancy

Personnel Policy

The Personnel Policy Committee examines, reviews and comments on college personnel policy. Although we cannot deal with individual employment issues or those covered by union contract agreements, we can communicate staff concerns to the administration and request clarification on current policies.

As the year progresses, the Steering Committee will forward topics for our consideration and action. If you have questions or comments about any current staff policy, please contact a committee member or send correspondence to Staff Council through campus mail.

Kathy Yarnell (Chair, ADS)
Kathleen Casey** (ADM)
Sarah Lazare (ADM)*
Lorraine Paper (ADM)*
Chet Salsis (SER)*
Valerie Schumacher (ADS)
Tracey Warton (SER)
(ADS) vacancy

Staff Development

The Staff Development Committee supports and offers suggestions on how to enhance staff training and professional development.

The Staff Development Committee has met twice this year. According to the Staff Council Charter, we are responsible for strengthening and improving staff training and professional development. To that end, the committee has agreed to once again organize an orientation for new Staff Council members next May. This work will not need to be done until the spring.

Meanwhile, we are organizing a library training session on the use of the library's on-line catalog and CD-Rom network. The one hour session will be held one afternoon in February 1995. There is a limit of 15 openings. Any staff member who would like to learn the basics of searching the on-line catalog and the CD-Rom network for professional or personal interest is asked to sign up by phoning Mary Lou Bouley at ext. 2925. We will need to know the registrant’s current level of basic computer use, in order to gear the session to the entire group. So if you want to know how to look up what is available in the Five College area on unusual practices of rhesus monkeys or have developed an insatiable thirst for knowledge about Chuck and Di (no, there is no connection), sign up for this workshop. The tentative deadline for registering is December 22. When you do sign up, let us know what days of the week are best for you.

Let any of the committee members know if there is anything we can do to improve the training and development of the college staff.

Mary Lou Bouley (Chair, ADM)*
Marion Abrams (ADM)
Lester Hancock (SER)*
Jeff Rankin (SER)*
Cindy Rucci (ADS)
Vera Smith (ADM)*
Kathleen Chatwood**(ADM)

Steering

The Steering Committee is responsible for communicating staff issues to administrators and other committees, and for gathering information from the college community which needs to be discussed at Staff Council meetings.

The Steering Committee is grappling with many issues this fall. Much attention has been focused on membership on Staff Council. Last year we were never quite at full strength; this year we are even further from our goal. While all the appointed and nearly all the at-large positions have been filled, we are nine elected members short on the full Staff Council, and we also need staff willing to be available for service on College committees.

Currently we are seeking to fill the elected positions by nomination, in lieu of conducting uncontested elections. We will be reviewing the annual election process this winter, with any changes in place for the elections this spring. In addition, we continue to seek new ways of involving staff in College committees.

After reviewing the concerns of staff, the Steering Committee decided to ask the Staff Development Committee to address the number one concern of staff as identified on the survey that was done last spring by the Staff Development Committee and Human Resources. Stress in the workplace was the number one concern. The upcoming community forum will look at this issue.

Staff Council was invited to meet with the search committee for the director of Affirmative Action, and to meet with the Chapels concerning the Report of the Chapel Visiting Committee. In addition, the chair of Staff Council was asked to serve on the committee planning the April 6 celebration of Mary Maples Dunn's presidency.

Bill Sheehan (Chair, ADM)
Joan Ballas (ADM)**
Scott Girard (SER)
Marti Hobbs (ADS)
Jay Lucey (SER)
Gerri Owen (ADS)
Stacey Schmetdel (ADM)**
Marilyn Woodman (ADM)
On the Road with Mary Maples Dunn

The Office of the President came to us at Lamont dining room in October. Mrs. Dunn met with a group of Dining Services staff (over coffee and our own baked goods, of course) and had a wide-ranging discussion about things like health care insurance, retirement benefits, the last year of her presidency, and life in present day Russia.

It proved to be a good opportunity for us to air our thoughts and hear her perspective on some important issues, not the least of which being the fate of the Philadelphia Eagles!

Mrs. Dunn shows that even in her last year at Smith she still has the drive to hear what’s on our minds, so that in her remaining time she can, in her own words, “accomplish what can be accomplished, and pass on to others that which cannot.”

If you have any questions or concerns to discuss with President Dunn, please come to her next open hour, which will take place on Monday, December 12, 2–3 p.m. in the Gold Room (first floor) of Health Services, 69 Paradise Road.

If your department is interested in hosting President Dunn for an open hour, please note the following dates and times and contact Joan Balas at ext. 2553 or AISVAX:JBALLAS to reserve a timeslot.

Wednesday, February 13: 2–3 p.m.
Monday, March 13: 2–3 p.m.
Wednesday, April 12: 3–4 p.m.
Thursday, May 11: 2:30–3:30 p.m.

—Kevin Skelly

Get Involved

Make your voice heard by serving as a rep on Staff Council or as an at-large member on one of the six Staff Council standing committees.

An at-large member is someone who serves as a voting member of a specific standing committee but who is not a member of the general Staff Council. Since, as an at-large member, you are responsible to attend only the monthly committee meetings and not the additional monthly Staff Council meetings, the time commitment is less. You can also focus on a specific area of activity that interests you; i.e., college finances, staff development, personnel policies, communication issues, non-work recreation activities or nominations and elections.

In addition, as indicated on the adjacent chart, there are several openings in all employment categories for staff to serve as Staff Council representatives.

To determine the openings for at-large members on the Staff Council standing committees, refer to the membership roster following each committee report on pp. 2–3; there will be a blank space marked with an employment category indicating the openings that exist for at-large members.

If you are interested in serving in any of these positions, please write or e-mail Kevin Skelly, 30 Belmont, AISVAX:KSKELLY.

Staff Council Vacancies as of November 28, 1994

Campus School

ADS vacancy

Chief Financial Officer Area (CFO)
(Central Services, Central Stores, Purchasing, Rental Properties)
No vacancies

Dean of the College Area (DOC)
(Deans Offices, Registrar, Special Needs, Student Affairs)
No vacancies

Dean of Enrollment Area (ENR)
(Ada Comstock Scholars, Admissions, College Events & Summer Programs, Financial Aid, Institutional Research)
ADM vacancy

Dean of the Faculty Area (DOF)
(Academic departments, Academic Development, Center for Foreign Languages and Cultures, Clark Science Center)
ADM vacancy

Health Services
No vacancies

Information Systems
No vacancies

Libraries
No vacancies

President’s Area (FRE)
(Affirmative Action, Chapel, College Relations, Planning, President’s Office, Smith Management Program)
ADM vacancy

Physical Plant
(Botanic Gardens, Campus Security)
Three SER vacancies

Residence and Dining Services
Four SER vacancies

ADM administrative staff
ADS administrative support staff
SER service staff
The following is a comprehensive list of who serves on Staff Council and how to get in touch with them. We hope that you will find it a useful tool for bringing issues to our attention.

Marion Abrams  
(ADS) Billing/Insurance Assistant, Mason Infirmary, ext. 2822, e-mail AISVAX::MABRAMS, Staff Development Committee

Joan Ballas*  
(ADM) Systems Coordinator, Registrar’s Office, ext. 2553, e-mail AISVAX::JBALLAS, Steering Committee

Sandy Byvenski  
(ADM) Reports/Query Programmer, Informations Systems, Stoddard Hall 32, ext. 2634, AISVAX::SBYVENSKIS, Finance and Budget Committee

Barbara Day  
(ADS) Academic Secretary, Social Sciences, Wright Hall 12, ext. 3589, AISVAX::BDAY, Nominations and Elections Committee

Scott Girard  
(SER) Custodian, Physical Plant, ext. 2400, e-mail AISVAX::SGIRARD, Steering Committee

Patty Hentz  
(ADM) Supervisor, 30 Belmont, ext. 2326, e-mail AISVAX::PHENTZ, Nominations and Elections Committee, on leave

Linda Jacque  
(ADS) Accounts Receivable Assistant, College Hall 5, ext. 2225, prefers campus mail or phone, Finance and Budget Committee

Patty Kimura  
(ADS) Administrative Assistant, Minority Affairs, College Hall 24, ext. 4933, e-mail AISVAX::PKIMURA, Nominations and Elections Committee

Jay Lucey  
(SER) HVAC Maintenance Mechanic, Physical Plant, ext. 2461, no e-mail, Steering Committee, on leave

Gerri Owen  
(ADS) Administrative Assistant, Physical Plant, ext. 2402, e-mail AISVAX::GOWEN, Steering Committee

Audrey Pomerooy  
(ADM) Assistant for Administration, Art Department, Hillyer Hall, ext. 3102, e-mail AISVAX::APOMEROY, Activities Committee

Cindy Rucci  
(ADS) MARC Cataloguer, Technical Services, Neilsen Library, ext. 2923, e-mail SMITH::CRUCCI, Activities and Staff Development Committees

Chris Ryan  
(ADM) Reference Assistant, Neilsen Library, ext. 2962, e-mail SMITHVAX::CRYAN, Communications Committee

Stacey Schmeidel  
Director of Media Relations, College Relations, Garrison Hall, ext. 2190, e-mail AISVAX::SSCHMEIDEL, Steering Committee

Valerie Schumacher  
(ADS) Student Employment/Fund Coordinator, Financial Aid, College Hall 10, ext. 2530, e-mail AISVAX::VSCHUMACHER, Personnel Policy Committee

Bill Sheehan  
(ADM) Chief Accountant, Controller’s Office, ext. 2222, e-mail AISVAX::WSHEEHAN, Chair of Staff Council, Steering Committee

Kevin Skelly  
(SER) Floater Senior Cook, RADS, 30 Belmont, ext. 2300, e-mail SMITH::KSKELLY, Chair of Nominations and Elections Committee

Tracey Warton  
(SER) Pruner/Propagator, Lyman Plant House, ext. 2739, e-mail SMITHVAX::TWARTON, Personnel Policy Committee

Marilyn Woodman  
(ADM) Staff Writer, Development, Clark Hall, ext. 2679, e-mail AISVAX::MWOODMAN, Steering Committee

Kathy Yarnell  
(ADS) Administrative Assistant, Campus School, Gill Hall, ext. 3271, e-mail AISVAX::KYARNELL, Personnel Policy Committee

*Martini appointee
LETTERS

The Council Chronicle welcomes letters of personal opinion. Letters should be no more than 100 words, should be addressed to Staff Council, and sent to the Staff Council mailbox at Central Services.

All submissions must be accompanied by the author’s name, campus address, and extension. Names will be withheld from publication only at the author’s request.

QUESTIONS AND ANSWERS

Questions from staff should be addressed to Staff Council and sent to the Staff Council mailbox at Central Services.

THE COUNCIL CHRONICLE

The Council Chronicle reports the actions and efforts of the Smith College Staff Council, an elected body representing all Smith College staff. The newsletter also serves as a vehicle for Smith College staff to express individual viewpoints.

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