QUESTIONS AND ANSWERS

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

Q Under what circumstances are staff allowed to use Health Services?—Joan Ballas, Office of the Registrar

A Employees of the college may use Health Services during the hours of 9:00 a.m. - 4:30 p.m., Monday-Friday when Health Services is open, for the following services, as so charge, except where noted:
1) Injuries occurring on campus (minor first aid only). If work-related, follow-up care, as necessary, will be provided by Dr. Dillen. Call Pam Kulauckas for an appointment. For non-work related injuries, necessary follow-up is to be provided by the employee’s primary care provider.
2) Immunizations
   a) Tetanus shots—for work-related injuries requiring update
   b) Flu vaccine by appointment only and during the season. Fee paid by employee at time of visit.
   c) Pre-employment tuberculosis testing and reading of test, by appointment only. Positive results will be referred to primary care physician for further testing and care.
   d) Hepatitis B immunizations for those employees determined to be at risk in their jobs and only after OSHA training.
3) Return to work—for employees out more than three days from their jobs due to injury or illness; by appointment only.
4) Blood pressure screening—may be done yearly, by appointment or upon direction of primary care physician if employee needs more frequent screening; i.e., weekly, every two weeks. Appointments may be made to meet the employee’s need according to their physician’s request.
—Leslie K. Jaffe, M.D., College Physician and Director of Health Services
—Jan Kerk, Director of Human Resources

Q With the parking problems that the college has for staff, why do they allow long-term visitors to park in the white lines with passes? Why aren’t they told to park in the blue lines? When they park in the white-lined spaces during snow storms, they wait until after the lot has been plowed to move their vehicle, leaving a mess for someone else.—June L. Delaney, Career Development Office

A Parking is a problem for all members of the Smith community and there are no easy answers. The daily routine visitors are told to park in the blue-lined spaces, which are extremely few in number. But there are also overnight visitors. As a rule, overnight visitors are not given long-term passes and must register with Campus Security each day, Monday through Thursday, for overnight parking. There are unique situations, however, when a pass might be issued for more than one day. (For example, a parent arrives to visit their ill daughter, and must remain on campus for a few days. In such cases, the pass may be granted for more than one day.)

Also, in cooperation with the Special Needs Office, we issue a few long-term handicap passes to be used in white-lined spaces in order to free up the posted handicap spaces for daily use.

If there is a concern about a particular car that has been parked for an extended period of time, please notify Campus Security, ext. 2490.—Sharon Rust, Director of Campus Security

Q Why do we find out about current job openings on campus in the newspaper before we get the information internally? By the time we receive the official announcement, it is too close to the deadline date for applying—unsigned

A This question has been passed along to the Office of Human Resources. It is already being addressed by the Hiring Process Review Committee. After their report is finalized, the information will be publicized to the campus community. Please also see the next issue of the Council Chronicle for a response.—The Council Chronicle

Q Years ago, when I worked for Governor Dukakis, he would make periodic visits to various departments and offices to see how the staff work, to meet them in their own environments, and to talk about the work they do and issues they have. Could that be a substitute for some of the president’s open houses?
—Rachel P. Moore, Office of Development

A In response to this question, the president’s office will make a proposal to Staff Council within a few weeks regarding open houses.—Judith Marksby, Office of the President

What’s Going On?
An Overview by the Staff Council Steering Committee

S taff Council and the Steering Committee have a full spring agenda. The President of the college, Mary Maples Dunn has been in contact with Staff Council through me, asking for feedback on a number of important issues. Also Staff Council seems to be experiencing growing pains. And soon it will be time for the Nominations and Elections Committee to begin the process of electing new Staff Council members.

Many of the issues before the Staff Council demand timely response and our challenge is to work together to communicate to all staff what things we are doing and why we are trying to improve the quality of life here at Smith.

Teachers and faculty are better served by a staff more invested in working collaboratively

Activities Committee Under Consideration

Are you a new employee anxious to meet your colleagues from across campus? Have you been on staff for several years and will don’t know anyone who works in your building? Staff Council and the Office of Human Resources are currently considering a joint project to provide opportunities for staff to meet and enjoy the company of their associates in a non-work environment. A brief selection of activities that have already been suggested include:

- Bus trips (sporting events, museums, or shopping)
- Intramural sports (such as the current softball team)
- Open house (departments/ offices open houses or tours)
- Dance lessons (ballroom, country, line, swing)
- Community projects (food, clothing, or monetary donations for local shelters or for victims of natural disasters such as those from the recent California earthquakes or Iowa floods)
- Special interest groups (cooking, gardening, etc.)

Staff Council and Human Resources are looking for volunteers to help us coordinate, publicize and implement this project. If you have the time and the inclination, please contact Cindy Rucci at ext. 2913 or e-mail, SMITH@CRUCCI.

-Cindy Rucci
Communications

The Communications Committee continues to concern itself with campus-wide communication, cultivating a sense of community, and publicizing the actions of Staff Council.

In the past few months, our committee has investigated anecdotal complaints of mail delivery problems experienced by Physical Plant and Residence and Dining Services (RAIDS) staff. We have also established a process for distribution of Staff Council minutes, published our November Community Forum, discussed the pros and cons of the Information Liaisons program, and re-issued the forum questions to solicit additional responses. The Council Chronicle is the result of an effort to produce a newsletter that informs as well as provides a vehicle for staff to express their opinions.

Because our committee is responsible for promoting a sense of community, we are studying the feasibility of a staff appreciation program and are recommending the formation of an activities committee whose purpose would be to provide staff an opportunity to share their common interests in a non-work environment.

Finally, we would like to express our gratitude to Staff Council representative Jay Greco for his efforts to ensure that all Staff Council members have access to e-mail and the appropriate training to use it.

Finance and Budget

Charts, graphs and figures have been the focus of most of the Finance and Budget’s recent meetings as we attempt to gain some insight into the budget process of the college. Thanks to Budget Officer Jonathan Lovell, who has been reviewing much of the material with us, there has been a glimmer of light as the process is explained.

What we have been attempting to do is extract some of the material that we feel is important and interesting to the staff and include it in the newsletter. (See page 4.) It has been, and continues to be, an exciting and informing experience for all of us on the committee, and we hope to pass it on to all staff in this and future newsletters.

The committee also continues to monitor the dining consolidation, which is ongoing. We are hoping to get some figures on the first cost of the Tyler and Hubbard projects to see how they compare to the original estimates. The results will be interesting to review. We will keep you all informed.

If there are any financial concerns you feel we as a committee can look at for the general good of the staff, let us know.

—Mickey Finn, Chair (SER)

LETTERS

“What other activities could Human Resources and Staff Council jointly sponsor, coordinate or publicize that would provide staff to socialize with others across campus and build community spirit?”

Many of us are very interested in meeting people in other departments, but cannot make the long-term commitment to a club or a team. However, one-day events and outings might serve the purpose.

Suggestions: Bus trips to museums, shopping, the flower show, special package tours, etc. are fun and fares are not too expensive based on full coaches.

—Audrey Pamnany, Air Department

Help to coordinate staff members who would like to make music with others: singing together (small choirs), playing and singing folk, blues, jazz or rock (small bands), playing trios or quartets for classical musicians, jam, song swaps. They could rehearse during lunch hours.

Sponsor a walking/hiking “club” that could meet lunch hours to hike the trail along Paradise Pond for instance.

—Anna Fesenden, CFCAL

“Is there a better format for the president’s open hours or is there a better way to improve communications?”

Although I have desired to attend the open office staff hours with President Dunn, again, I have a problem leaving my office uncovered. And the workload makes it virtually impossible for me to take any additional visits away from my work (I am talking a course for credit). I am not sure I can improve that, but I think that my situation is a little unique since I am the only one in the building. If I somehow had some reliable office coverage and alleviation of the workload, I would be able to take advantage of some of the opportunities that Staff offers its employees to participate in the Smith community.

—Elisabeth Marshall, Hatfield Hall

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 campus telephone number. Letters will be published only at the author's request.
Nominations and Elections

There are two major issues being handled by the NEC right now. First, we are assembling a directory of the current student corps, with a possible extension to the corps that may be pertinent to staff. Developing a directory of committees may be tedious, but once completed it should be useful, and would be easy to keep up to date. As we progress, such a directory will help us with our long-term goal of developing dialogues with pertinent committees and departments for the formation and participation of staff. We seem to have more of the information we need now, and we're considering the way the directory will look. What information would you like to see included? Send ideas to the Staff Council mailbox.

The other major job of the NEC is keeping the areas filled so that the offices feel each of the committees. We currently have three areas vacated, one from the Campus School and two from RADS. If you are interested in serving on the Staff Council for the remainder of the school year, let us know now, before the current Staff Council members, and you will be on the Staff Council mailing list.

The next job to be handled by the NEC will be the elections in May for the 1994-95 Staff Council. The Staff Council has developed a list of five nominees who have good programs in place for training members in conducting effective meetings, etc. It's a good time to get involved, so consider the possibility of becoming a member of Staff Council for next year!

Kevyn Slade, Chair (SER)
Sharon Johnson, Co-Chair (SER)

Personnel Policy

The Personnel Policy Committee has been working very hard this year, and last year. Staff members have forwarded concerns and questions to Staff Council, which have been sent on to our committee for further review. As you may know, one of the issues that we have been researching is the increases in the Smith Health Plan B with Mass. Mutual. Their existing group or partner, change in status for tuition, and the Tuition Exchange Program.

The committee felt that the best way to understand these issues was to invite Eileen Corbin, Benefits Director, to our last meeting. This did take place and Eileen was very informative. (See page 6.) A report was given to the full Staff Council on January 25, 1994, stating this.

The Personnel Policy Committee continues to look at the staff tuition benefits and the time-off allotted, as well as creating better lines of communication. We will continue to look at staff concerns, so please feel free to contact us. All questions are dispersed, and we will do our best to get answers.

Gina Zawilski, Chair (ADM)
Marion Alborn (ADM)
Kathleen Casey (ADM)
Janet Dukin (ADM)
Matto Russo (SER)
Tracey Warton (SER)
Kathy Yarrell (ADM)

Staff Development

The responsibility of the Staff Develop- ment Committee is to arrange meetings that will prove staff training and professional development. To that end we have taken two different tactics.

We have spent the majority of our monthly meetings on the topic of the workshops where they were held for the first time. As an area we discussed the Training and Development Program course schedule booklet, the procedures for sign up, the release time policy and the actions of supervisors. Our committee is made up of two representatives from each work area of the staff (administrative, administrative support, and service). Our discussions have centered upon our own experiences and those of our co-workers. The purpose for these discussions was to develop a mutual knowledge of the programs that have been developed.

When distributing mailings, the only complaint that is heard is that people feel that we get too much junk mail—suggesting that a poster or memo posted in the cafeteria or on bulletin boards. It may be useful to have a tray of postcards with our names on them, that people can give to other people that they know who are in the cafeteria or on bulletin boards. It may be useful to have a tray of postcards with our names on them, that people can give to other people who are in the cafeteria or on bulletin boards.
Motor Vehicle Theft

One car is stolen every 19 seconds in the United States. That's how little it takes most people to unlock the car, put on the seat belt and start the engine. While motor vehicle theft is not common at South College, there has been an increase in the number of reports over the last two years. Using common sense actions to reduce the risk of vehicle theft is the foundation of prevention.

- Whether you leave your car for a minute or for several hours, roll up the windows, lock it and pocket the key.
- Park in a busy and well-lit area.
- Carry your registration with you. Don't leave any personal identification documents, keys or credit cards anywhere in the vehicle.
- Keep packages or valuables in the trunk. If you have anything in the car, make sure it is out of sight. Purchase stereo components, CBs or cellular phones that can be removed from their brackets and placed in a more secure location upon parking.
- Never leave the keys in the ignition or the vehicle running for any length of time. One statistic about auto theft never seems to change—in about 20 percent of all vehicle thefts, the driver has left the key in the ignition.
- If you have an alarm system or a locking device for the steering column, use it.
- Don't forget that vehicle theft is a community issue. Look out for suspicious activities, report a stolen car to law enforcement immediately and report any abandoned cars to the local agency that handles their removal.

Operating Budget Surplus and Deficit Over the Past Twenty Years

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In the next Council Chronicle, the Finance and Budget Committee will provide more information about the budget process.

Burglary: Facts and Prevention Tips

According to FBI predictions, one in four homes will be burglarized this year. The potential for being targeted depends on a variety of factors, including where you live, how well you know your neighbors and how well you protect your home.

Proximity to wooded areas, parks and other places with a high density of people is a common burglar target. One study indicates that the number of burglaries is the result of a higher density of people in the area. burglar alarms are not very well protected. The number of your neighbors and how well you protect your home.
November Staff Council Community Forum Summary

Changing the traditional format of the Community Forum, Staff Council put the spotlight on staff by asking for feedback on a series of questions submitted by Staff Council committees and college administrators. Listed below are the staff responses:

Regarding possible communications problem between Physical Plant and RADS:
A physical plant employee said he perceives the problem not to be communication between the administration and physical plant and rather RADS, but communication between RADS and Physical Plant. Bill Brindley, director of physical plant, said, “This is the first I’ve heard of any communication problem. We do get communications to the departments. What departments do with the information is up to them. We can’t force people to read.”

Regarding the college’s financial obligations to the community:
To find out what the college currently does for Northwestern, Ruth Constans, CFC, referred staff to the director of services available in the Office of College Relations. She went on to list some of the ways in which the college contributes to the community: Northwestern Summer Symposium, payment in lieu of taxes on some tax-exempt properties, and supporting public works.

Regarding staff representation on college committees:
Joanne Cannon, CFC, asked what the various Smith College committees are and what their purpose is.

Regarding release time policy for teaching assistants:
Tracy WOard, Botanic Gardens, wondered how 4 hours/week was chosen as the release time allowance since some classes are 3 hours long and science classes are 5 or 6. She noted that time blocks allowed for release time are often ten minutes at each end. It was also noted if the course is not job-related, the time away from the job has to be made up.

Regarding staff training and development programs:
Marie Renier asked if staff development courses will be offered again. The answer: yes.

Regarding whether staff concerns are adequately represented by Staff Council:
Some points were raised that had not been involved in the changes made to the comp time policy. Janie Keefe, director of human resources, reminded everyone that Staff Council is monitored by the National Labor Relations Board from addressing issues of wages or benefits, and thus that a legal limitation for staff unions.

Regarding what Staff Council could do to better represent staff concerns:
Kris Dunn, science library, suggested that more agendas be available in advance.

Regarding Academia:
Kevin Steven suggested it be distributed a day earlier in the week so RASSA staff could read it early before they have been. For example, since he doesn’t work on Fridays, he often doesn’t see Academia until the following week. Michelle Lalock of RADS suggested that it be delivered to RASSA employees in the house in which they work.

Regarding staff’s advice for 1994-95 budget planning:
Marion Abramson, Health Services, requested that input be solicited from staff whenever cost savings are required.

Regarding social activities for staff:
Matt Rasos, RADS, suggested a volleyball team. Joanne Cannon suggested activities that were not directly work-related.

Regarding increasing staff participation in teaching workshops:
A physical plant employee said the registration materials for computer courses had are available to anyone who wants to sign up.

Regarding President Dunn’s office hours:
• Steve Feldman, admistration, said it would be preferable to have a union contract when in a discussion with President Dunn.
• Scott Girard, Physical Plant, suggested that President Dunn visit people at their various offices/work sites on campus.
• Michelle Lalock said that when Dunn had tried to attend office hours, he was canceled on two occasions.

The open discussion period began with Joan Bellow reading a Health Services staff’s remarks about their concerns over a proposal that the college purchase health services from an outside vendor. President Dunn suggested paying such a contractor and that an outside consultant had been contacted, costs have not been calculated.

At large committees: Staff Presentation
Campus-wide committee members will be invited to introduce themselves and to report on their committee work.

Staff/Faculty/Staff Diversity Relations Committee:
Recently, President Dunn requested feedback from Staff Council regarding the proposed “Statement of Principles on Sexual Relationships between Faculty and Students.” We encourage staff to express their views during this forum. After the forum, Staff Council will meet to discuss the President’s request and come to the forum, or contact your Staff Council reprensentative or e-mail us to Staff Council (e-mail to STAFF COUNCIL).
WHO'S WHO ON STAFF COUNCIL

Domestic Partners: Staff who apply to the gray sheet sent by Human Resources in the benefits package. At this time, health and dental costs are not covered, and facilities are available. Tuition benefits are currently not being offered, but are being considered.

Child Dependency: Regarding tuition reimbursement benefits at Smith, the college follows the IRS dependency rule. You must claim your child as a dependent on your tax forms.

Prescription Drugs: The college changed vendors, from Express Scripts to Dow Drugs. Express Scripts was not providing accurate reports and in general was not performing its functions properly. Arco Drug was extensively investigated by Ms. Smith, minimally reasonable rates, and was highly recommended.

Tuition Exchange: Has been around since 1956, but Smith has not joined until now. Full packages are available from Human Resources.

Benefit Comparison: Regarding a benefit comparison with local employees, questions were raised about the ability to accurately compare the information, the legality of how to acquire it, and the purpose for which it would be used if acquired.

Snow News: Where can you go for information on snow-related delays and early closings at the college?

Committee Discussion with Eileen Corbich

See Personnel Policy Committee Report on page 3.

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

The Council Chronicle
WHO'S WHO ON STAFF COUNCIL

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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.

Eliza Johnson (AD) Administrative Assistant, Affirmative Action Office, ext. 2141, e-mail: ajsxv@ski.maj.mil, EMJOHNSON, Nominations and Elections Committee
Karen Kozac (AD) Administrative Assistant, Purchasing and Rental, 30 Belmont Ave, ext. 2252, e-mail: ajskxv@ski.maj.mil, KKROZAC, Communications Committee
Michele LaRock (SFR) Faculty Dining Room Assistant, Commissary Kitchen, ext. 2382, e-mail: ajsxv@ski.maj.mil, MLMICAL, Faculty Development Committee
Lea Altman (AD) Office Manager, Social Sciences, Wright 15, ext. 3330, e-mail: ajsxv@ski.maj.mil, LALTAMAN, Staff Development Committee
Joni Blass (AD) Systems Coordinator, Registrar’s Office, ext. 2553, e-mail: ajsxv@ski.maj.mil, JBLAS, Chair of Staff Council, Chair of Steering Committee
Mary Lou Boyle (AD) Cataloguer, Tech. Serv., Nelson Library, ext. 2925, e-mail: MMLBUOY, Chair of Staff Development Committee
Don Bain (AD) Residence Life/Residence Hall Administrator, ext. 2800, AJSXV@BRASSEL, Nomination and Elections Committee
Syvia Crafts (SFR) Catering Dining Res. Ass’t, Smith College Club, ext. 2341, no e-mail, Staff Development Committee
Janet Durkin (APW) Assistant Director of College Relations, Garrison Hall, ext. 2170, e-mail: ajsxv@ski.maj.mil, JDURKIN, Personnel Policy Committee
Mickey Finn (SFR) Bennett, Physical Plant, 126 West St ext. 2460, SMITH@FINN, Chair of Finance and Budget Committee
Scott Girard (SFR) Custodian, Alumnae House, ext. 4210, e-mail: ajsxv@ski.maj.mil, SGIRARD, Steering Committee
Jay Green (AD) Systems Analyst, Inks. Systems, Stock, ext. 2296, e-mail: SMITH@JOERCO, Steering Committee
Patricia Hayes (AD) Assistant Director, Publications, ext. 2180, e-mail: ajsxv@ski.maj.mil, PHAYES, Chair of Communications Committee

Bill Shepherd (AD) Chief Accountant, Cof. Officer’s office, ext. 2222, e-mail: ajsxv@ski.maj.mil, WSBILL, Vice-Chair of Staff Council, Steering Committee
Kevin Stelly (SFR) Poet, Turner St. Con., ext. 3212, e-mail: SMITH@KPSJELY, Chair of Nominations and Elections Committee
Nancy Stater (AD) Receiver/Account, College Hall 21, ext. 3000, e-mail: AJSXV@NOLATOR or SMITHE@NOLATOR, Steering Committee
Louise Walton (AD) Assistant Director of Admissions and Scholar Program, College Hall 32, ext. 3303, e-mail: AJSXV@LMWALT, Communications Committee
Lynette Walton (AD) Assistant Administrator, Graduate Office, Lilly 108, ext. 3052, e-mail: AJSXV@LAWALT, Staff Council Treasurer, Finance & Budget Committee
Tracey Wartner (SFR) Azure/Propagator, Potomic Gardens, Plant House, ext. 2748, 7239, e-mail: TWARTNER, Personnel Policy Committee
Kathy Yarell (AD) Administrative Assistant, Campus School, Gill Hall, ext. 3470, e-mail: AJSXV@YARELL, Personnel Policy Committee

THE COUNCIL CHRONICLE

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

Contact: Heather Mars, "911"/MAGN 5G.Decision 542G/Patricia Hayes, Personnel Office, Services (534-0350)
November Staff Council Community Forum Summary

Changing the traditional format of the Community Forum, Staff Council put the spotlight on staff by asking for feedback on a series of questions submitted by Staff Council committees and college administrators. Listed below are the staff responses:

Regarding possible communications problems between Physical Plant and RADS:

A physical plant employee said he feels the problem is not to communicate between the administration and physical plant and also RADS, but communication between RADS and Physical Plant. Bill Brindley, director of physical plant, said, “This is the first I’ve heard of any communication problem. We do get communications to the departments. What departments do with the information is up to them. I can’t force people to read.”

Regarding the college’s financial obligations to the community:

To find out what the college currently does for Northampton, Ruth Constable, CFC’s, referred staff to the information available in the Office of College Relations. She went on to list some of the ways in which the college gives to the community: the Northampton Sun and the Northampton Weekly, payments in lieu of taxes on some tax-exempt properties, and supporting public works.

Regarding staff representation on college committees:

Jeanne Cannon, CFC, asked what the various Smith College committees are and what their role is.

Regarding release time policy for paying courses at Smith:

Tracy Warton, Botanic Gardens, wondered how 4 hour/week was chosen as the release time allowance since college classes are not 4 hours and science classes are 5 or 6. She noted that time blocks allowed for release time are of five minutes at each end. It was also noted if the course is not job-related, the time away from the job has to be made up.

Regarding staff training and development programs:

Many important if staff development courses will be offered again. The answer: yes.

Regarding whether staff concerns are adequately represented by Staff Council:

Some points raised by staff were that nothing had not been involved in the changes made to the comp time policy. Jan Keefe, director of human resources, reminded everyone that Staff Council is restricted by the National Labor Relations Board from addressing issues of wages or benefits for staff, and that this is a legal limitation for staff unions.

Regarding what Staff Council could do to better represent staff concerns:

Kris Davis, science library, suggested that 60-70 agenda items be available in advance.

Regarding ACOA/DADA:

Kevin Shelly suggested it be distributed a day earlier in the week so staff can read it before they see it, and if ever doesn’t see ACOA/DADA until the following week, Michelle LaRoche of RADS suggested that it be delivered to RADS employees in the houses in which they work.

Regarding staff’s advice for 1994-95 budget planning:

Mariam Abramz, Health Services, requested that input be solicited from staff whenever cost savings are required.

Regarding social activities for staff:

Matt Russo, RADS, suggested a volleyball team. Jeanne Cannon suggested activities that were not directly work-related.

Regarding increasing staff participation in teaching workshops:

A physical plant employee said the registration materials for computer courses had arrived but nobody knew anyone to sign up.

Regarding President Dunn’s office hours:

Steve Feldman, administration, said it would be preferable to have a union contract when in a discussion with President Dunn.

Scott Girard, Physical Plant, suggested that President Dunn visit people at their various offices/work sites on campus.

Michelle LaRoche said when he had tried to attend office hours, they were canceled on two occasions.

The open discussion period began with Joan Baliana reading a Health Services staff worker’s request concerning her concern over a proposal that the college procure health services from an outside vendor. President Dunn stated that she was paying some attention and had contacted other health providers and concluded that the college has decided not to do it. ‘That page is closed for the next couple of years,’ said Dunn. Dunn then suggested that the college should see what direction health services take nationally before making a decision about it here. At Smith Dunn added that even if Smith had decided to hire an outside contractor “no one would have lost their jobs” and that the overall objective is to keep the costs down.

Janice Mason said Health Services employees had been told that staff reductions are still planned, and then read a petition asking for staff input and no loss of jobs.

Lynn Weisner, School for Social Work, noted that the outside contractor the college had considered (Community Health Plan) is the same company being considered for the Five-College Health Insurance plan.

Discussion then shifted to the domestic partner benefits policy. Matt Russo, RADS, asked why benefits aren’t being extended to unmarried heterosexual couples as well as gay couples. Someone responded that heterosexual couples have the option to marry.

Michelle LaRoche remarked that the college had “swapped one form of discrimination for another,” noting that many corporations offer the same benefits to all, regardless of marital status. President Dunn noted that Smith had used other colleges as a model. Michele remarked that Smith should be setting the lead for other schools to follow.

Finally, someone asked about the future of the International Studies program. President Dunn said a decision is currently being brought about to whether to budget for the associate dean position, which was funded three years ago on soft money. She added, however, that the program could not continue without the administrative support.

Jeanne West, who currently holds this position, stated that she was interested in carrying out the position. She has been assured by Dean of the College Ann Bargte that the position is secure.

Additional responses to the November forum questions appear on pp. 10-12.

—Marie Helleen, Nancy Stanley

Staff Council March Community Forum

March 17, 1:30 – 2:30 p.m.

All Smith College staff are invited to the spring 1994 Staff Council Community Forum.

At-large Committees: Staff Presentations

Campus-wide committee staff members will be invited to introduce themselves and to report on their committee work.

StaffFeminist/Religious Relativism Policy

Recently, President Dunn requested feedback from Staff Council regarding the proposed “Statement of Principle on Sexual Identities and the University,” which employees and Students.” We encourage staff to express their views during this forum. After the forum, Staff Council will meet to discuss the President’s request to read the forum material and come to the forum, or contact your Staff Council reprenener or e-mail your thoughts to Staff Council (e-mail to STAFFCOUNCIL@smith.edu).—Joan Baliana

—Staff Council

Personal Safety

Personal safety is an important issue for everyone. It’s too easy to become complacent and not take yourself from crimes and involving both avoiding crime and knowing what to do if you become a victim.

Many crimes can be prevented if you:

Trust your instincts If you suspect something is wrong or a situation seems dangerous, you may be right. Don’t dismiss suspicious people, cars or situations. Report them to Campus Security, EMERGENCY 800, immediately.

Avoid dangerous situations Don’t invite trouble. Use your best judgment about where you go and what you do.

Work with Campus Security and the community People working together can prevent and solve many crimes.

Common sense and follow these tips Walk near people Avoid isolated areas, parks and parking lots. Shortcuts may save time, but they can expose you to danger. Walk with someone Stay alert to those around you. If you must walk alone, walk confidently. Protect your valuables:

• Carry only what you need with you.
• Carry valuable chains close to your body, and don’t sit them down.
• Carry a wallet in a front or inside pocket, instead of a purse.
• If you carry a purse, hold it close to your body.

If you’re followed:

Act aggressively — turn to look at the person. This gives you time to plan your strategy and lets the person know you won’t be taken by surprise.

Change directions — someone is following you on foot, cross the street and vary your pace. If the person is in a car, turn, walk in the opposite direction.

Go to a store or other public place. If the person follows you, ask to use the phone to call Campus Security.

Protect yourself while traveling:

• Always keep car doors locked and windows rolled up in traffic, especially at night.
• Always lock your car and take the keys.
• Keep all valuables in the trunk, and never leave them on the seat or in the glove compartment.
• Park in well-lit areas that will be well-lit when you return.
• Choose the back seat and the immediate area to see if anyone is hiding.
• When waiting for a bus, wait near others. Sit in an aisle seat, near the driver, if possible.
• Always use city bus services, and when using subways and trains, wait in well-lit areas, near other people. Stay alert. If someone bothers you, make noise to other passengers as well.
• Don’t hitchhike. Don’t pick up strangers.

Here at Smith College:

Know the location of the emergency phones There are 32 emergency phones located around campus. Pushing the talk button automatically connects to Security.

Contact Campus Security, ext. 2490 If you are hesitant to walk alone to your vehicle after work or because of the late hour and darkness, an escort will be provided for you.

Report suspicious activity and persons immediately to Campus Security, EMERGENCY 800.

Personal Safety in the Workplace

Campus Security has, as its primary responsibility, the security of everyone who lives, works and studies within the Smith community. Each individual must assume a share of the responsibility for his/her personal security. The following precautions and suggestions are to be used in this endeavor:

Avoid working or studying alone in buildings. If you must work, after regular business hours, contact Campus Security to advise them of your location and the time of your departure.

Avoid taking a seat in remote sections of a building. This is particularly important in larger complexes such as the Science Center and the Northampton Library/Union Hall.

Keep your purse in a locked drawer or cabinet. DO NOT leave it in plain view, on a table or under a desk or counter.

Never leave a wallet or other valuables in your clothing in a coat rack.

Lock your office at all times when it is unoccupied. Make sure that the outer door is locked at all times, even if only in plain view or keys in the office door.

Do not carry large amounts of cash and numerous credit cards in your wallet or purse.

When a repair person enters your workplace, inquire as to the nature of the repairs and request identification if you are uncomfortable with the individual. Let your immediate company issue ID cards for their employees. If there are any concerns, contact Campus Security or Physical Plant for verification.

Contact Campus Security, EMERGENCY 800, if you observe an unidentified or unauthorized individual in your workplace. Concentrate on a description of the individual so that you can provide information to the dispatch officer.

Contact suspicious person or activity to Campus Security, EMERGENCY 800, immediately.

Use common sense and follow these tips: Walk near people Avoid isolated areas, parks and parking lots. Shortcuts may save time, but they can expose you to danger. Walk with someone Stay alert to those around you. If you must walk alone, walk confidently. Protect your valuables: • Carry only what you need with you. • Carry valuable chains close to your body, and don’t sit them down. • Carry a wallet in a front or inside pocket, instead of a purse. • If you carry a purse, hold it close to your body. If you’re followed: • Act aggressively — turn to look at the person. This gives you time to plan your strategy and lets the person know you won’t be taken by surprise. • Change directions — someone is following you on foot, cross the street and vary your pace. If the person is in a car, turn, walk in the opposite direction. • Go to a store or other public place. If the person follows you, ask to use the phone to call Campus Security. Protect yourself while traveling: • Always keep car doors locked and windows rolled up in traffic, especially at night. • Always lock your car and take the keys. • Keep all valuables in the trunk, and never leave them on the seat or in the glove compartment. • Park in well-lit areas that will be well-lit when you return. • Choose the back seat and the immediate area to see if anyone is hiding. • When waiting for a bus, wait near others. Sit in an aisle seat, near the driver, if possible. • Always use city bus services, and when using subways and trains, wait in well-lit areas, near other people. Stay alert. If someone bothers you, make noise to other passengers as well. • Don’t hitchhike. Don’t pick up strangers. Here at Smith College: Know the location of the emergency phones There are 32 emergency phones located around campus. Pushing the talk button automatically connects to Security. Contact Campus Security, ext. 2490 If you are hesitant to walk alone to your vehicle after work or because of the late hour and darkness, an escort will be provided for you. Report suspicious activity and persons immediately to Campus Security, EMERGENCY 800.
Staffing Levels Over a 13-Year Period

Motor Vehicle Theft

One car is stolen every 19 seconds in the United States. That's how long it takes most people to unlock the car, put on the seat belt and start the engine. While motor vehicle theft is not common at Smith Col-
gnue, there has been an increase in the num-
ber of reports over the last two years. Using
common sense actions to reduce the risk of
vehicle theft is the foundation of prevention.

- Whether you leave your car for a minute or
for several hours, roll up the windows, lock it and pocket the keys.
- Park in a busy and well-lit area.
- Carry your registration with you. Don't leave
any personal identification docu-
ments, key or credit cards anywhere in
the vehicle.
- Keep packages or valuables in the trunk. If
you have anything in the car, make
sure it is out of sight. Purchase stereo
components, CBs or cellular phones that
can be removed from their brackets and
placed in a more secure location upon
parking.
- Never leave the keys in the ignition or the
vehicle running for any length of time.
One statistic about auto theft never
seems to change—in about 20 percent of
all vehicle thefts, the driver has left the
key in the ignition.
- If you have an alarm system or a locking
device for the steering column, use it.
- Don't forget that vehicle theft is a com-
munity issue. Look out for suspicious ac-

tivities, report a stolen car to law enforce-
ment immediately and report any aban-
doned cars to the local agency that
handles their removal.

Burglary: Facts and Prevention Tips

According to FBI predictions, one in four
homes will be burglarized this year. The po-
teial for being targets depends on a variety
of factors, including where you live, how
well you know your neighbors and how well
you protect your home.

Proximity to wooded areas, parks and
many reduces the chances of burglary.
A recent study indicates that most
burglarized properties are not very well-
protected. The number of years you've lived in
your home might also have a bearing on
whether your home is burglarized. Burglars
are more likely to choose victims who are
not well-acquainted with their neighbors.
Contrary to what some people believe,
burglars do not necessarily occur in the
death of the night. Burglars prefer to avoid
confrontations and, in fact, daytime burglar-
izes now account for 47 percent of the total.

What to do:

- Exterior doors and windows should be
protected by deadbolt locks and sturdy
frames. Door hinges should always be
on the inside of the door.
- Prune any shrubbery that hides doors and
windows. Cut back tree limbs that
could help a thief climb-window or
get on the roof.
- Keep porches, entrances and yards well-
lit so that intruders are more easily seen.
- Consider putting lights and appliances on
a timer when you're away so that bar-
pledged into standard outlets and will
it switches/appliances on and off at
periodic intervals.
- Burglars prefer to remain in the shad-
ows so an outdoor infrared motion detec-
tor may be just the thing to deter a burglar-in-action. When someone ap-
proaches the house, floodlights outside the
house, or a lamp, radio or television
inside are turned on. Some models in-
clude a feature which sounds an alarm as
well.
- Worried that your lost set of keys will
turn up in the bands of a burglar? Keyles-
locks use a combination to open the
door, and eliminate the temptation to
leave a key in a "hidden" location. If you
don't want access to someone, you
simply change the combination, not the
lock.
- A heavy duty deadbolt lock with
tamper-proof screws and a long bolt pro-
vides an effective determent by making it
much more difficult to pick or break the
door.
- Devices designed to reinforce door
frames prevent burglars from gaining
entry by kicking in doors.
- New security storm doors are made of
heavy gage aluminum with steel secu-

rity studs on the hinge side and tamper-
proof deadbolt locks.
- Engravers or rubber stamps for marking
property faces a fee with a personal ID number
(usually a driver's license or social secu-

rity number) are helpful because marked
possessions are easier to trace. This also
makes these possessions less attractive to
steal.—Sharron Renn
COMMITTEE NEWS

Finance and Budget

Chats, graphs and figures have been the focus of most of the Finance and Budget's recent meetings as we attempt to gain some insight into the budget process of the college. Thanks to Budget Officer Jonathan Lovell, who has been reviewing much of the material with us, there has been a glimmer of light as a process is explained.

What we have been attempting to do is extract some of the material that we feel is important and interesting to the staff and include it in the newsletter. (See page 4.) It has been, and continues to be, an exciting and informative experience for all of us on the committee, and we hope to pass it on to all the staff in this and future newsletters.

The committee also continues to monitor the dining consolidation, which is ongoing. We are hoping to get some figures on the final cost of the Tyler and Hubbard projects to see how they compare to the original estimates. The results will be interesting to review. We will keep you all informed.

If there are any financial concerns you feel we as a committee can look at for the general good of the staff, let us know.

—Mickey Finn, Chair (SER)

Letters of personal opinion are submitted to The Council Chronicle by William College staff and do not represent the views of The Staff Council. The letters for the November community forums raised to staff in January.

What are the specific problems in communicating with RADS and Physical Plant?

My answer: What specific problems are you asking about? Where? Did you check your facts?

I read with surprise the letter to The Chronicle (full issue), written by James Partin concerning getting commu-
nications to staff in both Physical Plant and RADS.

I do not work in Residence and Dining Services and therefore I do not feel quali-
fied, nor do I wish to comment about how they handle their bulk mailings. I do work in Physical Plant and therefore bulk mailings in our department. In the 1-1/2 years that I have been in this position, I have not heard any complaints about delivery or reading mail recei-
ting at the office.

I suggest you find out what are the problems before you write to The Chronicle.

---Alta Hanyu, Physical Plant

Regarding the Communications Committee question "What are the specific problems in communicating with RADS and Physical Plant?" This question was asked in order to follow-up on anecdotal reports from a few physical plant staff members who reported problems in communications to their depart-
ments. Rather than rely on the reports of just a few, the Communications Committee wanted to hear from more people as to exactly what the problems were. As part of our initial re-
search, we distributed the November Commu-
nications Forum questions to all staff. (The next step would have been to talk to those in the department involved in communications.) In response to this flyer, Staff Council received no one complaint about communication problems with Physical Plant and RADS. Our question should have been worded "If there are communications problems with Physical Plant and RADS, what are those specific problems?"

Patricia Hennes, co-chair, Communications Commit-

Are there questions, problems or suggestions about release time policy for staff taking classes at Smith?

"Do you feel that the college has more of a financial obligation to Northampton than it has already made? If so, in what ways would you advise the college to respond differently?"

As a worker here at Smith for two years now, I've had some interesting views to speak about various subjects. Who, motivates me to write this is because of the very real problems our staff face, and what it concerns the women on and around the campus who are on a very limited budget. I am also aware of what I think in an unreasoned, unequaled, untold sense of food, possibly leftover on a daily basis (Faculty Club, Davis, the various kitchen-

There are two major issues being handled by the NEC right now. First, we are assembling a directory of the centers on campus that may be pertinent to staff. Developing a directory of committees may be tedious, but once completed it should be useful, and would be easy to keep up to date. As we progress, such a directory will help us with our long-term goal of developing dialogues with pertinent committees and depart-
ments for the clarification and participation of staff members. We should have more information on the areas we need to work in our ongoing meetings, and we're considering the way the directory will look. What infor-
mation would you like to see included? Send ideas to the Staff Council mailbox.

The other major job of the NEC is keep-
ing the staff mailboxes on the first floor of each of the committees. We currently have three such mailboxes, one from the Campus School and two from RADS. If you are served in standing on the Staff Council for the remainder of the school year, let us know who your current Staff Council mem-
bers, or the Staff Council mailbox.

The next job to be handled by the NEC will be the elections in May for the 1994-95 Staff Council. The Staff Council has developed a list of outstanding committees made up of outstanding committees, and now some good programs in place for training members in conducting effective meetings, etc. It's a good time to get involved; so consider the possibility of becoming a member of Staff Council for next year!

Kathleen Czajkowsky, Asst. Dean of Students

Personnel Policy

The Personnel Policy Committee has been kept busy by the Personnel Committee last come. Staff members have forwarded concerns and questions to Staff Council, which have been sent to our committee for further discussion. We are aware of the issues that we have been researching: the increases in the Smith Health Plan B with Max. Mu-
tual, add-on insurance partners, changes in status for tuition, and the Tuition Exchange Program.

The committee felt that the best way to understand these issues was to invite Eileen Coxe-Bell. Benefits Director, to our meeting. This did take place and Eileen was very informative. (See page 6.) A re-
port was given to the full Staff Council on January 20, 1994 by the Staff Council.

The Personnel Policy Committee con-
tinues to look at the staff tuition benefits and the time-off-allotted, as well as creating better and more open communication. We will continue to look at staff concerns, so please feel free to contact us. All questions are welcome and we do our best to get answers.

---Gina Zaliaskas, Chair (ADM) **

Marion Albinson (ADM) **
Kathleen Czajkowsky (ADM) **
Janet DiCaprio (ADM) **
Mart Rossaro (SER) **
Tracey Wartow (SER) **
Kathy Yannell (ADS)

Staff Development

The responsibility of the Staff Development Committee is to ensure that we have an effective and effec-

tive training and professional develop-

ment. To that end we have taken two different tactis.

We have sent the majority of our mail-out meetings on the topic of the workshops which were held during the first semester. As far as areas we need to have involved, we have discussed the Training and Development Program course schedule booklet, the procedures for sign up, the release time policy and the re-

dictions of supervisors. Our committee is made up of two representatives from each work area of the staff (administrative, ad-
mministrative support, and service). Our dis-

tutions have centered upon our own per-
tences and those of our co-workers. The purpose for these discussions was to develop a knowledge of the core topics. We have been interested in broadening staff feedback. A draft survey has been put together by Staff Training and Development Specialist Kathleen Czajkowsky, our committee's Human Re-

ources appointee. We have reviewed this survey and feel that the staff is being given appropriate information. We also need to consider our college's efforts to offer development and personal training. This survey requires written answers, not filled in computer form. We also need to keep a record of programs and hopefully changing things which could be improved. By filling out the survey

When you receive it, you will be helping us to help the entire staff.

The committee will look into a question from a member staff about the videotaping of workshops. The policy on videotaping will appear in future workshop schedules. The committee is interested in the limitation of tapes and books which will be allowed in a new library building set up in Human Re-

sources. The videotapes of the workshops will be used by the staff and will be available to staff for their own individual training and development in the future. If any staff member has a suggestion about a book title, audio or videotape, related to an area of staff training and development, send titles to Kathleen Czajkowsky in Human Resources.

To improve Staff Council members' skills in naming effective meetings and group leadership and collaboration, workshops will be offered through Staff Development. Our committee arranged the sites of these meetings, coordinated schedules to select the optimal time and date for our Staff Council members, and supplied refresh-
ments for the second meeting. The first workshop lasted one hour, and dealt with the topics of how to start a meeting efficiently. The second workshop, a three-hour session, dealt with improving inter-


tive meetings and effectively participating at meetings. Staff Council members who attended these workshops reported they were very helpful and that they look forward to using their new skills. Already the payoffs have been seen in the improvements to how Staff Council and its committee meetings are run. We anticipate doing a third and final workshop, a half day retreat. The ex-


tant details and topics are currently under discus-


tion.

We expect to have an active spring. We welcome hearing your comments and con-


---Mary Low Bowley, Chair (ADM) **

Lea Ahlén (ADM) **
Kathleen Czajkowsky (ADM) **
Stella Makovicky (ADM) **
Anita Hickey (ADM) **
Michelle LaBo (SER) **
Lucinda Williams (ADS) **

ADSM: administrative staff

ADS: administrative support staff

SER: service staff

** appointee
What's Going On?
An Overview by the Staff Council Steering Committee

S
stuff Council and the Steering Committee have a full spring agenda. The President of the college, Mary Maples Dunn has been in contact with Staff Council through me, asking for feedback on a number of important issues. Also Staff Council seems to be experiencing growing pains. And soon it will be time for the Nominations and Elections committee to begin the process of electing new Staff Council members.

Many of the issues before the Steering Committee demand timely response and our challenge is to work togetherness to communicate all staff about what we set working on and our progress on these tasks.

The most immediate task before us is to participate in the presidentry search. I contacted Joyce Moran, Chair and chair of the search committee, in early February to request that staff be included on the president search committee. While that specific request was turned down by Phoebe Lewis, Chair of the Board of Trustees, I was impressed by her very prompt response and her willingness to include Staff Council in the process. We were invited to meet with trustees, Joyce Moran, chair of the presidential search committee; Kate Webster, returning chair; and John Chwalter, consultant. I did express to Phoebe Lewis that some staff would be disappointed in our exclusion from the committee, but I believe it to be in Staff Council’s best interest to cooperate and keep the door open between the trustees and Staff Council. It is my understanding that this is the first time that staff will be involved with the presidential search. In March, Staff Council officers, the Staff Council Steering Committee, and Chairpersons of Staff Council committees will meet with Kate Webster and the consultant to discuss the following three questions put forth by me: Phoebe Lewis: 1) Why do we feel Smith College is today? 2) Where should Smith College be ten years from now? and 3) What characteristics do we want in Smith College’s president? All staff are strongly encouraged to participate in this process by passing along your answers to Staff Council members.

Next on our agenda is the proposed “Statement of Principles Regarding Sexual Relationships between Employees and Students.” The President has asked Staff Council to comment on this proposal and so we will bring this issue to our March Community Forum. After the forum, I will call a special Staff Council meeting to consider our response. (See the March Community Forum article on page 5 for the draft of the policy.) The President has conveyed to me that “just like members of the faculty, staff members can have an important impact on a student’s educational experience.”

Students and faculty are better served by a staff more invested in working collaboratively to improve the quality of life here at Smith.

Activities Committee Under Consideration

Are you a new employee anxious to meet your colleagues from across campus? Have you been on staff for several years and still don’t know anyone who doesn’t work in your building? Staff Council and the Office of Human Resources are currently considering a joint project to provide opportunities for staff to meet and enjoy the company of their associates in a non-work environment. A brief selection of activities that have already been suggested include:

- Bus trips (sporting events, museums, or shopping)
- Intramural sports (such as the current softball team)
- Open house (departments/offices offer open houses or tours)
- Dance lessons (ballroom, country, line, swing)
- Community projects (food, clothing, or monetary donations for local shelters or for victims of natural disasters such as those from the recent California earthquakes or low floods)
- Special interest groups (cooking, gardening, etc.)

Staff Council and Human Resources are looking for volunteers to help us coordinate, publicize and implement this project. If you have the time and the inclination, please contact Cindy Rucci at ext. 2193 or on e-mail, SMITH@CROCCI.

— Cindy Rucci