Announcing the Employee Excellence Awards

"I believe that the Employee Excellence Awards Program will boost morale, promote a sense of community and provide incentive. It's indicative of the welcomed fresh approach of the current staff at HRL."
—Leo Ahlen

"I'm excited about the potential of this recognition program to affirm the respect and gratitude that we have for the outstanding work performed by employees."
—Ruth Simmons

Who is eligible?
All full and part-time administrative and administrative support staff, as well as employees of the RADs and nurses unions, who have been employed at the college for at least one year, and are below the level of department head, are eligible to be nominated. The Employee Excellence Awards program has been discussed with all the unions on campus and each has expressed support for ongoing recognition of employee excellence. This year, only Local 108 (Nurses) and Local 211 (RADs) have opted to participate in the program pilot.

What's the process?
Nominations will be accepted until May 15. The selection committee will review nominations and select recipients to be recommended to President Simmons by June 1. Awards will be given on June 7, at the Employee Recognition Program. The selection committee will be comprised of administrative, administrative support, and union staff, and be chaired by Gaynelle Weiss, the employee services director (ex-officio). Recipients will each receive $1,000.
There are many ways you can communicate with your Staff Council.

E-MAIL
staffcouncil@aii.smith.edu

THE WEB
www.smith.edu/staffcouncil

From the Web page you may e-mail individual Staff Council members.

CAMPUSS MAIL
Send mail to the Staff Council box in Central Services.

TELEPHONE OR IN PERSON
See the Staff Council roster on page 12.

STAFF COUNCIL SPONSORED COMMUNITY FORUMS

We are an organization for you and we want to hear from you.
Questions, comments or ideas are always welcome. Contact us soon!

Staff Forge Ahead on Flex

The option to propose flexible work arrangements has been enthusiastically embraced by many Smith employees who are proposing innovative ways to re-arrange their schedules and yet still get quality work accomplished, according to reports from the Human Resources Employee Services group. Have you been thinking about making some creative changes to your work situation? If so, don’t miss the following two workshops offered as part of HR’s Training and Development spring education series.

Session I: Employee Flexibility Guidelines will teach you how to develop an effective work arrangement proposal.
Wednesday, April 21
1:30-3:30 p.m.
Dewey Common Room

Session III: Panel on Flexibility Issues will be the last of the spring flexibility workshops. It will bring together a group made up of Smith employees and an expert from an outside organization to share their practical experiences with flexible work arrangements and respond to audience questions.
Thursday, May 6
1:30-3 p.m.
Wright Hall Auditorium

Refreshments will be provided at both sessions.

In the words of the poet Kabir: “Don’t let an opportunity like this go by!” Call or e-mail Kathleen Chartwood at Training and Development (ext. 2263; kchartwood@aii.smith.edu) to register.

Musical Chairs at the Chronicle

Well folks, this is over but not out for me. The news is, that those two wonderful members of the college staff, Amy Holich, from Physical Plant, and Eric Weld from the Office of College Relations, have agreed to take the reins of The Council Chronicle. The new editors will be in charge when you read this, so please feel encouraged to send your letters and ideas directly to them.

My four years in the driver’s seat have been a time of change for the Chronicle, and that change was only possible because of the volunteer hours of so many very gracious staff members: Patty Hayes came back as our designer; Dave Oseeowicz oversaw our production and distribution; Mary Martineau writes, proof-reads and locates contributors; Mariel Pancon Polin and Ann Turumsha write and proof-read, and dozens of other staff and faculty have been contributors. They’re truly an awesome team! We’ve become a quarterly publication with a much expanded circulation. From a four-page round-up of Staff Council business, available on a staff-only list, we’ve broadened our scope to feature college employees in all areas, and provide a multi-page—and sometimes, thick—little journal. By request, our circulation now includes trustees, house presidents, and all employees of the college—staff and faculty. All of these changes were accomplished because of willing volunteers, who really care about this college. Nobel-laureate Archbishop Desmond Tutu has reminded us that, “The world is in need of goodness.” Well friends, there is a lot of that goodness already here, in our staff. To all of you, my very sincere thanks.—Dick Fish
"Working with Staff Council gives me the support I feel I can't get anywhere else."

Spring is here! This weather means that Commencement is just around the rhododendron. I am proud to look back at the progress that Staff Council has made over the last two years. Our members are on the front lines, seeking respect and inclusion in decisions that really matter to the working people at Smith. It's now election time for Staff Council and I encourage anyone interested in effecting campus policies to nominate themselves and vote. This work requires commitment, inner strength and a strong willingness to interact with others. It's not easy work. There is still resistance from some managers and administrators about our having a voice. I can't honestly say that this resistance has no effect. I feel it—the behind-the-scenes, underhanded decisions that affect my work-life, that I cannot prove. It can get one down sometimes. But I've discovered that my allies on Staff Council are truly committed and willing to work through these divisive situations. There is a strength here that can't be taken away. People committed to improving their life at Smith, are making a difference.

Despite the walls and pitfalls ahead, I feel that we'll prevail.

I encourage everyone to take advantage of all that Smith has to offer. Employment and Training workshops given by HR are not something to fear, but something to help us all grow. Dare to approach that subject that scares you the most, and challenge yourself. I'm calling you out! Does speaking in public scare the daylight out of you? Then approach it with a vengeance and overcome it. Become stronger and independent. There are gifts that Smith offers you. Use these tools to insist that you be treated with the respect you deserve. We can all make Smith work for us if we have the guts.

Many of us are satisfied with putting in our time and leaving it at that. I can understand my fellow service workers and I can respect their attitudes. After a dog is kicked enough it will eventually become as insurmountable as it possibly can become. I've felt it too. But I just can't stay in that place. Working with Staff Council gives me the support I feel I can't get anywhere else. I thank my fellow Council members for their ever-present support over the last two years while I've been Chair. If you decide to become a Council member, the rewards will far outnumber the pitfalls. Again, my heartfelt thanks to the most honest and committed people that I've ever worked beside.

From the Chair
of Staff Council

BY SCOTT GIRARD

Smith College
Employee Excellence Awards
1998-99 Nomination Form

Name of Nominee(s): __________________________

Nominee(s)’s Department: ________________ __ Ext. __________

Your Name: ____________________________ ____________ __________

Ext. __________

Your Department: __________________________

Your e-mail address: __________________________

1) For which award are you nominating this/these individual(s)? (Please fill in and describe the first option or circle one of the others.)

Excellence Award for
Excellence Award for Service - (providing excellent customer service, enhancing operational effectiveness)
Excellence Award for Cost Effectiveness - (finding opportunities for saving money)
Excellence Award for Supervisor(s) - (providing proactive, innovative leadership)
Excellence Award for Diversity - (finding ways to value diversity in our community)
Excellence Award for Community - (building relationships outside of your own department through Smith committee work that add to job performance excellence in your position)
Excellence Award for Teamwork - (developing results-oriented teamwork either within or across functions)

*Staff may not nominate their supervisor.

2) In what ways has the nominee(s)’s performance qualified him or her (them) for this award? (Give examples.)

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________
3) What have been the nominee(s)’s significant achievements above and beyond normal work expectations? (Give examples.)


4) Explain how Smith College has benefited from the work of this/these nominee(s).


5) Other Comments:


If you have any questions about the nomination or selection process, please call or e-mail the Human Resources Office (Gaynelle Weiss, Employee Services Director, Extension 2286; GWeiss@Jessie.Smith.edu). Thank you for taking the time to develop and submit this nomination.

Submit Nominations to:
Employee Excellence Awards
Human Resources
30 Belmont Avenue

N O W  T R Y  T H I S!

Once you’ve identified skills you’ve used or could use, mark the ones that you’d like to acquire and cross out those in which you have no interest. Now look over your choices and the skill categories in which they fall. Any patterns? Which three or four skills do you want to develop further? Which do you enjoy most? List most prominently those skills you want to use. You might barely mention the skill you now use the most but dislike, and highlight a skill you love but now use only 10 percent of the time. In your cover letters and résumés, remember to list most prominently those skills you want to use. You decide what to emphasize.
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Another Staff Resource

Whether you're preparing for a job evaluation, updating your résumé, job searching, or preparing for an interview, it's important to be aware of what you know how to do, and also what you'd like to learn how to do. Here's an exercise that will help you do that. It's part of a Self-Assessment Exercise Packet, available from the Career Development Office for small charge. Any member of the CDO staff would be glad to discuss the exercises (and your findings) with you. Please also take a look at the self-assessment tools linked to our website: http://www.smith.edu/cdo. Finally, keep in mind that CDO resources and services are available to all college employees and their families. Call ext. 2570 or e-mail cdo@smith.edu if you have questions.

—Jane Sommer

SKILL INVENTORY
Below is a very basic list of skills. As you read it, check each one you've used at any point in your life (you don't have to be an expert) and those you could use if asked. Be sure to complete the last part of this exercise as well. It will help you choose which skills to emphasize and describe on your résumé.

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☐ Empathic
☐ Sensitive to others
☐ Responding
☐ Concerned
☐ Helping others
☐ Accepting
☐ Team player

Motivational Skills
☐ Motivating individuals and groups
☐ Raising funds
☐ Persuading
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☐ Selling (things and ideas)
☐ Settling disputes
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☐ Promoting

Verbal and Written Communication Skills
☐ Expressing ideas
☐ Clear communicator
☐ Imaginative
☐ Speaking
☐ Writing
☐ Persuading
☐ Curiosity

☐ Articulating
☐ Defining
☐ Editing and condensing
☐ Translating/Languages

Physical Skills
☐ Strength
☐ Endurance
☐ Coordination
☐ Quiet and agile
☐ Love of outdoor activities
☐ Athletic ability
☐ Ability to grow plants

Teaching and Counseling Skills
☐ Explaining
☐ Advising
☐ Inspiring
☐ Listening
☐ Demonstrating
☐ Training
☐ Instructing
☐ Encouraging
☐ Leading groups

Learning Skills
☐ Analysing
☐ Noticing
☐ Active listener
☐ Synthesizing
☐ Good memory
☐ Reading, writing and computing
☐ Questioning and evaluating

Detail and Completion Skills
☐ Meeting deadlines
☐ Persevering
☐ Organizing
☐ Completing tasks
☐ Implementing
☐ Following complex instructions
☐ Functioning despite stress
☐ Record-keeping

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JONATHAN B. LOVELL has the rather weighty title of Director of Budget and Investments. Although Jonathan has been a member of the Smith staff for some seventeen years, most people probably don't understand all that he does here, so this writer sat down for a brief chat and asked him some questions.

Since Smith has an endowment of almost $800 million, there's a lot of support that goes on behind the scenes, safeguarding and increasing the value of those funds. Jonathan Lovell provides staff support to the Trustee Committee on Investments, chaired by trustee Edward (Ned) Zimmerman, Senior Vice President and Principal in the investment firm of Stein Roe and Farnham. Jonathan is also liaison to the professional money management firms who handle Smith investments. The Investment Committee (which includes a staff representative) decides how much money should be allocated in different areas and then hires firms to manage purchases of those allocations. There are currently eight managers who oversee these areas. Four are domestic equity managers, one a global manager, two emerging market managers and two are specialists who deal with fixed-income (bonds, etc.). Coordinating all of these outside services sounds like a big job to me, and it's Jonathan's!

Jonathan was born in Washington, D.C., and lived in Bethesda, Maryland in his early years. Both of his parents were economists. His father worked for the State Department and his mother for the Department of Defense. Posted to Europe in the late 60's, the family lived in Germany for five years, before settling in Westchester County, N.Y., where Jonathan attended high school. He then attended Oberlin College, but wasn't really into the student scene at the time. He dropped out and served in the Army for two years. After his military service, he began his working career doing political polling and public opinion research in the New York area. He subsequently was hired as a photographer/reporter for a startup weekly, The Berkshire Herald. Although he became managing editor, the paper went broke. Jonathan says that it was the newspaper's bankruptcy experience which led him into the world of finance. When the paper was in trouble, his boss asked him to hang out on the financial side of the business. He made efforts to find a buyer, but had little success in that endeavor. His last official act for the Herald was to give himself a pink slip. However, that experience piqued his interest in the financial complexities of running a business.

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Keeping Us On the Straight and Narrow
BY MARY MARTINEAU

Since Smith has an endowment of almost $800 million, there's a lot of support that goes on behind the scenes, safeguarding and increasing the value of those funds.
"Give Me Your Tired and Your Poor"

How many of our ancestors arrived on the shores of The New World, via Ellis Island? On June 26, we can visit Ellis Island Immigration Museum and the Statue of Liberty via a Staff Council bus trip. Reservations will be taken beginning April 26. The tentative price is just $25 per person. If the Activities Committee is able to pre-purchase ferry tickets, the price will be modified. Updated information will be distributed in late April.

Smith Community Contributes 230 lbs. in Food Drive

Project Survival, the Staff Council Activities Committee’s annual February food drive for the Northampton Survival Center, was a great success thanks to the generous support of the Smith community. We even beat last year’s record! Many thanks!

On the Road Again

It may not be too late to reserve a seat on the April 24 bus trip to New York City. Leave Smith at 7 a.m. and remain in the Big Apple until 7 p.m. The price is an unbeatable $25 per person. Call Cindy Rucci at ext. 2923.

25 Bedrooms?

A suggestion has been forwarded to the Activities Committee to take a summer trip to the Newport, RI mansion—those very grand summer "cottages" of the rich and famous of yesteryear. The fee would be at least $50 per person, which is much higher than we’re accustomed to paying for a Staff Council trip. The likely date for the trip is July 10. Before we commit to hiring transportation, we’d like to hear from you. Is this a trip you’re interested in? If not, where would you prefer to go? Is the anticipated fee too high? Is the date a problem? Feel free to contact any Staff Council member at any time with your suggestions.

Faculty & Staff Picnic

Staff Council’s Activities Committee has met several times in the last month to plan our picnic entertainment. Although not quite finished yet, the committee expects the lineup to include: D.J. Ali Chabot, “The Party Goddess”; Posey the Clown and Peppermint Patty (balloon art and walkaround entertainment); face painters Cindy Murphy and Valerie Tompkins and nail artist Tammy Petrovic; a large bouncy house for older children and a small one just for young children; and a baseball sports arena complete with radar gun.

As has been the case at previous picnics, attendees will be asked to consider a small donation to Hospice of Hampshire County/VNA Alliance when they return their ticket request forms or on the day of the picnic.

Staff and faculty will receive their invitations in April. Invitation responses must be returned to College Relations by June 1. Free meal tickets (for staff, faculty, spouses, partners and children only) will be mailed beginning May 21. If you want to bring other family (not living in your household), you may purchase tickets for $10 in College Hall 5. (See the invitation for further details.)

See you on June 15, rain (Scott Gym) or shine (the upper playing fields)!
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Skill With Numbers
☐ Counting and computing
☐ Use of statistics
☐ Good money manager
☐ Accuracy with numbers
☐ Accounting and bookkeeping
☐ Creating and using budgets
☐ Estimating and appraising
☐ Enjoy working with numbers, money

Artistic Skills
☐ Aesthetic awareness
☐ Creativity
☐ Expressive
☐ Good spatial sense
☐ Imaginative
☐ Making things
☐ Appreciating and creating beauty
☐ Visualizing abstract ideas
☐ Performing

Hands-On Skills
☐ Installing
☐ Using tools
☐ Constructing
☐ Preparing
☐ Handling
☐ Designing
☐ Producing
☐ Cooking
☐ Developing

Administrative Skills
☐ Evaluating
☐ Setting and attaining goals
☐ Delegating
☐ Motivating others
☐ Setting priorities
☐ Planning
☐ Follow-through
☐ Building a team
☐ Managing

Creative and Visionary Skills
☐ Intuitive
☐ Developing new ideas
☐ Judging effectively
☐ Original thinking
☐ Showing foresight
☐ Creative
☐ Innovative
☐ Experimental
☐ Imaginative

Leadership Skills
☐ Motivating others
☐ Self-starting
☐ Working without supervision
☐ Trying new things
☐ Acting quickly in emergencies
☐ Running effective meetings
☐ Identifying and solving problems
☐ Adapting to new situations
☐ Accepting responsibility
☐ Making decisions
☐ Team building

Presenting Skills
☐ Public speaking
☐ Performing (singing, dancing, acting, playing instruments, etc.)
☐ Making presentations
☐ Appearing before a group
☐ Helping others enjoy themselves
☐ Contagious enthusiasm

Analytical and Research Skills
☐ Gathering information
☐ Synthesizing
☐ Analyzing
☐ Categorizing
☐ Evaluating
☐ Making decisions
☐ Experimenting
☐ Drawing conclusions
☐ Examining

☐ Using computers
☐ Generating programs
☐ Familiar with Internet
☐ Creating your own web page
☐ Keeping up with technology

NOW TRY THIS!

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Despite the walls and pitfalls ahead, I feel that we’ll prevail.

I encourage everyone to take advantage of all that Smith has to offer. Employment and Training workshops given by HR are not something to fear, but something to help us all grow. Dare to approach that subject that scares you the most, and challenge yourself. I’m calling you out! Does speaking in public scare the daylight out of you? Then approach it with a vengeance and overcome it. Become stronger and independent. There are gifts that Smith offers you. Use these tools to insist that you be treated with the respect you deserve. We can all make Smith work for us if we have the guts.

Many of us are satisfied with putting in our time and leaving it at that. I can understand my fellow service workers and I can respect their attitudes. Any dog is kicked enough it will eventually become as insipid as it possibly can become. I’ve felt it too. But I just can’t stay in that place. Working with Staff Council gives me the support I feel I can’t get anywhere else. I thank my fellow Council members for their ever-present support over the last two years while I’ve been Chair. If you decide to become a Council member, the rewards will far outnumber the pitfalls. Again, my heartfelt thanks to the most honest and committed people that I’ve ever worked beside.

From the Chair
of Staff Council

By Scott Girard

Smith College
Employee Excellence Awards
1998-99 Nomination Form

Name of Nominee(s):

Nominee(s)'s Department: ___________________________ Ext. ___

Your Name: ___________________________ Ext. ___

Your Department: ___________________________ Ext. ___

Your e-mail address: ___________________________

1) For which award are you nominating this/these individual(s)? (Please fill in and describe the first option or circle one of the others.)

Excellence Award for
Excellence Award for Service - (providing excellent customer service, enhancing operational effectiveness)
Excellence Award for Cost Effectiveness - (finding opportunities for saving money)
Excellence Award for Supervisor(s) - (providing proactive, innovative leadership) *
Excellence Award for Diversity - (finding ways to value diversity in our community)
Excellence Award for Community - (building relationships outside of your own department through Smith committee work that add to job performance excellence in your position)
Excellence Award for Teamwork - (developing results-oriented teamwork either within or across functions)

*Staff may not nominate their supervisor.

2) In what ways has the nominee(s)'s performance qualified him or her (them) for this award? (Give examples.)

_________________________________________________________________________

_________________________________________________________________________

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_________________________________________________________________________
Musical Chairs at the Chronicle

Well folks, this is over but not out for me. The news is, that those two wonderful members of the college staff, Amy Holich, from Physical Plant, and Eric Weld from the Office of College Relations, have agreed to take the reins of The Council Chronicle. The new editors will be in charge when you read this, so please feel encouraged to send your letters and ideas directly to them.

My four years in the driver’s seat have been a time of change for the Chronicle, and that change was only possible because of the volunteer hours of lots of very gracious staff members: Patty Hayes came back as our designer; Dave Ospowicz oversees our production and distribution; Mary Martineau writes, proof-reads and locates contributors; Muriel Panos, Poulin and Ann Turunuma write and proof-read, and dozens of other staff and faculty have been contributors. They’re truly an awesome team! We’ve become a quarterly publication with a much expanded circulation. From a four-page round-up of Staff Council business, available to a staff-only list, we’ve broadened our scope to feature college employees in all areas, and provide a multi-page—and sometimes, thick—little journal. By request, our circulation now includes trustees, house presidents, and all employees of the college—staff and faculty. All of these changes were accomplished because of willing volunteers, who really care about this college. Nobel laureate, Archbishop Desmond Tutu has reminded us that, “The world is in need of goodness.” Well friends, there is a lot of that goodness already here, in our staff. To all of you, my very sincere thanks—Dick Fish
Smith College Staff Members Do Excellent Work

Anning the Employee Excellence Awards

"I believe that the Employee Excellence Awards Program will boost morale, promote a sense of community and provide incentive. It's indicative of the welcomed fresh approach of the current staff at HIL."
—Les Allen

"I'm excited about the potential of this recognition program to affirm the respect and gratitude that we have for the outstanding work performed by employees."
—Ruth Simmons

Who is eligible?
All full and part-time administrative and administrative support staff, as well as employee members of the RADS and nurses unions, who have been employed at the college for at least one year, and are below the level of department head, are eligible to be nominated. The Employee Excellence Awards program has been discussed with all the unions on campus and each has expressed support for ongoing recognition of employee excellence. This year, only Local 180 (Nurses) and Local 211 (RADS) have opted to participate in the program pilot.

What's the process?
Nominations will be accepted until May 15. The selection committee will review nominations and select recipients to be recommended to President Simmons by June 1. Awards will be given by June 15, and recipients will be honored on October 7 at the Employee Recognition Program. The selection committee will be cross-representational and will be comprised of administrative, administrative support and union staff, and be chaired by Gaynelle Weiss, the employee services director (ex-officio). Recipients will each receive $1,000.

So... who's doing an excellent job? To nominate a colleague, use the nomination form on page 3 of this newsletter.