Put Your Money Where Your Future Is

BY ERIC WELD

When it comes to investing your hard-earned dollars toward your future financial security, two pieces of advice tower above all others: start investing as early in life as possible; and sit away as much money as you can possibly spare.

"We cannot say it enough times," says Leslie Power, benefits manager in Human Resources, of her advice to start investing at a young age. "It's your best friend.

Too often, Power says, people come to her for guidance in investing toward retirement when they're at an age or a stage in their career that doesn't leave ample time to build a sufficient post-career income. Young people often offer the excuse that they don't earn a high enough salary to justify retirement savings, she says, or that they cannot spare even a few dollars out of their weekly paycheck.

And while it may be hard to justify contributing money now toward an event that may not happen for another 30 years, that's precisely how financial security is most often procured—over long expanses of time, says Jeannette Iacono, an account representative for TIAA-CREF, an investment company for education employees.

Power agrees. "Get the longest horizon you can," she says. "And invest as much as you can even if it's only one dollar a week." That dollar a week over time will have earned more interest than $100 a week invested much later, "when you can probably afford it," Power explains.

The rule of thumb in investing toward retirement, Iacono explains, is to put away 10 to 15 percent of your income, including your employer's contribution. The long-term objective is to replace 70 to 100 percent of your salary after you retire, she says.

Beyond those two pieces of advice, though, the investment waters become more murky. Experts from stock brokers and financial advisers to bankers and mutual-fund CEOs offer a range of pointers on how best to make your money grow. Stocks versus bonds. Mutual funds and money markets. Aggressive or conservative. Who here (resident Wall Street pundits notwithstanding) has the time to decipher it all?

Toward that end, Human Resources coordinates workshops throughout the year that aim to inform college employees of the best ways for...
Employee Excellence Awards Guidelines

Fiscal Year 1999–2000 (year two of the three-year pilot)

Purpose
1. Identify and illustrate Institutional Values (recognize and reward those who demonstrate those values)
2. Celebrate Individual Successes (acknowledge accomplishments)
3. Promote Community (bring people together)
4. Improve Morale (top priority of the Staff Self-Study)
5. Set Directions (let people know what is valued, recognized, rewarded)
6. Change Cultural Climate (direct the institution toward values and behavior that will sustain continued and future success)
7. Encourage Self-Initiative (work above and beyond expectations)

Eligibility
All full- and part-time administrative, managerial support, and unionized staff (of those groups that elect to participate) who have been employed for at least one consecutive year (as of March 31, 2000) at the college and are below the level of department head are eligible to be nominated. Last year’s award winners are not eligible to be nominated this year.

Timeline
Nominations must be submitted by Monday, May 8, 2000 by 5 p.m. The review of nominations and selection of winners will be conducted during the middle two weeks of May. Financial reward will be distributed in June 2000. Public recognition will take place in October 2000 at the staff recognition awards ceremony.

Types of Awards/Criteria
Employee Excellence Awards may be given for many reasons. Awards in six possible categories are suggested, but other awards may be given instead of and/or in addition to the following:

1. Excellence Award for Community - (building relationships outside of your own department that add to performance/excellence)
2. Excellence Award for Cost Effectiveness - (finding opportunities for saving money)
3. Excellence Award for Diversity - (finding ways to value diversity in our community)
4. Excellence for Leadership - (providing proactive, innovative leadership)**
5. Excellence Award for Service - (providing excellent customer service, enhancing operational effectiveness)
6. Excellence Award for Teamwork - (developing results-oriented teamwork within and across functions)
7. Excellence Award for... - to be determined by nominator.

Nominations
All employees of the college may submit nominations. Department heads are encouraged to consult with supervisors regarding appropriate nominees, staff members may self-nominate and/or nominate peers, subordinates and/or colleagues, and all staff and faculty are encouraged to consider submitting nominations.

Nominations should be submitted in written form. However, if this presents a hardship, arrangements can be made to present a nomination in person or in another form (audiotape, for example). Contact Gaynelle Weiss, Associate Director of Human Resources (Exxon 2288, Gwipac@smith.edu or Mark Carnegie, Employment Specialist, Employment Specialist (Exxon 2288, Mmarc@smith.edu) to make arrangements.

Selection
An Employee Excellence Awards Committee will review nominations and selections to be recommended to the President. The Review Committee will be cross-representational and will be comprised of six people: 2 administration and 2 administrative support staff (administrative and academic representation), and 2 union staff. Two members shall be recipients of awards from last year. The committee will be chaired (ex-officio) by the Associate Director of Human Resources.

Funding
The selected portion of the pool of funds allotted by ACRA for reward and recognition programs will be used over the life of this pilot program. The committee’s recommendations should not exceed $25,000 in award money per year. Money not used during this pilot will be allocated toward the recognition ceremony and future funding for this program.

Awards
Rewards will be large enough to be significant. Each award recipient will receive a $1,000 award. Each member of the team will receive a $1,000 award. Awards will be "crossed" to offset costs to maximize the impact for the employee.

• Due to the variety of work on campus, it is not necessary that each category be awarded each year. The awards committee is given the discretion to recommend awards based on each year’s pool of nominees to the most deserving candidates. (e.g.: The committee may determine that diversity awards and team work awards should be given, and no others.)

** Staff may not nominate their direct supervisor.

A Few Words from the Chair of Staff Council

From its lowly beginnings as a mix of Smith employees toodled together in a workshop on equity in the mid-1980s to an advocacy group for campus workers today, Staff Council is coming around again. At its April meeting, the council voted to produce a training agenda, returning to it its humble roots.

Beginning next academic year with the new council, we will initiate rigorous equity training. As a group the council will endeavor an exploration into diversity training and alliance building. The result will be a strong membership that will “further cohesion and commitment to diversity leadership” through better understanding of each other’s needs, wants and skills. During the course of the training and Development Series presented by Human Resources, bonds will develop between participants. Out of a similar bonding experience in the early ’80s the original idea for Staff Council was hatched. Now we have returned to our roots to strengthen these bonds and encourage more Smith workers to accept the challenge.

The entire college community is encouraged to join in exploring and questioning its own belief system. This idea, I know, can be a feared proposition. Fears that our deep-seated ideals will become a source of kicks and our brains will be flushed of ideas and notions we hold dear are unfounded. These programs are designed to allow the individual to challenge his/her own belief system and adjust it—or not—accordingly. The question then becomes, “Do my beliefs actually rest on a firm foundation or can I do some work that will allow me to strengthen them?”

I personally would like to see more service workers step up and grab the reins of introduction. The key to our success is to speak our minds if unfounded here today. There is a freedom involved in this work that can be exhilarating, I invite all you to take the challenge. Election for Staff Council are swiftly approaching. This could be a great opportunity to hone your skills as a leader.

This year Staff Council has initiated proposals to encourage camaraderie and interaction between workers. Sharing a table with someone at lunchtime could become a healthy and productive relationship building tool. These are just a few of the ideas being provided by departments or individuals. We hope our proposal will comply with the Master Plan for the campus and further a sense of community.

Northampton acknowledges members of the council for efforts that reflect a strong dedication to our goals. Ann Finley has spent the year pinching hitting for me at meetings and community forums always with a good heart. Many thanks, Cynthia Di Cerino, special thanks for your efforts over the years. The council’s Web site has been revamped and highlights its discount program. This program provides a list of local businesses offering discounts to Smith College employees. Sam Rush and Sandy Portable worked hard to provide accurate and timely information. Thanks also to Stanley Rosso for constantly increasing the list of discount participants. Web design and graphics as well as Chronicle publishing expertise are the work of Patty Hayes and Eric Weid in College Relations.

No event on campus would be complete without the touch of Cindy Rucci. From the first day of employment workers are treated to Cindy’s efforts on the new employee shuttle. Cindy has used the archives and matched her personal experiences as a Smith student to deliver a unique monologue informing new workers about campus history. This introduction to the college is a unique experience. Cindy also organizes every bus trip which works on the Faculty/Staff Picnic Committee and chairs the Activities Committee. I understand she also has a job here. Kelly Taylor provides support as alternate tour guides on the shuttle. Bill Sheehan,. Chief of police Steve Spazilla act as our backup drivers for the tour.

As I look over the list of council members there are many acknowledgments in order. However, space is limited. I do notice that participation spills beyond council members, though. This is one reason that our vision of Staff Council is becoming reality.
Mayday, mayday...

Every year it's daunting. Every year it's different (a little). Every year it's an incredible amount of work. Every year we must prepare for...

Commencement:

BY PATRICIA CZEPIEL HAYES '84

Commencement meeting, March 3, 2000:
"Let's start this meeting by going over a few minor details... banners, signs, chairs, bells ringing, junior singers, music, faculty marching lines, illumination night, podiums, tablecloths, ivy day, sophomore push, ice cream, reserving space, publications, processions, receptions, recycling bins, candlelighted, too many bells ringing, security, headless sculptures, tents, bingham, power, supplies, receptions, panels, breaking down tents, umbrellas, air conditioning, not enough bells ringing, parade route..."

As I sat in on a commencement meeting a few weeks ago, listening to representatives from College Relations, the Alumnae Association, RADS, physical plant, the trustees office and the faculty talk about their tasks, my head started to spin. (I was also thinking about the commencement publications I was scheduled to produce, which annually cause me considerable, although predictable, disorientation.)

Commencement isn't just one day. There are days of events preceding it, and weeks, if not months, of preparation. The details are, to put it mildly, daunting. Preparations begin long before March. Commencement is part of our psyche all year long. As staff, we have the date lodged into the part of our brain reserved for special occasions—those occasions marked by excitement and energy as well as stress and anxiety.

Let's admit it, we have mixed feelings about Commencement. If we're new to the Smith staff, we have no idea what to expect (that's not always a bad thing). If we've been here a while, we know the ropes.

When I was a graduating Smith senior in 1984, I had absolutely no idea what was going on behind the scenes in mid-May. I was too busy having fun, agonizing about saying goodbye to my friends and contemplating my future. I was oblivious to the work happening around me by those who were making the event seem, well, seamless.

Since then I've been on the Smith staff for years, looking at the event from the other side. I'm still somewhat removed from much of it, but I'm always amazed by what I do see. I don't know how anyone involved in special event preparation does it. I try to remind myself what an exciting time this is for students, and what the details and deadlines are really all about. Yet these days it's the work that's really on my mind.

So as a staff person, how can I stay excited about Commencement and not get bogged down by the details? I CAN'T! (Wait, I didn't say hard enough. Let's do this again.) How can I balance my two perspectives and focus on the spirit of the occasion? I CAN'T! (Still not working.) Maybe if I think about how great it'll be to see Jodie Foster... nope, we all know that isn't happening. Okay, so it's not easy to see the forest when the trees are in the way, or however that saying goes. The bottom line is, it'll all come together, the students will celebrate their achievements and it'll be a fabulous weekend. And staff will be looking forward to summer.

Employee Excellence Awards
1999-2000 Nomination Form

Name of Nominee(s): ___________________________
Nominee(s)' Department: ______________________ Ex. ______
Your Name: ___________________________________
Your Department: ____________________________ Ex. ______
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.)
   1) Excellence Award for Community - (building relationships outside of your own department through Smith committee work that add to job performance excellence in your position)
   2) Excellence Award for Cost Effectiveness - (finding opportunities for saving money)
   3) Excellence Award for Diversity - (finding ways to value diversity in our community)
   4) Excellence Award for Leadership - (providing proactive, innovative leadership)**
   5) Excellence Award for Service - (providing excellent customer service, enhancing organizational effectiveness)
   6) Excellence Award for Teamwork - (developing results-oriented teamwork within or across functions)
   7) Excellence Award for__________( )

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

___
___
___
___
___
___

** Staff may not nominate their direct supervisor.
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:

Please limit information regarding your nomination. No additional pages are necessary in order to qualify, and no more than one additional page may be attached. Thank you.

If you have any questions about the nomination or selection process, please call or e-mail the Human Resources Office (Gaynelle Weiss, Associate Director of Human Resources, Extension 2286 GWeiss@Smith.edu or Mark Carnien, Employment Specialist, Extension 2288, MCarnien@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

CONTINUED FROM PAGE 1

Money
then, to build their retirement nest egg.
But in general, Innocent advises people who want to invest in the market to put their retirement money into growth mutual funds as opposed to buying individual stocks. Purchasing individual stocks can be lucrative, she says, but money used for playing the market "should be play money," she says, that won’t be desperately missed if it disappears tomorrow. "Your retirement money is money you’re going to need."

Also, Innocent advises, invest consistently. Arrange for automatic payroll deductions into your retirement account ideally. But at least make consistent periodic payments into your accounts to average out over time the inevitable ebb and flow of the stock market.

In terms of gauging the amount of risk you should take with your retirement fund, Innocent says the early part of the investment, when total input is low, is the time to be more aggressive. Use that time to gauge how much risk you’re comfortable with in investing toward your future, she says.

"You need to ask yourself, ‘If the market were to drop 25 percent tomorrow, how would that make you feel?’" she says. Adjust your amount of risk accordingly.

Finally, Innocent says, do some homework. Make certain the funds in which you invest match your investment philosophy by thoroughly reading the fund’s prospectus and talking to company representatives.

The college maintains affiliations with TIAA-CREF, Fidelity Investments, Pax World, Calvert Group and American Century Investors. Contact Human Resources to find out more.

---

- Eric Weld

StaffStories

In the last issue of the Chronicle we asked you to display your writing talent by submitting short stories to our fiction contest, StaffStories. Thank you to all those who rose to the creative challenge and trusted us to words and fictional worlds straight from inside your minds. The stories submitted were obviously created with introspection and personal exploration and we appreciate the efforts staff members made to demonstrate their talent in a way not always apparent on the job.

And without further ado, the winners of the 2000 StaffStories Short Fiction Competition are: Stacey Ananass, budget and finance coordinator at the Museum of Art; Susan Sanborn Barker, administrative assistant in the Sophia Smith Collection and College Archives; and Jim Hardy, purchasing manager.

Each winner will receive a software package from the Computer Store, a gift from Grecourt Bookshop and a certificate from Davis Center. In addition, all three winners’ stories will be published in our special July "Creative Writing" edition of the Chronicle. This issue will also feature poetry and creative prose by other talented staff members. If you’d like to read the winners’ stories sooner, they’ll be published soon in the online edition of the Chronicle at www.smith.edu/staffcouncil/staffcouncil/chronicle.html. Congratulations, winners, on your creative efforts. And thanks for participating.

---

Eric Weld
Smith at Mid-Century

As it had during the first World War, Smith College was among the major resources toward the war effort during World War II. Among other things, faculty, staff, and students were asked to share or give up their classrooms, homes and workspaces, endure rationing, practice blackouts and air raid drills, and welcome 900 Warrant Accepted for Voluntary Emergency Services (W.A.V.E.S.) to an already fully occupied campus.

One of the first actions the Board of Trustees took to respond to the war emergency was a vote to continue to expand the School for Social Work. The SSW was founded during the previous World War to meet the national need for trained social workers.

For 17 weeks beginning in April 1942, Smith College, with financial assistance from the government, began offering scientific course work open to local men and women with a high school education. The courses included the fundamentals of radio, advanced radio photography, and elementary physics. Graduate level courses were offered in advanced acoustics and radio, making it possible for men at Chicopee's Watertown Field and Pratt and Whitney in Hartford to continue their research.

Smith students were also encouraged to take part in air raid precaution courses as well as firefighting, first aid, and a six-hour course on street cleaning. In 1943, the athletic fields were used for instruction in recognizing gasses and use of gas masks. The "King's Men" (employees who worked for Superintendent of Buildings and Grounds George King, and before him Franklin King) also took air raid precaution and first-aid courses and were prepared to serve the college in case of catastrophe. Their specific duty was to man the nondomitory buildings and serve as the official rescue squad for the Air Raid Protection Service of the City of Northampton. The college had between 265 and 275 students and faculty serving as air raid wardens, as well as 40 King's Men. Additionally, 38 students served as voluntary plane spotters for the United States Army Aircraft Warning Service. But far and away, Smith's most significant contribution to the war came in the summer of 1942 when the college accepted the Navy's request to open the first naval officer's training school for women on campus. The idea behind the W.A.V.E.S. was to create a women's reserve unit that would "free a man to fight" by replacing him at his desk job. The United States Naval Reserve Midshipman's School (WRS), as it was originally known, was based at Alumnæ House. The Alumnæ Association was eager, willing and honored to be of assistance to the Navy. Adjustments involved in making room for the Navy, however, were anything but simple. First, the officer's training candidates, who were expected in October, were now slated to arrive much earlier, in late August 1942. The staff of the Alumnæ House had the daunting responsibility oflabeling and packing away the contents of the conference room and foyer, the game room, the music room, the Smith Smith Room, and certain "burning rooms." Windows were washed, carpets shampooed and stored, floor stained and waxed and doors installed where none had existed. Other campus buildings were also used as part of the W.A.V.E.S. program. Mason Infirmary was enlarged so that the college could provide care for the members of the school in addition to its usual health service to the college. Faunce House (now known as Davis Center) and Seelye House were used for lectures. Cape, Gillett, and Northrop houses were used to billet W.A.V.E.S. in bunk beds. Alumnæ Gymnasium and John M. Greene Hall were available at times. The college and the Navy jointly used laboratories in Steedman and Lilly.

When the final graduation of W.A.V.E.S. took place on December 21, 1942, the last class included the nation's first two Black women naval officers, including Harriet Pickens, class of 1931.

The last of the W.A.V.E.S. personnel departed on February 27, 1943. A plaque can be seen on the Berkshire Terrace wall of the Alumnæ House recognizing Smith's contribution to the war effort.

Contributing to the War Effort

BY CINDY RUCCI '83

One of those too, a "360 on ice on Bridge Road that ended with a rather close encounter of the sugar maple kind and she survived that too."

She loved the play, the antics, the cast of characters. She's a big fan of the infamous Undertaker and his bad, bad brother the Big Red Machine.

Picture Noh drama meets professional hockey, goes on a blind date, gets married in the Elvis Chapel of Love, and sets up housekeeping on the Las Vegas Strip! She's found that lots of young kids respond on an institutional level to the WWF's odd mix of excitement, soap opera, and Three Stooges-on-steroids atmosphere. There's also a large subculture of women who are secret devotees. She recently took a friend with a disabled son and all of his friends down to Springfield for the highlight of their year—a raucous evening at a televised WWF "Smackdown Live Thursday Night." They traveled down in total style in a huge stretch limo with TV and sunroof that belonged to the father of one of the kids. The young fellows had a "wicked good time," she reports, even as they perched around the odd camera and sound tower here and there to see the action—it is television after all. That they had a great time meant the most to her. She did satisfy her curiosity and got to see the whole enchilada live and first hand. But as every good social scientist knows, the behavior of wildlife is best studied in its natural habitat—and that is in a large square glowing blue box at home.

And who is our intrepid mystery employee? Who toils away on the second floor of College Hall after spending her morning on the group hunt for parking in the Dickinson lot? Remember, she's quiet and shy to the outside world, but to those who have the privilege of knowing her, she's smart as a whip and funnier than sin. Give up? She is Susan Kulig, administrative assistant in the Office of the Provost/Dean of the Faculty, Hoo Yaw!
Employee Excellence Awards

In case you missed it, turn back to page 2 for a chance to nominate the outstanding employee in your office for a deserving award.

The college is now beginning the second year of a three-year pilot program designed to recognize and reward employees who demonstrate the best values of the college in their work. Please take this unique opportunity to recognize the extraordinary work of your peers on the form to this issue of the Council Chronicle. This annual program is unique because it asks you to nominate employees whom you believe best exemplify those exceptional qualities that enhance the work and life of the college. This is not a “top-down” program of reward and recognition; this is a peer-nominated, peer-selected process that offers each of us the opportunity to celebrate the work of a colleague. You may nominate any administrative support person, administrator, or member of a participating work for an Employee Excellence Award. Nominations can be cross-departmental; they can be for a group or a pair of people; or you can even nominate yourself. You are encouraged to nominate a deserving colleague whether or not English is your first, second, or third language, or even if writing is not your best means of expression. Please contact Gaynelle Weiss at ext. 2286 (gweiss@smith.edu) or Mark Carmien at ext. 2258 (mcarmien@smith.edu) for more information about alternate methods of nomination, or for more information about the Employee Excellence Awards.

Nominations must be received by Human Resources, 30 Belmont Avenue, no later than 5 p.m. Monday, May 8. Late forms will not be accepted. Written nomination forms should be limited to the form itself and only one additional page if necessary. Nomination forms can be faxed to Human Resources at extension 2254. Please address them to the attention of the Employee Excellence Award Selection Committee. Please be sure to fax both sides of the form.

Smith Employee Web

Smith College will soon begin unveiling a new interactive Web product tailored specifically for employees. The Smith Employee Web, announced at the March 9 Staff Council community forum, will provide secure (encrypted) access for employees to their own personal information and payroll data. Once in the Smith Employee Web, you can check your Flexible Spending Account deduction balance, make a copy of an last pay stub, or double check the number of exemptions you last claimed on your W-4 form. Similar products for students (grades and registration information) and faculty (class information) are currently in use and another product for alumni is also planned. A Smith team is working on additional ways to make more HR/Payroll information accessible to you when you want it.

Diversity Proposal

Staff Council, as a cross-departmental staff group, is uniquely positioned to act as a resource and partner in building a truly diverse, respectful, engaged, and productive Smith community. The council believes elected staff representatives can work to change and enhance the climate of the college.

The members of Staff Council affirmed their commitment to diversity as an organizational priority by voting on March 1 to approve and send to President Ruth Simmons a two-part Staff Council campus climate proposal.

Included in the proposal were diversity training and related problem-solving and leadership skill development for Staff Council. The shared training experience will develop cross-cultural competencies, and strengthen group cohesion and resolve. It will give the members of Staff Council the basic skills for promoting a diverse, respectful climate that is essential for a productive, thriving workplace and community. The training was proposed to begin in the fall.

Food Drive Reaches New Record: 650 lbs. of Donated Goods

The Delivery

On March 1, Tom Gneiss (left) and Dest Adams (right), from the Physical Plant department, delivered more than 650 lbs. of food donated by Smith staff, students and faculty, to David Sherken, director of the Food Bank of Western Massachusetts at Hatfield. This effort, organized by the Staff Council Activities Committee, was the committee's most successful food drive to date, surpassing the 1999 mark of 230 lbs. This year's total also surpassed the previous all-time high of 550 lbs., reached in 1998.

In addition to the annual drive, the Food Bank routinely receives end-of-the-semester perishable food donations from Smith's Residence and Dining Services department.

The Food Bank provides goods to 400 shelter and pantry programs, including the Northampton Survival Center, which in turn supply food to area residents. In 1999, more than 100,000 area residents were assisted by these organizations.

The Activities Committee thanks members of the Smith community for their generous donations!
Employee Excellence Awards

In case you missed it, turn back to page 2 for a chance to nominate the outstanding employee in your office for a deserving award.

The college is now beginning the second year of a three-year pilot program designed to recognize and reward employees who demonstrate the best values of the college in their work. Please take this unique opportunity to recognize the extraordinary work of your peers in the form of the Employee Excellence Award. This annual program is unique because it asks you to nominate employees whom you believe best exemplify those exceptional qualities that enhance the work and life of the college. This is not a "top-down" program of reward and recognition; this is a peer-nominated, peer-selected process that allows each of us the opportunity to celebrate the work of a colleague. You may nominate any administrative support person, administrator, or member of a participating work unit for an Employee Excellence Award. Nominations can be cross-departmental; they can be for a group of a pair of people; or you can even nominate yourself. You are encouraged to nominate a deserving colleague whether or not English is their first, second, or third language, even if writing is not your best means of expression. Please contact Gaynelle Weiss at ext. 2286 (gweiss@smith.edu) or Mark Carmine, ext. 2286 (mcarmine@smith.edu) for more information about alternate methods of nomination, or for more information about the Employee Excellence Awards.

Nominations must be received by Human Resources, 30 Belmont Avenue, no later than 5 p.m. Monday, May 8. Late forms will not be accepted. Written nomination forms should be limited to the form itself and only one additional page if necessary. Nominations forms can be faxed to Human Resources at extension 2294. Please address these to the attention of the Employee Excellence Award Selection Committee. Please be sure to fax both sides of the form.

Smith Employee Web

Smith College will soon begin unveiling a new interactive Web product tailored specifically for employees. The Smith Employee Web, announced at the March 9 Staff Council community forum, will provide secure (encrypted) access for employees to their own personal information and payroll data. Once in the Smith Employee Web, you can check your Flexible Spending Account deduction balance, make a copy of a last pay stub, or double check the number of exemptions you last claimed on your W-4 form. Similar products for students (grades and registration information) and faculty (class information) are currently in use and another product for alumni is also planned. A Smith team is working on additional ways to make HR/Payroll information accessible to you when you want it.

Diversity Proposal

Staff Council, as a cross-departmental staff group, is uniquely positioned to act as a resource and partner in building a truly diverse, respectful, engaged and productive Smith community. The Council believes elected staff representatives can work to change and enhance the climate of the college.

The members of Staff Council affirmed their commitment to diversity as an organization priority by voting on March 1 to approve and send to President Ruth Simmons the two-part Staff Council campus climate proposal. Included in the proposal were diversity training and related problem-solving and leadership skill development for Staff Council. The shared training experience will develop cross-cultural competencies and strengthen group cohesion and resolve. It will give the members of Staff Council the basic skills for promoting the diverse, respectful climate that is essential for a productive, thriving workplace and community. The training was proposed to begin in the fall.

Food Drive Reaches New Record: 650 lbs. of Donated Goods

The Delivery

On March 1, Tom Girard (left) and Desi Adamo (right), from the Physical Plant department, delivered more than 650 lbs. of food donated by Smith staff, students and faculty, to David Shanken (center), director of the Food Bank of Western Massachusetts in Hadley. This effort, organized by the Staff Council Activities Committee, was the committee's most successful food drive to date, surpassing the 1999 mark of 230 lbs. This year's total also surpassed the previous all-time high of 550 lbs., reached in 1998.

In addition to the annual drive, the Food Bank routinely receives end-of-the-semester perishable food donations from Smith's Residence and Dining Services department.

The Food Bank provides goods to 400 shelter and pantry programs, including the Northampton Survival Center, which in turn supply food to area residents. In 1999, more than 100,000 area residents were assisted by these organizations.

The Activities Committee thanks members of the Smith community for their generous donations!
Smith at Mid-Century

Contributing to the War Effort

As it had during the first World War, Smith College was one of the major resources to the war effort during World War II. Among other things, faculty, staff and students were asked to share or give up their classrooms, homes and workplaces, endure rationing, practice blackouts and air raid drills and welcome 900 Wartime Accepted for Voluntary Emergency Services (W.A.V.E.S.) to an already fully occupied campus.

One of the first actions the Board of Trustees took in response to the war emergency was to vote to continue to expand the School for Social Work. The SSW was founded during the previous World War to meet the national need for trained social workers.

For 17 weeks beginning in April 1942, Smith College, with financial assistance from the government, began offering scientific course work open to local men and women with a high school education. The courses included the fundamentals of radio, advanced radio, photography, and elementary physics. Graduate level courses were offered in advanced acoustics and radio, making it possible for men at Chicopee’s Watertower Field and Pratt and Whitney in Hartford to continue their research.

Smith students were also encouraged to take part in air raid precaution courses as well as firefighting, first aid, and a six-hour course on street fighting. In 1943, the athletic fields were used for instruction in recognizing gases and use of gas masks. The “King’s Men” (employees who worked for Superintendent of Buildings and Grounds George King, and before him Franklin King) also took air raid precaution and first-aid courses and were prepared to serve the college in case of catastrophe. Their specific duty was to man the nondomitory buildings and serve as the official rescue squad for the Air Raid Protection Service of the City of Northampton. The college had between 265 and 275 students and faculty serving as air raid wardens, as well as 40 King’s Men. Additionally, 28 students served as voluntary plane spotters for the United States Army Aircraft Warning Service. But far and away, Smith’s most significant contribution to the war came in the summer of 1942 when the college accepted the Navy’s request to open the first naval officer’s training school for women on campus. The idea behind the W.A.V.E.S. was to create a women’s reserve unit that would “free a man to fight” by replacing him at his desk job.

The United States Naval Reserve Midshipman’s School (WRM), as it was originally known, was based at Alumnae House. The Alumnae Association was eager, willing and honored to be of assistance to the Navy. Adjustments involved in making room for the Navy, however, were anything but simple.

First, the officer’s training candidates, who were expected in October, were now slated to arrive much earlier, in late August 1942. The staff of the Alumnae House had taken on the daunting responsibility of labeling and packing away the contents of the conference room and foyer, the game room, the music room, the Sophomore Room, and certain “building rooms.” Windows were washed, carpets shampooed and stored, floor stained and waxed and doors installed where none had existed. Other campus buildings were also used as part of the W.A.V.E.S. program. Mason Infirmary was enlarged so that the college could provide care for the members of the school in addition to its usual health service to the college. Faunce Hall (now known as Davis Center) and Sleeve Hall were used for lectures. Carpenter, Gillett, and Northrop halls were used to billet W.A.V.E.S. in bunk beds. Alumnae Gymnasium and John M. Greene Hall were available at times. The college and the Navy jointly used laboratories in Stoddard and Lilly.

When the final graduation of W.A.V.E.S. took place on December 21, 1944, the last class included the nation’s first two Black women naval officers, including Harriet Pickens, class of 1931.

The last of the W.A.V.E.S. personnel departed on February 27, 1945. A plaque can be seen on the Bedford Terrace wall of the Alumnae House recognizing Smith’s contribution to the war effort.

PERSONNEL PROFILE

Who Could It Be?

As she often blends in almost unnoticed, she’s the quiet one, taking a break out side of front of College Hall. Sometimes in the coldest weather she huddles with her hood up, and stands alone along the edge of the tall trees along the Overture Gates. Other times she chats with the squirrels and chipmunks that cram up the red brick building that she has called her second home for almost 15 years. You may not recognize her when she walks around campus or town, because she’s so very unassuming. She’s a proud native of Florence. She grew up and attended school there, and left only to get a bachelor’s degree in psychology from Westfield State College 25 miles away. She and her husband own a home just a few blocks from her former childhood home near the Florence center and live comfortably with their two effervescent Persian cats. To see her, you might assume she’s quite average.

But once you’ve spent some time with her, once you’ve come to know her, you’ll never make that assumption again. Because she is a bright spark of unexpected talent and unusual devotion. She’s a talented humor writer, she’s passionate about needlepoint and cats. And she’s a fierce fan of the Pitt Panthers.

If you have to ask what the W.W.F. is, then we can mark you as “absent” from the current curriculum of popular culture. And if you think it stands for World Wildlife Fund, well, you’re close. Because there is certainly wild life involved. But you’ll need a TV to do behavioral observations and habitat studies. Got any clues yet?

Yes, fans, I’m talking about the World Wrestling Federation. A Vince McMahon spectacle. Jesse Ventura’s former stomp ing (and I do mean stomping) ground. An evolutionary hybrid of Greco-Roman wrestling and its accidental cousin the car wreck. (She, by the way, was in one of those too, a “360 on ice on Bridge Road that ended with a rather close encounter of the sugar maple kind and she survived that too.) She loves the play, the antics, the cast of characters. She’s a big fan of the infamous Undertaker and his bad, bad brother the Big Red Machine. Picture Noh drama meets professional hockey, goes on a blind date, gets married in the Elvis Chapel of Love, and sets up housekeeping on the Las Vegas strip! She’s found that lots of young kids respond on an instinctual level to the WWWF’s odd mix of excitement, soap opera, and Three Stooges-on-steroids atmosphere. There’s also a large subculture of women who are secret devotees. She recently took a friend with a disabled son and all of his friends down to Springfield for the highlight of their year—a raucous evening at a televised WWWF “Smackdown Live Thursday Night.” They traveled down in total style in a huge stretch limo with TV and sunroof that belonged to the father of one of the kids.

The young fellows had a “wired good time,” she reports, even as they peered around the odd camera and sound tower here and there to see the action—it is television after all. That they had a great time meant the most to her. She did satisfy her curiosity and got to see the whole enchilada live and first hand. But as every good social scientist knows, the behavior of wildlife is best studied in its natural habitat—and that is in a large square glowing blue box at home.

And who is our intrepid mystery employee? Who toils away on the second floor of College Hall after spending her morning on the group hunt for parking in the Dickinson lot? Remember, she’s quiet and shy to the outside world, but to those who have the privilege of knowing her, she’s smart as a whip and funnier than sin. Give up? She is Susan Kulig, administrative assistant in the Office of the Provost/Dean of the Faculty. Hao Yaw!
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:


Please limit information regarding your nomination. No additional pages are necessary in order to qualify, and no more than one additional page may be attached. Thank you.

If you have any questions about the nomination or selection process, please call or e-mail the Human Resources Office (Gaynelle Weiss, Associate Director of Human Resources, Extension 2286 GWeiss@Smith.edu or Mark Carnien, Employment Specialist, Extension 2288, MCarnien@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

CONTINUED FROM PAGE 1

Money
then, to build their retirement nest egg.

But in general, Innocent advises people
who want to invest in the market to put
their retirement money into growth mutual
funds as opposed to buying individual
stocks. Purchasing individual stocks can be
lucrative, she says, but money used for play-
ing the market "should be play money," she
says, that won't be desperately missed if it
disappears tomorrow. "Your retirement
money is money you're going to need."

Also, Innocent advises, invest consis-
tently. Arrange for automatic payroll deduc-
tions into your retirement account ideally.
But at least make consistent periodic pay-
ments into your accounts to average out over
time the inevitable ebb and flow of the
stock market.

In terms of gauging the amount of risk
you should take with your retirement fund,
Innocent says the early part of the invest-
ment, when total input is low, is the time to
be more aggressive. Use that time to guage
how much risk you're comfortable with in
investing toward your future, she says.

"You need to ask yourself, 'If the market
went to zero or down 25 percent tomorrow, how
would that make you feel?'" she says. Adjust
your amount of risk accordingly.

Finally, Innocent says, do some home-
work. Make certain the funds in which you
invest match your investment philosophy
by thoroughly reading the fund's prospectus
and talking to company representatives.
The college maintains affiliations with
TIAA-CREF, Fidelity Investments, Pax
World, Calvert Group and American Cen-
tury Investors. Contact Human Resources
to find out more.

In the last issue of the Chronicle we asked you to
display your writing talent by submitting short
stories to our fiction contest, StaffStories. Thank
you to all those who rose to the creative chal-
lenge and treated us to words and fictional
worlds straight from your minds. The
stories submitted were obviously created with
introspection and personal exploration and we
appreciate the efforts staff members made to
demonstrate their talent in a way not always
apparent on the job.

And without further ado, the winners of the
2000 StaffStories Short Fiction Competition are:
Stacey Anazati, budget and finance coordinator
at the Museum of Art; Susan Shanbhoy Barker,
administrative assistant in the Sophia Smith Col-
lection and College Archives; and Jim Hardy,
purchasing manager.

Each winner will receive a software package
from the Computer Store, a gift from Grierson
Bookshop and a certificate for Davis Center. In
addition, all three winners' stories will be pub-
lished in our special July "Creative Writing"
edition of the Chronicle. The issue will also feature
poetry and creative prose by other talented staff
members. If you'd like to read the winners' sto-
rries sooner, they'll be published soon in the on-
line edition of the Chronicle at www.smith.edu/
staffcouncil/staffers/chronicle.html. Congratulations, winners, on your creative efforts. And
thanks for participating.

—Eric Weld

StaffStories

In the last issue of the Chronicle we asked you to
display your writing talent by submitting short
stories to our fiction contest, StaffStories. Thank
you to all those who rose to the creative chal-
lenge and treated us to words and fictional
worlds straight from your minds. The
stories submitted were obviously created with
introspection and personal exploration and we
appreciate the efforts staff members made to
demonstrate their talent in a way not always
apparent on the job.

And without further ado, the winners of the
2000 StaffStories Short Fiction Competition are:
Stacey Anazati, budget and finance coordinator
at the Museum of Art; Susan Shanbhoy Barker,
administrative assistant in the Sophia Smith Col-
lection and College Archives; and Jim Hardy,
purchasing manager.

Each winner will receive a software package
from the Computer Store, a gift from Grierson
Bookshop and a certificate for Davis Center. In
addition, all three winners' stories will be pub-
lished in our special July "Creative Writing"
edition of the Chronicle. The issue will also feature
poetry and creative prose by other talented staff
members. If you'd like to read the winners' sto-
ries sooner, they'll be published soon in the on-
line edition of the Chronicle at www.smith.edu/
staffcouncil/staffers/chronicle.html. Congratulations, winners, on your creative efforts. And
thanks for participating.

—Eric Weld
Mayday, mayday...

Every year it's daunting. Every year it's different (a little). Every year it's an incredible amount of work. Every year we must prepare for...

Commencement:

*BY PATRICIA CZPEL HAYES '84*

Commencement meeting, March 3, 2000:

"Let's start this meeting by going over a few minor details... banners, signs, chairs, bells ringing, junior walk, music, faculty marching lines, illumination night, podiums, tablecloths, ivy day, sophomore push, ice cream, reserve space, publications, processions, recensions, recycling bins, accessible facilities, alumni events, vendors, crowd control, too many bells ringing, security, headless sculptures, tents, bighties, power, supplies, receptions, panels, breaking down tents, umbrellas, air conditioning, not enough bells ringing, parade route...

As I sat in on a commencement meeting a few weeks ago, listening to representatives from College Relations, the Alumni Association, RADS, physical plant, the trustees office and the faculty talk about their tasks, my head started to spin. I was also thinking about the commencement publications I was scheduled to produce, which annually cause me considerable, although predictable, disorientation.

Commencement isn't just one day. There are days of events preceding it, and weeks, if not months, of preparation. The details are, to put it mildly, daunting. Preparations begin long before March. Commencement is part of our psyche all year long. As staff, we have the date lodged in the part of our brain reserved for special occasions—those occasions marked by excitement and energy as well as stress and anxiety.

Let's admit it, we have mixed feelings about Commencement. If we're new to the Smith staff, we have no idea what to expect (that's not always a bad thing). If we've been here a while, we know the ropes.

When I was a graduating Smith senior in 1984, I had absolutely no idea what was going on behind the scenes in mid-May. I was too busy having fun, agonizing about saying goodbye to my friends and contemplating my future. I was oblivious to the work happening around me by those who were making the event seem, well, seamless.

Since then I've been on the Smith staff for years, looking at the event from the other side. I'm still somewhat removed from much of it, but I always amass by what I do see. I don't know how anyone involved in special event preparation does it. I try to remind myself what an exciting time this is for students, and what the details and deadlines are really all about. Yet, these days it's the work that's really on my mind.

As a staff person, how can I stay excited about Commencement and not get bogged down by the details? I CAN'T (Wait, I didn't try hard enough. Let's do this again.) How can I balance my two perspectives and focus on the spirit of the occasion? I CAN'T (Still not working.) Maybe if I think about how great it'll be to see Jodie Foster... nope, we all know that isn't happening. Okay, so it's not easy to see the forest when the trees are in the way, or however that saying goes. The bottom line is, it'll all come together, the students will celebrate their achievements and it'll be a fabulous weekend. And staffers will be looking forward to summer.

Employee Excellence Awards
1999-2000 Nomination Form

Name of Nominee(s): ________________________________
Nominee(s) Department: ____________________________
Your Name: _______________________________________
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)
   1) Excellence Award for Community - (building relationships outside of your own department through Smith committee work that add to job performance excellence in your position)
   2) Excellence Award for Cost Effectiveness - (finding opportunities for saving money)
   3) Excellence Award for Diversity - (finding ways to value diversity in our community)
   4) Excellence Award for Leadership - (providing proactive, innovative leadership)**
   5) Excellence Award for Service - (providing excellent customer service, enhancing operational effectiveness)
   6) Excellence Award for Teamwork - (developing results-oriented teamwork either within or across functions)
   7) Excellence Award for _____________________________

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

__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________

** Staff may not nominate their direct supervisor.
**Staff Council News**

From its lowly beginnings as a mix of Smith employees tooted together in a workshop on equity in the mid-1980s to an advocacy group for campus workers today, Staff Council is coming around again. At its April meeting, the council voted to propose a training agenda, returning to its humble roots.

Beginning next academic year with the new council, we will initiate rigorous equity training. As a group, the council will endorse an exploration into diversity training and alliance building. The result will be a strong membership that will further cohesion and commitment to diversity leadership through better understanding of each other's minds, wants and skills.

During the course of the Training and Development Series presented by Human Resources, bonds will develop between participants. Out of a similar bonding experience by the early '80s the original idea for Staff Council was hatched. Now we have returned to our roots to strengthen these bonds and encourage more Smith workers to accept the challenge.

The entire college community is encouraged to join in exploring and questioning its own belief system. This idea, I know, can be a profound proposition. Fears that our deep-seated ideals will become a source of prejudice and our brains will be flushed of ideas and notions we hold dear are unfounded. These programs are designed to allow the individual to challenge her/his own belief system and adjust it—or not—accordingly. The question then becomes, "Do my beliefs actually rest on a firm foundation or can I do some work that will allow me to strengthen them?"

I personally would like to see more service workers step up and grip the reigns of introspection. The notion that we are less entitled to speak our minds is unfounded here today. There is a freedom involved in this work that can be exhilarating, I invite you all to take the challenge. Election for Staff Council are swiftly approaching. This could be a great opportunity to hone your skills as a leader.

This year Staff Council has initiated proposals to encourage grass-roots action and improve the climate at Smith College. We have submitted a proposal to install a number of picnic tables across campus to encourage camaraderie and interaction between workers. Sharing a table with someone at lunchtime could become a healthy and productive relationship-building tool.

There are already a number of tables provided by departments or individuals. We hope our proposal will comply with the Master Plan for the campus and further a sense of community.

Northcutt acknowledges members of the council for their efforts that reflect a strong dedication to our goals. Ann Finlay has spent the year pinch-hitting for me at meetings and community forums always with a good heart. Many thanks. Cynthia Di Certo, special thanks for your efforts over the years. The council's Web site has been revamped and highlights its discount program. This program provides a list of local businesses offering discounts to Smith College employees. Sam Rush and Sandy Breyer have worked hard to provide accurate and timely information. Thanks also to Stanley Rosco for consistently increasing the list of discount participants. Web design and graphics as well as Chronicle publishing expertise are the work of Pussy Hayes and Eric Welld in College Relations.

No event on campus would be complete without the touch of Cindy Rucci. From the first day of employment workers are treated to Cindy's efforts on the new employee shuttle. Cindy has searched the archives and delved into her personal experiences as a Smith student to deliver a unique monologue informing new workers about campus history. This introduction to the college is a unique experience. Cindy also organizes every major event, works with the Faculty/Staff Picnic Committee and chairs the Activities Committee. I understand she also has a job here. Kelly Taylor provides support as alternate Tow Gel on the shuttle. Bill Sheehan, Chill Club president and Steve Sapita act as our backup drivers for the tour.

As I look over the list of council members there are many acknowledgments in order. However, space is limited. I do notice that participation spills beyond council members, though. This is one thing that our vision of Staff Council is becoming reality.
Put Your Money Where Your Future Is

BY ERIC WELD

When it comes to investing your hard-earned dollars toward your future financial security, two pieces of advice tower above all others: start investing as early in life as possible; and sit away as much money as you can possibly spare.

"We cannot say it enough times," says Leslie Power, benefits manager in Human Resources, of her advice to start investing at a young age. "Time is your best friend."

Too often, Power says, people come to her for guidance in investing toward retirement when they're at an age or a stage in their career that doesn't leave ample time to build a sufficient post-career income. Young people often offer the excuse that they don't earn a high enough salary to justify retirement savings, she says, or that they cannot spare even a few dollars out of their weekly paycheck.

And while it may be hard to justify contributing money now toward an event that may not happen for another 30 years, that's precisely how financial security is most often procured—over long expanses of time, says Jeannette Izoncet, an actuary representative for TIAA-CREF, an investment company for education employees. "Power agrees. "Get the longest horizon you can," she says. "And invest as much as you can even if it's only one dollar a week." That dollar a week over time will have earned more interest than $100 a week invested much later, "when you can probably afford it," Power explains.

The rule of thumb in investing toward retirement, Izoncet explains, is to put away 10 to 15 percent of your income, including your employer's contribution. The long-term objective is to replace 70 to 100 percent of your salary after you retire, she says.

Beyond these two pieces of advice, though, the investment waters become more murky. Experts from stock brokers and financial advisers to bankers and mutual-fund CEOs offer a range of pointers on how best to make your money grow. Stocks versus bonds. Mutual funds and money markets. Aggressive or conservative. Who, here (resident Wall Street pundits notwithstanding) has the time to decipher it all?

Toward that end, Human Resources coordinates workshops throughout the year that aim to inform college employees of the best ways for...