

MiddPoints

VOLUME 28 NUMBER 9

NOVEMBER 6, 2009

Office of Gift Planning helps those who “want to do well by doing good”

This fall the Office of Gift Planning is reaching out to Middlebury alumni through the *Middlebury Magazine*. In an advertisement the Communications Office helped produce, Gift Planning assists an alumni couple with a problem regarding their estate. They propose a type of trust that helps the couple avoid capital gains taxes, gives them some income to supplement their retirement, and designates the couple's favorite charities as the beneficiaries of the trust. Helping people navigate the often-confusing waters of charitable giving is what our Office of Gift Planning is all about.



From left: Laurie Celik, Tiffany Stowe, Anne McMenamin, and Deborah Wales

Many members of the Middlebury family, whether they are alumni, parents, friends of the College, or staff and faculty, want to give back to the College to support its core mission and in recognition and thanks for the good

things that Middlebury has provided them. There are also some definite financial benefits to making a charitable gift. Middlebury's Gift Planning office can help those motivated to make a charitable gift maximize their ability to support their favorite charities while taking advantage of the full array of benefits avail-

able to a donor.

“Gift Planning” is the process of considering a donor's objectives and motivations for making a gift, along with the donor's financial and tax situation, to determine the best way to make a charitable gift. Our gift planning team is headed by Anne McMenamin, director, who has 15 years of gift planning experience, along with 12 years of experience in higher education finance and investment. Deb Wales, senior associate director, practiced law for 12 years in the areas of estate planning, real estate, and business law prior to coming to work for Middlebury in 2004.

(Article continues on page 3)

2009 Holiday Break

This year, Middlebury College will be closed from noon on Thursday, December 24, 2009, until midnight on Friday, January 1, 2010. Benefits-eligible employees who do not work during this period will be entitled to holiday pay for the time they would normally have been at work.

There are a few departments on campus that will require some staff coverage during the break; department heads will coordinate that coverage. Non-exempt staff members required to work during the scheduled break will receive holiday premium pay. See article on page 2 for details on holiday pay and holiday premium pay, and they are also available in the College Handbook.

Hirschfield International Film-Video Series 2009-2010

The programs in the series are presented twice on Saturdays, 3 p.m. and 8 p.m., in Dana Auditorium, and admission is free. Coming up in November:

- Nov. 7 - *Che: Part One*, 2008, directed by Steven Soderbergh, starring Benicio Del Toro as Ernesto “Che” Guevara.
- Nov. 14 - *Che: Part Two*. Spanish w/ English subtitles.
- Thurs., Nov. 12, 4:30 p.m., 232 Axinn Center. Special presentation: William Paul, Prof. of Performing Arts at Washington University in St. Louis, a leading authority on romantic comedy and film genres, will speak on “New Directions in Romantic Comedy.”

For the full series schedule and program information go to: <http://go/hirschfield>.



MiddPoints is online!
Go to Human Resources,
then click on MiddPoints.

In this Issue

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Preparing for Flu Season

Government officials estimate that many individuals may be impacted by the H1N1 flu this fall and winter. Combined with the effects of the seasonal flu, it is important to stay informed regarding appropriate steps for the prevention and management of potential illnesses.

Flu viruses are spread mainly from person to person through coughing or sneezing by people with influenza. Sometimes people may become infected by touching something – such as a surface or object – with flu viruses on it and then touching their mouth or nose. As we enter flu season, please familiarize yourself with guidelines provided by the Centers for Disease Control:

- Cover your nose and mouth with a tissue when you cough or sneeze. Throw the tissue in the trash after you use it.
- Wash your hands often with soap and water. If soap and water are not available, use an alcohol-based hand rub.
- Avoid touching your eyes, nose or mouth. Germs spread this way.
- Try to avoid close contact with sick people.
- Symptoms of flu-like illnesses include fever or chills **and** cough or sore throat. In addition, symptoms may include runny nose, body aches, headache, tiredness, diarrhea, or vomiting.
- If you are sick with flu-like illness, **CDC recommends that you stay home for at least 24 hours after your fever is gone.** Your fever should be gone without the use of a fever-reducing medicine. Keep away from others as much as possible to keep from making others sick.

Our ability to manage a flu outbreak on campus is contingent upon limiting the interactions of those exhibiting symptoms. Many thanks for your help and cooperation in keeping the campus as healthy as possible.

Visit <http://www.flu.gov/> for more information.

Holiday Schedule and Holiday Pay

The holiday schedule for 2009 is as follows:

Thanksgiving and the day after Thanksgiving: Thursday and Friday, November 26 & 27, 2009.

December holiday break: From noon on Thursday, December 24, 2009, until midnight on Friday, January 1, 2010.

Hourly (non-exempt) employees are to use specific holiday pay codes when recording their time during these designated holidays. The pay codes are HOL (Holiday Pay) and HPP (Holiday Premium Pay). HOL pays at an employee's regular hourly rate; HPP pays time and a half.

All benefits-eligible hourly staff should enter HOL for any holiday time that falls during their normal work schedule, whether or not they actually work during that time. The HOL pay code should only be entered for normally-scheduled time on November 26 and 27, 2009 and from noon on December 24, 2009, to midnight on January 1, 2010.

Any hourly staff who actually do work during the holiday period should enter HPP for their time worked. Any hourly, benefits-eligible staff who work during the holiday will enter both HOL and HPP hours. This will result in two and a half times their normal pay rate. Non-benefits eligible staff who work will enter only HPP time; this results in one and a half times their hourly rate.

	Worked on holiday	Did not work on holiday
Hourly Staff, benefits-eligible	Enter HOL for any normally-scheduled hours, AND Enter HPP for the hours actually worked.**	Enter HOL for any normally-scheduled hours.
Hourly Staff, not benefits-eligible	Enter HPP for the hours actually worked.**	No action.
Salaried, exempt staff	No action.	No action. HOL code will default in during payroll.

** Don't forget to enter HPP hours on the correct shift.

Remember that the holiday break period begins at noon on December 24 and ends at midnight on January 1, 2010. Standard paycodes (REG, CTO, etc.) should be used for any time before noon on December 24 and for time starting on Saturday, January 2.

College Bookstore's Apple Campus Store offers educational pricing

As an employee of Middlebury College, you can take advantage of educational pricing (that means \$50 to \$300 lower than prices directly from Apple or other software companies) on computers, accessories, software, even iPods, by making your purchases through the Bookstore's Apple Campus Store. The Store also offers a free printer with the purchase of an in-stock computer at the store in Proctor.

Michele Mondella, retail associate in the College Bookstore, receives ongoing Apple training, and she can walk you through the process



of finding the right product for your needs and tell you about the latest products launched

by Apple (like their newest and most inexpensive laptop with a brighter LED backlit screen – kinder on the environment because it doesn't use fluorescent bulbs!).

An Apple repair technician, Ark Lemal, comes on campus weekly to make any in- or out-of-warranty repairs, right in the store.

The Apple Campus Store is open during the College Bookstore's hours, Monday–Friday from 8:30 a.m.–5:00 p.m.

Gift Planning, ctd. from page 1

Anne and Deb combine their specialized knowledge and skill with a donor-centered approach to philanthropy to help people who want to do well by doing good. Laurie Celik, gift planning administrator, with 10 years of experience in a Rutland law firm, and Tiffany Stowe, marketing and event coordinator, with a background in corporate management support and customer service, round out the team.

Many people use gift planning to their advantage, and it's not just for the wealthy. Gift planning provides a number of flexible and creative options in support of Middlebury, including gifts during your lifetime or through your estate. One of the easiest ways to support the College is to name Middlebury as a beneficiary in your College-sponsored life insurance plan. Another option is a life-income gift, such as a charitable gift annuity or charitable trust, that can provide you (or your family) with income and tax savings, while at the same time, helps to ensure that Middlebury College will be here for many generations to come. Our gift planning professionals are available to

explain the differences between things like "charitable gift annuities" and "charitable trusts" and help donors figure out what will work best for them. "We are most sensitive to an individual's timing and their own personal situation. We feel it is important for us to join in a conversation with a potential donor so that we understand what is most important to them. This article touches on a few gift planning tools, but there are many choices and we aim to highlight the best possible plan for an individual," McMenamain says.

The Office of Gift Planning, located in Munford House, welcomes the opportunity to help you make a charitable gift to the College and take full advantage of the tax benefits available to you. Speak to them to learn why gift planning is for employees too! If you support the College through gift planning you will become a member of the Gamaliel Painter's Cane Society, established in 1989 to honor those who have the foresight to provide for Middlebury's future.

Staff Council Announces Staff Appeals Panel Election Results and Other Committee Appointments

Congratulations! Charlene Barrett (Religion/Sociology/Anthropology) and Rachel Rosenfeld (Admissions) are the two top vote receivers in the Staff Appeals Panel election held last month by Staff Council. They could potentially be two out of 15 staff members to be on a five person Staff Appeals Panel if one is convened. Franci Farnsworth (Academic Affairs) and Manon Prevost-Mullane (Language Schools Administration) are the presidential appointees to the Staff Appeals Panel.

Other Committee appointments for the year include Jyoti Daniere (Health Center), Eileen Brunetto (Geology), and Linda Ross (Facilities Services) who are staff member appointees to the Community Council. Lisa Ayers (Events Scheduling and Information) and Janis Audet (Academic Affairs) will serve as alternate staff members to the Community Council. Arabella Holzapfel (LIS) was appointed ombudsperson.

Thank you all who participated in the vote, and we appreciate our fellow staff members who are giving of their time to serve the community.

Patti McCaffrey, Staff Council President

Library Book Sale

Tuesday, November 17 thru Sunday, November 22
 Main Library, 110 Storrs Ave.
 Open at 9:00 a.m. on first day,
 continuing during regular library open hours thereafter

The Middlebury College Main Library will offer withdrawn and duplicate copies of books, VHS tapes, and other media for sale at great prices. Choose from a wide variety of items for scholarly work or recreational reading and viewing. All proceeds from the sale will be added to the library's materials replacement fund. (Because the low price asked for materials is in part a service to the College community, anyone purchasing items on the first day of the sale will be required to show a Middlebury College ID. Book dealers are not welcome to purchase items for resale on Tuesday, Nov. 17). For more information, contact Joseph Watson, x5487, jwatson@middlebury.edu.

IRS Pension Plan and Related Limits for Tax Year 2010

The Internal Revenue Service announced the annual cost-of-living adjustments for dollar limits applicable to contributions to qualified retirement plans in 2010. The dollar limits are as follows:

	2009	2010
Maximum basic employee deferral to 403(b) tax sheltered annuity plans.	16,500	16,500
General "catch up" contribution limit for 403(b) plan participants age 50 and over.	5,500	5,500
415 limit on maximum combined employee/employer contributions to defined contribution plans.	49,000	49,000
15 year catch up provision, for 15 years of service with the College. The lifetime maximum under this catch up contribution is 15,000 (subject to various limitations).	3,000	3,000
Basic deferral limit for 457(b) deferred compensation plans.	16,500	16,500
457(b) catch up contribution (subject to age and other restrictions).	16,500	16,500
Annual limit on compensation for retirement program purposes.	245,000	245,000
Social Security wage base.	106,800	106,800
Medicare wage base.	No limit	No limit

Each individual who wishes to increase or decrease his or her voluntary contribution to the retirement program must sign a new salary reduction agreement form. Voluntary Retirement Plan salary reduction forms are available in Human Resources or on the Benefits page of the Human Resources Website.

DEALS AT THE SNOW BOWL SKI SHOP

Preseason tune-up specials are back again at the bowl

Get your skis/boards tuned up and ready for the season for only \$25! From 11/2 through 12/18 you can get a stone grind and hot wax for ONLY \$25 (a 44% discount over the regular price)! Or get a quick edge and hot wax for just \$15, and binding torque tests are only \$15 as well. The Bowl ski shop is open for drop off and pickup from 8:00-4:00 (or by appt.) on weekdays only from 11/2 until the Bowl opens for the season, and seven days a week from opening day through 12/18. For more info. call 388.4356 and ask for the ski shop.

Snow Bowl Season Lease Program

In response to many requests, the Snow Bowl Ski Shop will offer season-long ski equipment leases for the '09-10 ski season. There is a limited supply of equipment available, so leases are offered on a first-come, first-served basis with payment in full due at the time of the lease. Snowboard equipment is not available for lease.

Contact the ski shop anytime during the month of November, Monday – Friday (except for Wed., Thurs., Fri. of Thanksgiving week) to set up an appointment to be fitted by one of our certified and knowledgeable shop technicians. The Ski Shop can be reached at 388.4356 from 8:00-4:00 or at skishop@middlebury.edu anytime. Lease will run from the beginning of December through March. A Junior Lease Package is \$100, and the Adult Package costs \$165, and includes skis, boots, bindings, poles!

All of our lease equipment is lightly used rental equipment that has been regularly tuned and tested. We offer tune-ups on your leased equipment throughout the year at 50% off. If you decide at the end of the season that you like your lease equipment too much to give it back to us, we give you the option to purchase your lease equipment for an additional \$150 for juniors and \$200 for adults.



REMINDER

The application deadline for the 2009-2010 Early Retirement Program and the Voluntary Separation Program is December 1, 2009. Please submit forms to Human Resources promptly if you are interested in applying for one of these programs—no applications can be accepted after the deadline.

Benefits Open Enrollment

Benefits open enrollment is being conducted electronically again this year. HR has again worked with LIS to improve and enhance the electronic open enrollment process from last year. If you are a benefits-eligible employee, you should have received an e-mail at the end of October with details on our 2010 benefits as well as step-by-step instructions on how to enroll using Banner Web. Human Resources will gladly help you through the process; if you have questions please call x5465.

All benefits-eligible Faculty and Staff are required to complete Open Enrollment between November 1 & 15.

● Middlebury History

This month in

25 years ago ● Bill Mondale, the 22-year-old son of presidential candidate Walter Mondale, addressed students in Upper Proctor. The College established new regulations for tailgate parties including a ban on beer kegs. Robert “Bobo” Sheehan ‘44, the coach of the 1956 U.S. men’s alpine Olympic ski team, was honored at the 50th anniversary celebration of the Snow Bowl.

10 years ago ● Christopher McGrory Klyza (Environmental Studies) was the featured speaker at the Otter Creek Audubon Society’s annual dinner. A memorial service was held for Howard E. Woodin, professor emeritus of biology, in Kirk Alumni Center. The reigning NCAA championship ice hockey team returned All-Americans John Giannacopolus and Ben Barnett, plus brothers Curt and Scott Goldman, to the squad.

5 years ago ● The African-American Alliance hosted its 8th annual night of Black culture on stage at the McCullough Social Space. With the opening of the new Library, staff may now borrow from the Browsing Collection of film DVDs. *The Middlebury Campus* reported that the top Napster downloads among students were songs by The Killers, Maroon 5, and Nelly.

Classifieds, ctd. from pg. 6

Wanted

Wanted: Stroller for two babies, preferably in single file configuration rather than side by side. Please call Cindy at x5051.

Wanted: If any faculty or staff member who will be on leave during the spring semester is considering or looking for a responsible house-sitter, please contact Katherine at 919.619.8353.

Wanted: Looking for a used copy of *Three Cups of Tea* by Greg Mortensen. If you can part with yours, please call Toni at ext 2035 or e-mail tbest@middlebury.edu.

ACTR public meeting to be hosted by SGA

The Student Government Association will host a public meeting for staff, faculty, and students on Addison County Transit Resources (ACTR) service expansions at the Franklin Environmental Center at Hillcrest, Room 103, from 4:30-5:30 p.m. on Tuesday, November 17.

ACTR is expanding three of its routes, the Tri-Town Shuttle, the Middlebury Shuttle, and the Saturday Burlington LINK as a result of grant funds it received from the Vermont Agency of Transportation. Students, faculty and staff are invited to attend this information session to provide ACTR with feedback on the proposed route configurations. Three other public meetings are scheduled around the county through early December.

For more information about the proposed route changes, visit www.actr-vt.org and click under “4 public hearings scheduled...”

Human Resources • Service Building, 2nd floor • 802.443.5465 • hr@middlebury.edu

MiddPoints is published approximately twice per month by Human Resources for the faculty and staff of Middlebury College. The issue schedule and deadlines are listed on the Human Resources Web site. MiddPoints is mailed without charge to regular full time and part-time employees. MiddPoints is Human Resources’ primary communication vehicle on policy changes, upcoming events, news, and other items of interest to employees. Entities outside the campus may not advertise in MiddPoints.

• • • • Classifieds • • • •

Classified ads are free for members of the staff, faculty, student body and alumni of Middlebury College. Ads must be submitted seven days prior to the publication date. Guidelines for ads can be found on the MiddPoints section of the HR Website. Please send ads to Classifieds, MiddPoints, HR, Service Building, or e-mail to middpoints@middlebury.edu (electronic submissions preferred).

Auto

For Sale: 1997 Chevy Suburban. \$4,300. White. 180k miles. Battery, coolant system, brakes including master cylinder, & oil system are 1 yr. old. Body in great shape. No rust. Vehicle was purchased in So. Carol. Call 802.623.8171 or e-mail jones.wd@gmail.com if you are interested. Can be seen most anytime during the week.

Other

Cash for Clunkers: (Your cash, for my clunkers) Assortment of retired & semi-retired power tools & stuff, some electronics & misc.; some near-new, some fixers, some freebies. Please contact church@middlebury.edu or x5486 for the full monty.

For Sale: Danforth Pewter "Daydream" limited edition oil lamp, untouched, in presentation box, includes pewter matchbox, numbered and signed. Issue price \$415, selling for \$225. Photo avail. Call 462.3281.

For Sale: Frigidaire Gallery side-by-side white refrigerator w/ ice and water in excellent condition, great buy at \$225. Frigidaire self-cleaning glass flat top white stove w/ speckled top, in great condition, asking \$225. Renovating, must go. For a super buy, purchase both items at the great price of \$400. Call 388.6416 or e-mail eroy@middlebury.edu.

For Sale: Sunny, modern dining set. Asking \$100. Table is beech veneer with frosted glass. 55"x32" (seats 4-6 people). Four chairs made of beech and rope. Picture on request. Contact Natasha at x5432 or nchang@middlebury.edu.

For Sale: Burton Buzzcap ski/snowboard helmet. Sky blue. Size 52 cm, equivalent to a youth medium. Ear flaps and four sealable air vents. Like new. With extra padding. \$25. Call x2095.

Real Estate

For Sale: Circa 1813 brick Colonial on 13 acres in Addison w/ outstanding Adk. views. 3 BR, 2.5 BA, 2 fireplaces, large rear sun porch. Many upgrades incl. new cherry kitchen w/ oak floors, new windows, antique woodstove. Extensive gardens, attached 2-car garage w/ storage above. 20-25 mins. from campus. \$350,000. Call Sarah at 802.989.3403 or x5794.

For Rent: Lovely 3-4 BR, 2 BA furnished home on 25 acres for rent in Shoreham. Avail. Nov 1. No smoking, dog negot. Enjoy 2 wood burning stoves & total privacy w/in 15 min. of Middlebury. \$1,100/mo. + utilities. Contact 802.355.7425 or 802.355.7426.

For Rent: Duplex house in Middlebury w/in walking dist. of town. Newly refurbished, 1st floor has kitchen, living area, 2 BR & BA. Finished basement has living area, 2 BR, & BA. There is a garage, mowing & plowing incl. Avail. now, \$1,200/mo. + all utilities, deposit req. Contact Emina at emahmulj@middlebury.edu or call 802.388.1145.

For Rent: 3BR/1.5BA furnished ranch-style house in Weybridge, 1 mi. from campus & downtown. Avail. Jan. 1 thru June, 2010. Large LR, family room w/ stove, renovated kitchen & BA. 2 car garage, mowing & plowing incl. Major utils. incl. \$1,250/mo. + deposit. No smoking or pets. Contact Angela at abrande@middlebury.edu or 802.545.2719.

For Rent: Available Jan/Feb 2010. Charming 1825 stone farmhouse in Weybridge. 1.5 BR, 1.5 BA, LR, DR, kitchen, playroom. Cozy, quiet, convenient, and beautiful location on the banks of Otter Creek. Owned by Midd alumni and rented to faculty and staff for years. A bargain at \$1,200/mo. (heat & all utilities included). Call 545.2008 for more info.

For Rent: Restored barn for rent from Jan. 1 to end of May, 2010. 2669 South St. Ext. (5 min. from campus). 2nd level BR & BA sep. from upstairs BR/study & mid-level mezz. sitting room. Downstairs incl. country kitchen, DR, LR w/ wood-burning stove, full BA, laundry room, screened in porch. Storage. Oil-burning furn., baseboard hot H2O heat. \$1,500/mo., all utils. incl. Car rental avail. Contact Carrie at 388.0436 or x5703, or Bob & Betty at 388.3960.

For Rent: Spend Christmas in Middlebury. 1830's farmhouse 5 min. from Midd. on beautiful country road. Avail. Dec. 13-Jan. 5. Must be willing to care for indoor & outdoor birds (pigeons and 3 finches) in exchange for low rent. Call Steve at 802.388.3830 or e-mail skeithconsulting@earthlink.net.

Free

Free to a good home: 4 year old female black Labrador Retriever - sweet, loving & playful. She is spayed and her vaccs. are current. Sammy has hip joint issues & is on a daily supplement. Her home needs to be one w/out small children. If you have questions or would like to meet her contact Sheila at sandrus@middlebury.edu or 388.9643.

(Classifieds continue on page 5)

COLLEGE BOOK STORE

LECTURE ON CHINESE MEDICINE
MARNÆ ERGIL '85
TO SPEAK NOVEMBER 11
AT 4:30 P.M.
ROBERT A. JONES '59
CONFERENCE ROOM
STOP IN AT THE
COLLEGE BOOKSTORE
AND PICK UP MARNÆ'S BOOK
Pocket Atlas of Chinese Medicine