Training with a Twist: Kelly Trayah turns safety training into fun competition

The monthly safety training for custodial, general services, waste management, and floor crew staff in Facilities looked and felt quite a bit different this fall than it has in the past. Four teams of approximately 25 staff members competed in “Custodial Jeopardy” last month in Dana Auditorium, a game show complete with host “Kelly Trayah-beck” in suit and tie, judges, daily doubles, music, and a trophy presented to the winning team.

Of course this trophy, the “Toilet Bowl” as it is affectionately called in Facilities Services, is no Stanley Cup, but like the NHL’s coveted prize, the gilded toilet seat-and-brush trophy will be engraved with the winning team each year and displayed in Custodial Supervisor Kelly Trayah’s office for all to admire.

Kelly came up with the idea for a game-show style training after thinking about a memorable conference he attended recently in which the presenters threw candy out to audience members who answered questions correctly about the information they just heard. This got Kelly thinking about how he could transform the necessary safety training that his Facilities Services staff must participate in into an engaging exercise.

Custodial teams 4, 7, 9, and 13, winners of the 2009 Toilet Bowl, on stage with “Joe Dirty” and their trophy.

New Holiday Schedule for Staff
President Liebowitz announced this week that as a small thank you to everyone for their hard work, the College will be closed the full day on December 24, 2009, instead of the customary half day. This means that the holiday break will run from 12:01 a.m. on Thurs., Dec. 24, 2009, until 11:59 p.m. on Friday, Jan. 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. Non-exempt staff members required to work during the scheduled break will receive holiday premium pay. Further details on holiday pay and holiday premium pay are available in the College Handbook.

Reminder: Change in payroll deadline for last payroll of 2009
• Deadline for submitting/approving time - Monday, 12/21/09, 10:00 a.m. (includes Web time entry, student timecards and all approvals)
• Paychecks and direct deposit stubs will be dated Thurs., 12/31/09.
• Paychecks available for pickup on Thurs., 12/31, between 10:00–2:00 in Human Resources (bring your College ID with you to pick up your check. You will only be able to pick up your own check – no exceptions). Any checks not picked up by 2:00 p.m. will be delivered through regular campus mail on Mon. 1/4/10.
• Direct deposit stubs will be delivered through regular campus mail on Mon., 1/4/10. View your pay information on Banner Web at http://go.middlebury.edu/bw.
Tree Removals Planned for December Break

Routine inspections have revealed several campus trees to be in hazardous condition. Facilities Services will take advantage of the frozen ground and minimal campus traffic during December break to remove them. Almost all of these trees are located in the Main Quad. Their removal will reveal a much different, yet improved, viewscape.

There are two rows of Norway spruces in the Main Quad: one row along the west side of the outdoor ice rink (the northernmost being the holiday tree), and the second along Old Chapel Road. These spruces helped delineate the edges of a football/hockey field early in the 20th century. Several are ailing and must be removed before becoming too dangerous. One has suffered a lightning strike, another is rotting from the top down as a result of storm damage, and a couple are suffering from root-related issues. Please note: not all of the spruces will be removed.

In the western row, the holiday tree will remain, as well as a large and noble spruce closer to McCullough and its neighbor to the south, as those two are relying on each other for support from wind. An Austrian pine near Hepburn suffers from blight, so it must be removed to prevent its infecting nearby pines. A blue spruce on the north side of Stewart has reached the end of its life.

All of this work aligns with the Campus Master Plan of 2008. At present, the center row of spruces creates a wall, an unnatural break in the center of what should be a more open quad. In the Master Plan, the Main Quad is called the “core of the Middlebury College campus.” It states, “The tree pattern in particular obscures the perception of space. Thinning the existing trees by selective removal, and clearing vistas by limb-up trees, will greatly enhance the space.” With removal of these trees a vista across the quad will open, affording better views up the hill towards Mead Chapel, and the quad will function better for events and ceremonies such as Commencement.

Facilities Services has a vigorous replanting program, as is necessary in an active urban forest such as our campus. In the last three growing seasons, at least three trees have been planted for every one removed, using the Master Plan as a guide for variety and locations of new plantings. All planting work is done by our landscaping staff with trees grown locally.

For more information on this project, including photos of the trees to be removed and some historical pictures from the Middlebury College Digital Archives, please visit Tim Parson's blog, The Middlebury Landscape at http://blogs.middlebury.edu/middland/.

Got a green idea?

Environmental Council is seeking project proposals related to sustainability. Grants are available from $250 to $2500. All Middlebury staff, faculty, and students are eligible.

Preference will be given to proposals that address issues related to transportation alternatives, and food and dining, but all proposals are welcome.

Application forms at: http://www.middlebury.edu/administration/enviro/cc/grants/. Or contact Jack Byrne, jmbyrne@middlebury.edu, ext. 5043

Deadline for proposals: Jan. 8, 2010

Milestones are determined by years of uninterrupted employment at Middlebury College. The following milestones were attained in December 2009:

5 YEARS
Daphne Jensen
Ski School

Erin Kilpeck
Human Resources

Jane Kimble
Institutional Research

Dana Livingston
College Advancement

Joseph Mackey
Snow Bowl

Kelly Trayah
Facilities Services

10 YEARS
John Eckels
Rikert Ski Touring Center

Macky Gaines
Admissions

Dee Gilbert
Human Resources / Student Employment

Scott Pardee
Economics

Patrick Shores
Facilities Services

Congratulations on reaching these Milestones!
“I want everybody to have some fun while they learn,” says Trayah, and so the 2009 Toilet Bowl was born.

The “Custodial Jeopardy” game Kelly created in PowerPoint and projected on the screen in the auditorium included categories such as Products and Equipment, Policies and Procedures, Where on Campus, and Safety Review, and teams got to select a category and amount, just like contestants on the popular t.v. game show. Custodial Supervisors Dan Celik and Connie Fox, and Assistant Director of Custodial Services Linda Ross were judges: they determined which team had a member raise a hand first and get a shot at answering the question.

It was a mix of lighthearted fun — Dan “Joe Dirty” Celik took the stage in a long blond mullet-style wig (pictured on page 1) doing the hamster dance while the popular YouTube clip played on the screen in back of him — and reinforcement of the information staff needs to know to do their jobs safely. Dan also threw out candy to teams who answered correctly during the game.

Afterward, there were many who commented that it was the best training they had ever been to, and they appreciated that “training doesn’t have to be dull,” as one participant noted. The game show style allowed people to loosen up a bit and enjoy themselves while reviewing important information. “We had some very quiet people on the staff come up afterward and tell me some ideas about what type of game show to do next, like ‘Let’s Make a Deal’ and ‘The Price is Right,’” Kelly says. He knows it was a success because the staff is still talking about it with some friendly smack-talk about which team will win the next training. “It only cost about $10 for the candy too,” says Kelly, pleased that creativity doesn’t have to come with expense for the department.

Now Kelly is designing “Custodial Family Feud” for next year. When he’s at his desk and has some free moments, he’ll write questions and plug them into the new game, piecing the next competition together bit by bit. It’s a good thing, because Kelly will have to be ready for the 2010 Toilet Bowl — the staff is already looking forward to it.

~ Liz Hammel

**Training with a Twist, ctd. from pg. 1**

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**Receive W-2 Wage and Tax Statement Electronically**

Last year the Payroll Office made available to all employees the option of receiving your W-2 Wage and Tax Statement electronically. We would like to remind those that have not signed up for this option that it is available. You will have until **January 15, 2010** to elect this option.

**How to sign up for electronic W-2:**
- Log into Banner Web (Self Service) -- [http://go/bannerweb](http://go/bannerweb)
- Click on Employee
- Click on Tax Forms
- Click on Electronic W-2 Consent
  (Please read the consent information carefully, make your choice and then hit the Submit button)

**Note:** If you signed up for the electronic W-2 last year, you do not need to sign up again. Your consent is valid for all subsequent years unless revoked by you (please refer to the consent information on Banner Web for more detail). **If you do not remember if you signed up last year, log onto Banner Web and go to the Electronic W-2 Consent section. If the consent box is checked, then you have already signed up.**

**Electronic W-2 FAQs:**
- **Q:** What is an “electronic W-2”?
  **A:** This is an option to access and print your W-2 information electronically through Banner Self Service. The electronic version prints out an IRS approved paper W-2.

- **Q:** Why should I choose to receive my W-2 this way?
  **A:** Electronic W-2s benefit everyone. Not only will you be able to access your W-2 information sooner, but also you have the ability to access and print the W-2 as often as you like. The College saves time, effort and money associated with printing, stuffing, and mailing over 5,000 W-2s.

- **Q:** How do I print my Electronic W-2?
  **A:** Log into Banner Web (Self Service) – [http://go/bannerweb](http://go/bannerweb) and click on the Employee section. Select Tax Forms then W-2 Tax and Wage Statement. Select Tax Year and hit the display button. Select the

  *(Article continues on pg. 6)*
Voice Mail Tips

Telephone Services shares features of the new voice mail system that you may not be aware of:

1) As the holiday break approaches, consider recording an out of office greeting, this allows you to retain your standard greeting when you return.

To record or rerecord an out of office greeting, once in your voice mailbox:
Dial 4 for greeting options
Press 7 for the out of office greeting option
Record your greeting
Press any key to finish recording
Press #
The greeting is now turned on.
To review the out of office greeting, in your voice mailbox dial 16133. The voice mail system provides you with options to discard and rerecord it.

To activate your standard greeting upon your return:
Enter your voice mailbox
The system will remind you that the out of office greeting is on and asks if you would like to turn it off
Press 4 to turn it off
Callers will now hear your standard greeting when they reach your voice mailbox.
To review your standard greeting, in your voice mailbox press 16132. The voice mail system provides you with options to discard and rerecord it.

2) LIFO to FIFO – To change message presentation from “last in, first out” to “first in, first out,” press 1625 and follow instructions.

3) Message Notification calls one or more numbers to notify you of a campus voice mail message. You can set up your voice mailbox to call your cell phone and/or your home to notify you of a new message. The parameters can be set to notify you between certain hours and certain days. If you answer the call live, you can listen to the message, save, delete or forward the message on campus voice mail system.

Press 1611 and then press 3 to edit your notifications.

Additional voice mail instructions are found at http://go/telecom.

Staff Accomplishments

Gordon Marsh (Facilities Services) earned his Class A Commercial Driver’s License (CDL) last month, allowing him to legally drive tractor-trailers throughout the United States. He passed the skills test at Fort Ethan Allen which required him to perform an extensive pre-trip inspection of the whole vehicle followed by driving a tractor trailer through the five corners of Essex Junction and performing maneuvers like backing at a 90 degree angle, changing lanes, turns, driving over railroad tracks, and preparing for stoplights, all in a safe manner.

Gordon enrolled in a rigorous six-month course at the Champlain Valley Driver Training School in Milton for a combination of classroom and road practice that occupied about 5-6 hours every Saturday for the last half-year. In order to earn a permit to practice on the road, Gordon passed a written test, and then the practical training began.

Before even getting in the truck each Saturday, Gordon learned how to complete an extensive pre-trip inspection of the tractor trailer’s components, engine, lights, breaks, steering, and tires which takes over an hour to finish. On-road practice with an instructor included a couple hours each day of backing, followed by driving a tractor trailer through the many turns at Essex Junction’s five corners, and stopping and starting at the numerous lights on Susie Wilson Rd. “They don’t want to make it too easy on us – driving the highway wouldn’t cut it,” Gordon says of his instructors, confident that he now has the skills to maneuver a big truck through any situation he would come upon. The instructors also taught Gordon and his classmates how to evaluate situations, judge lengths, deal with road hazards, and plan stops.

Gordon had his Class B CDL for four years before striving for his Class A license, and in the future he plans to prepare for the written tests that will earn him endorsements for driving tankers and hazardous materials.

Gordon began working in Proctor dining in 1994 as high school student. He joined the Material Recovery Facility team in 2006.
2010 Dates for On-Campus Counseling with TIAA-CREF Consultant

If you are interested in scheduling an on-campus, one-on-one visit with Erik Moreau, consultant with TIAA-CREF, to discuss your retirement plan investments, he has confirmed dates he will be on campus during the first half of 2010.

To schedule an appointment online for one of the dates below, go to http://go/hr and click on Benefits, then the TIAA-CREF Microsite link. Click on Set up a Meeting in the blue bar at the bottom of the main microsite page, and select Vermont in the drop down box. If you do not have easy access to the internet, or if you want to call to schedule an appointment for a meeting time, feel free to call Erik’s assistant Melissa, toll free, at 866.904.7801, extension 275142.

Tuesdays January 5 and January 26
Thursday February 4 and Tuesday February 16
Tuesdays March 9 and March 23
Thursday April 1 and Tuesday April 20
Tuesdays May 4 and May 18
Tuesdays June 1 and June 22

Faculty Grants

Stefano Mula (Italian) has been awarded funding to support his 2009-2010 academic leave through the University of Cagliari (Italy) International Relations Office - Visiting Professor Program (sponsored by the Regione autonoma della Sardegna). While in Italy, he will be working on his book on Cistercian exempla and teaching classes to undergraduates (on Modern Italian Literature; Foscolo, Deledda) and to graduate students (on medieval exemplary literature).

Steve Trombulak (Biology and Environmental Studies) and Sallie Sheldon (Biology) have received funding from the U.S. Fish & Wildlife Service through the Lake Champlain Fish and Wildlife Resources office to support research this year and summer that will involve undergraduate students. Sallie’s project will use indirect genetic based methods to estimate the past demographic history of sea lamprey in Lake Champlain. Steve’s project will use data from the USFWS and from the scientific literature to develop and test methods for predicting brook trout occupancy in the Lake Champlain Basin.

Middlebury in 2009 Enrolls the Most Davis UWC Students

Middlebury College has clinched the 2009 Davis Cup by matriculating 40 first-year Davis United World College Scholars, the most first-year Davis UWC Scholars among the 91 U.S. colleges and universities participating in the program.

Middlebury, which received the Davis Cup four years ago for enrolling 36 students, was one of the five original schools to participate in the scholarship program. The College is currently in its 10th year with the program that started with 11 scholars in 2000 and has grown to include 113 scholars in 2009.

Dean of Admissions Bob Clagett said, “Middlebury has long been proud of its tradition of attracting large numbers of international students to its student body, and in the past 10 years, some of our strongest students have come to us from the superb United World Colleges around the world.”

The Davis UWC program has changed the face of global learning at Middlebury and has broadened the scope of its international population, which comprises approximately 11 percent of the College’s undergraduate student body.

“These are students who not only broaden the perspectives that are represented in our classrooms and in our extracurricular groups, but who also help raise the visibility around the world of the kind of education that liberal arts colleges like Middlebury can offer. Our participation in the Davis UWC Scholars Program has been one of the most gratifying efforts that we have ever undertaken, since it is a ‘win-win’ for all parties involved,” Clagett explained.
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).

Miscellaneous

For Sale: Two SimpleHuman small (4.5 liter) bath step-on trash cans w/ removable liner - one white, one steel. $9 each. 388.7440.

For Sale: A scant ton (46 bags and 4 partials) of hardwood pellets for a pellet stove or boiler. 40# bags @ $5 per bag or the whole lot for $200. You pick-up in Lincoln. Call Ian at x3453 or 453.3124.

For Sale: 16” used Jonsered chainsaw; includes extra brand new Carlton chain, $65. Evenings 247.0985, daytime x5570.

For Sale: NordicTrack 1300 commercial elliptical machine. 1 yr. old, gently used, $750. Call 802.922.5951.

Real Estate

For Rent: Faculty house for rent from February (January, if needed) through June 2010. Beautiful home in Cornwall: 3 BR, 3 BA, 2 studies. Lovely, private setting, view of the Green Mtns., only 10 min. from campus. Rent includes care of 2 friendly cats. $800/mo. plus utilities. Call 462.2899 or e-mail mkatz@middlebury.edu.

Housemate Wanted: Female housemate wanted for January 2010 through June 2010 for charming Middlebury home. $550/mo. includes heat, wifi, snow removal. House is virtually on campus and is completely furnished w/ large kitchen & shared full BA. Walking dist. to town and shopping. Outside parking and screened in porch. Non-smokers only, please. Contact Jessica at jhart@middlebury.edu for more info.

For Rent: Fully furnished Montreal mini-loft in best part of town for dining & club scene: Rue Marie-Anne and St. Laurent. $50 a night rental; available for the winter holidays. Please contact Jessica at jhart@middlebury.edu for more info.

Free

Free Couch: Large, sturdy yet comfortable “This End Up” couch. 76 inches. Wood frame w/ cushions. All in very good condition. Must transport yourself. E-mail Will, wpyle@middlebury.edu.

Free to a good home: 4 yr. old female black lab - sweet, loving, playful. Spayed, vacs. current. Sammy has hip joint issues & is on 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.

Wanted

Wanted: Used ping pong table in good condition. Call Corinna at x5742.

Electronic W-2 continued from page 3

Print button below the W-2 form to display the current statement for printing. Print a copy for your records and print copies as needed for submission to federal, state, and local entities. Printed copies do not indicate if they are Federal, State, Local or an Employee copy, but the electronic version can be used for any of these filings.

Q. When will my electronic W-2 be ready?
A. You will receive an e-mail from the Payroll Office informing you that the W-2 is available for viewing and printing. Per IRS regulations, W-2s need to be either postmarked or available electronically by February 1, 2010 for tax year 2009. We will make every effort to have the electronic W-2s available earlier than February 1, 2010.

Q. What if I do not have access to a printer?
A. Please do not choose electronic delivery if you do not have access to a printer. For security reasons we suggest you avoid using printers located in public areas.

Q. What if my address is incorrect on the printed W-2?
A: You may still file using the electronic copy but you must contact Human Resources to make any changes to your address.

The Payroll Office can be contacted at payroll@middlebury.edu with any additional questions.

College Book Store

The College Bookstore would like to take this opportunity to wish everyone a joyous holiday and Happy New Year!