Not surprisingly, Norma Leduc’s favorite place on campus is the pool. That’s a good thing, considering that as the Assistant Swim Coach and Assistant Aquatics Director, the majority of her work takes place in and around the natatorium.

In 1983, as Norma’s youngest son was heading off to kindergarten, she decided to close her daycare and look for work outside the home. Norma’s friend Susie Homick (Facilities) told Norma about a custodial position opening at the College, so Norma applied, interviewed with Linda Ross, and got the job working 25 hours a week for the custodial department. “I liked every minute of it,” she says.

Over the past 25 years, Norma’s role has changed a few times. In 1987, Norma moved to a full-time position at the pool, which was the Brown Pool in McCullough at the time, and became an Issue Counter Attendant. Once the Natatorium in the athletic complex was completed in 1996, Norma moved there and added “Assistant Swim Coach” to her other duties.

“I really thank Peter Solomon because when he first came here, he saw my ability to relate with others and asked me to be his assistant,” says Norma. As an Assistant Swim Coach, Norma takes care of a lot of the behind the scenes work that is necessary to keep the swim team running smoothly. It allows Norma to work more with the students, something she really loves. Norma credits Missy Foote for helping her move from her original position in custodial to having a more integral role in the athletic side of her work at the pool. Missy taught Norma water safety instruction, after which Norma started teaching swimming at area schools in the summer. That and the support of Mary Ellen McLaughlin, who was the College Swim Coach at the time, got her on the path to her current role, which she really enjoys.

Now, Norma does most of the scheduling for the pool facility, assists Peter Solomon during the November to March swim season, teaches lifeguard training and CPR to high school and college students, and supervises the summertime lifeguards. She has enjoyed learning new skills over her 25 years here and making the transition to

(Story continues on page 2)
MEET YOUR NEW STAFF COUNCIL
FOR 2008–2009

The 2008-2009 Staff Council members are:
District A: Christa Clifford, Operations Manager, Mahaney Center for the Arts
District B: Tiffany J. Stowe, Gift Planning Assistant and Marketing Coordinator, College Advancement
District C: Derek Doucet, Outdoor Programs Director, Center for Campus Activities & Leadership
District D: Suzanne Cota (Co-Secretary), Assistant to the Director of Athletics
District E: Edmond R. Mayer, Printing Area Specialist, Reprographics
Custodial: Kelly Trayah (Co-Secretary), Custodial Supervisor & Equipment Coordinator
Dining: Patti McCaffrey (President), Assistant Banquet Chef
Facilities Services: Daniel Stearns, Maintenance Electrician B
Library & Information Services: Mack Roark (Vice-President), Educational Technology Specialist - Advanced Applications
Member-at-Large: Julie Rheume, Customer Service Representative & Operations Coordinator, Registrar’s Office.

Watch for more details on the upcoming Staff Council meeting slated for August 13. It has been a pleasure serving as your 2007-08 Staff Council President and we wish the new council well in their upcoming year. If you would like to be more involved or have questions, contact Staff Council at scouncil@middlebury.edu. It looks to be a great year ahead!

~ Carol Peddie, Associate Dean, Library & Information Services
& President Staff Council 2007-08

Staff Accomplishments

Two staff members from International Programs and Off-Campus Study presented sessions at the national conference of NAFSA: Association of International Educators in Washington, DC, in May: Stacey Thebodo presented a session entitled “Sustainability in Education Abroad: Reducing our Global Footprint.” Nicole Chance presented a session entitled “Orienting Students Online: Best Practices.”

Isabel Smidy, Assistant Controller for Tax Compliance, is teaching a course entitled “Tax Issues in Higher Education” at the 56th Annual College Business Management Institute this week at the University of Kentucky. Her course provides participants with an overview of the tax issues in higher education, as colleges and universities must be mindful of the tax implications of almost everything they do.

(Norma Leduc, from page 1)
Athletics where she can put those skills to good use. Recently Norma began teaching an Aqua Jogging class to faculty and staff members for the Optimal Health Initiative. The class is held on Tuesdays and Thursdays from 11 a.m.–12:00 noon for anyone who may be interested. “There are anywhere from four to 16 people there on any given day, and it’s a lot of fun.”

Norma also thinks giving swim lessons to her two year-old granddaughter at the pool twice a week is a lot of fun. “Mémé” to four grandchildren and “Mom” to two grown sons, Norma cherishes her family. She is grateful that her husband Marcel has been supportive of everything Norma has ever wanted to do. Whenever Norma has wanted to take on something new or different, her husband asks her, “Will it make you happy?” If Norma’s answer is “yes,” he tells her, “then do it.” Norma is also thankful that he takes such an active role with responsibilities around the house. “He does all of the cooking, so it’s great when I come home after the long hours during the swim season,” she says. The couple met at a square dance at the Horseshoe in Sudbury, a “big party place” that Norma thinks some readers will remember.

Outside of work, Norma and her husband like to spend a lot of time outdoors, camping, fishing, and traveling. Last summer they took a few weeks and traveled out west, stopping to explore places including Roswell, New Mexico, the Grand Canyon in Arizona, and the Grand Teton and Yellowstone National Parks in Wyoming before taking the Trans-Canada Highway back to Vermont.

At some point, Norma and Marcel plan to move south for retirement. They bought land on a lake, in the woods of southern Virginia and have been working one step at a time clearing the land and putting in septic. Norma says, “Because of the grandchildren and the increased cost of living, we’re not sure when we’ll retire, but we look forward to our time together fishing on the lake.”

~ Liz Hammel

Editor’s note: The College would like to continue recognizing the many accomplishments of its staff in MiddPoints. Accomplishments include: awards, degrees, certifications, special licenses, apprenticeship completions, published writing, presentation at a conference, election or appointment to the board of a professional or trade organization. Please send the information about an accomplishment to the MiddPoints Editor at middpoints@middlebury.edu or call x2565.

~ Liz Hammel
Your Human Resources Generalist Team

Our team partners with staff and faculty to provide a wide range of human resource services such as:

- customized implementation of HR strategies and programs
- consultation with managers on topics related to staffing and employee relations
- problem-solving and conflict resolution for employees and supervisors
- facilitation of process and work flow analysis and improvement
- coaching and training for individuals and teams
- clarification of policies and procedures
- assistance with recruitment, benefits, compensation, and leaves of absence.

Since our goal is to help you meet your goals, we are each designated to support specific areas of the College. Even though the listing below identifies the areas we serve, please feel free to contact any of us for assistance. We are happy to help!

Laura Carotenuto, Manager of Employee Relations
x2012, lcaroten@middlebury.edu

Academic Affairs
Alliance for Civic Engagement (ACE)
Bread Loaf School of English
Bread Loaf Writers’ Conference
CTLR
Dean of Curriculum
Dean of Faculty
Dean of Faculty Devel. & Research
Digital Bridges 2.0
Environmental Affairs
Faculty

Human Resources
International Affairs
Institutional Planning and Diversity
International Student & Scholar Svcs.
Language Schools & Schools Abroad
MMLA
New England Review
New England Young Writers’ Conf.
President’s Office
Sciences and Technical Support Svcs.

Deborah Francis, Human Resources Generalist
x5011, dfrancis@middlebury.edu

Facilities Services
Library & Information Services (LIS)

Perry Richards, Human Resources Generalist
x5882, pgrichar@middlebury.edu

51 Main
Book Store
Budget Office
Business Services
Controller’s Office

Dining Services
Golf Course
Reprographics / Mailing Services
Snow Bowl
Vice President for Finance & CFO

Alexa Euler, Human Resources Generalist
x5668, aeuler@middlebury.edu

Admissions
Athletics
Career Services Office (CSO)
CCAL
Chaplain’s Office
College Advancement
Communications
Counseling and Human Relations
Davis UWC Scholar Programs
Dean of Advising

Dean of the College
Health Center
Mahaney Center for the Arts
Museum of Art
Public Safety
Registrar
Sports Medicine
Student Financial Services
Student Scholarships & Fellowships
Vermont Campus Compact
New Employees

Erin McCormick – Having just received the 2008 Student Employee of the Year Award for her work in the ADA office, Erin began work as Stewardship Writer for College Advancement in June. She recently graduated from Middlebury College in only three and a half years, majoring in history of art and architecture. Erin lives in Cornwall and enjoys art, cooking, and photography.

Ethan Murphy – In June Ethan joined the Film and Media Culture department as Media Production Specialist. Previously, he was the technology manager for the College of Media and Communication at the University of the Arts in Philadelphia. Ethan enjoys travel, cinema, and snowboarding.

Gabe Austin – Now a Third Cook for Atwater Dining, Gabe started working for the College at FIC while in high school. He has worked in every dining hall on campus over the past six years. Gabe grew up and lives now in Middlebury.

David Kloepfer – Before becoming the Technical Coordinator here for the Center for Campus Activities and Leadership in June, David worked for eight years at Atomic Pro Audio in Rutland. He graduated from Emerson College with a degree in audio recording. A guitar and banjo player, David lives in East Middlebury.

Elyse McNiff – Graduate Intern Museum of Art

Jeanne Albert – Director of Quantitative Support, Center for Teaching, Learning & Research

Roger Miro – Custodian Facilities Services

Eric Jipner – In June Eric began work as Third Cook at Proctor. He attended Castleton State College and worked part-time at the College for the last year. Eric lives in Bristol, and he likes to swim and hang out in his free time.

Andy Weinberg – Andy joined the Athletics department as the Assistant Swim Coach and Assistant Aquatics Director in June. He was a high school physical education teacher and swim coach for fourteen years. Andy will live in Middlebury and enjoys hiking, running, paddling, swimming, cycling, and spending time with his children. He also enjoys directing endurance running, cycling, and adventure races.

Andy Weinberg – Andy joined the Athletics department as the Assistant Swim Coach and Assistant Aquatics Director in June. He was a high school physical education teacher and swim coach for fourteen years. Andy will live in Middlebury and enjoys hiking, running, paddling, swimming, cycling, and spending time with his children. He also enjoys directing endurance running, cycling, and adventure races.
The Performance Feedback and Development Process for Staff Members

Informal Evaluations

Annual written performance evaluations are conducted for staff members between January 1 and March 31 of each year as part of the Performance Feedback and Development Process (PFDP). Also part of this ongoing process, informal performance evaluation meetings are conducted at six-month intervals between the annual written performance evaluations. For most staff, informal evaluations are due between July and September.

The PFDP is designed to give employees and supervisors an opportunity to evaluate work accomplishments and performance during the review period and establish goals and objectives for the future. The informal evaluation provides a valuable opportunity for mid-year feedback, review of progress in meeting goals, and plans for any necessary adjustments.

Supervisors will be making plans to meet with their staff members over the next several months to conduct performance discussions. Staff and supervisors should contact their HR Generalist with any questions or concerns about the performance evaluation process.

Correction

Last issue’s Milestones column stated that Hector Vila, Writing Program, has been at the College for five years as of July 2008. Apologies to Hector, whose true “Milestone” is 10 years. Hector was the Associate Director for Distance Education Programs and Teacher Training for the Center for Educational Technology from 1998–2003. From 2003 to the present he has served the College as Assistant Professor of Writing.

Middlebury History

25 years ago ● An outbreak of salmonella poisoning affected about 50 students at the Language Schools. Funeral services were held for Ruth H. Freeman, age 85, the wife of Professor and Vice President Emeritus Stephen A. Freeman.

10 years ago ● The College announced that it would become a partner institution with the Posse Foundation of New York City. Assistant Professor Kathleen Skubikowski (English) received the Outstanding Freshman Advocate Award from the National Resource Center for the Freshman Year Experience at the University of South Carolina.

5 years ago ● Plans were announced to publish the 2003-04 College Handbook on-line for the first time, which resulted in about $8,000 in savings. Professors Jeffrey Byers (Chemistry and Biochemistry) and Frank Winkler (Physics) received grants from the National Science Foundation’s Research in Undergraduate Institutions Program.

Win a Weekend Getaway at the StoweFlake Mountain Resort and Spa

The Economics Department is conducting research on charity auctions. Our present project seeks to better understand people’s preferences about different fundraising mechanisms (i.e., raffles, auctions, etc.). If you would like to be included in our study, please log on to our online survey at: http://surveys.middlebury.edu/survey/133017/ka46/.

The survey is simple and will take less than 15 minutes to complete. Each participant who completes a survey will automatically be entered in a drawing for a weekend getaway for two at the StoweFlake Mountain Resort and Spa in Stowe, VT (http://www.stoweflake.com). You can only enter once. Thank you in advance for helping to further our research.

~ Jeffrey Carpenter, Jessica Holmes, and Peter Matthews

where on CAMPUS?

Maybe if you saw just a little more of the photo like above, you may have recognized the clock outside the northeast corner of McCullough in last issue’s “Where on Campus?”

Linda Ross (Facilities Services) was the only reader to respond correctly. Way to go, Linda!
Classifieds

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: 1989 Volvo 240, 4-door, 5-speed, blue sedan. 195k. Good body for age, great engine, can easily go 50k more. $700 obo. Call 881.4979 or e-mail for pictures cmrodger@middlebury.edu.

For Sale: 2001 Green Honda CRV 4WD 93,000 miles. A/C, power steering, windows, doors and locks; cruise control, CD player, dual front air bags; 4WD ABS, studded snow tires included. Excel. condit. Service records avail.; work performed by one mechanic only. $7,200. Call x5052.


For Sale: Craftsman 22” gas lawnmower, 6.0 hp, needs new seals but otherwise ok. $50. Smith Machine home gym: Fitness Gear brand, incl. detached, adjustable incline bench, squat rack, 200+ lbs. of weights, more. Paid $500, a steal at $100. Hutch/Bookshelf: Scandinavian design, heartwood w/mahogany stain, expandable design, $100. Classic floor lamp, cherry-color wood w/ivory fabric shade, $10. x3169 or liza@middlebury.edu.

For Sale: Set of 4 Windsor chairs, oak w/cherry-colored stain, like new, $150. Brasse headboard for full size bed, $50. Lg. baker’s rack w/antiqued metal frame, caned shelves, $25. Office chair: ergonom/adjustable, dk. grey cloth upholstery, wheels, $25. Wine Rack: Crate and Barrel, glass top, gunmetal grey shelves, $50. Black metal firewood rack w/removable canvas log carrier, $15. x3169 or liza@middlebury.edu.

Yard Sale: Lots of girl’s clothes, for all seasons, sizes 7, 8, 10, in excel. condit., adult clothes, books, games, toys, household items, & more. Saturday, August 2, 9:00–4:00 and Sunday, August 3, 9:00–1:00 at 988 Lower Plains Rd., Salisbury.

For Sale: Maple bookcase headboard for double bed set. Mattress & box spring included. Good condition, $100. Call 462.2677.

For Sale: Drop leaf Dining Table, cherry. Top open: 78” x 48” x 29”. Closed: 30” x 48” x 29”. Pull-out legs w/casters. Custom pads included. Price negotiable. Call 388.8318.

For Sale: Pool table. Approx. 6-1/2 foot table (honeycomb bed) and equipment. Good condition. $350 obo. Contact Bob Smith at x5264.

Real Estate

For Sale or Rent: Charming, comfortable, well-maint. family house in New Haven, 15 min. drive from College. 1780s house features spectacular views of Adirondacks, 5 acres, beautiful deck, landscaped sitting area. 4 BR, large living/dining area w/wood stove, separate formal sitting or DR w/fireplace & reading nook, 2 BA, kitchen, washer/dryer. Wood floors throughout. $1,200/mo. rental; $350,000 purchase. No pets or smokers for rental. For further info. or viewing, contact Marion at mwells@middlebury.edu or 802.453.4929.

For Rent: Classic Vermont Farmhouse on 5 acres and w/in 3 miles of campus. Furnished. 4 BR, 2 BA, screened in porch & a beautiful westerly view. The house is avail. for 9 months—beginning of rental is flexible—through the end of May. $1,400/mo. + utilities. Call David x5255.

For Rent: Lake Dunmore, Salisbury. 2 Chalets avail. Each has 2 BR, sleeps 6 on water. Walking distance to store, snack bar, laundry mat. No pets/smoking. $750 weekly. Summer rentals Sat. to Sat. until Sept 1, 2008. Monthly rentals Sept. 1 to June 1. Call Dolly at 989.3693 after 4 p.m. or 352.4378.

Wanted

Wanted: Jigsaw puzzles for young children. E-mail emorriso@middlebury.edu or call x3438.

Wanted: Responsible super-senior Feb. available for house-sitting from now until graduation in February. Good w/animals, loves dogs, experienced w/gardens & plants. Has own car, will drive up to 20 mi. from campus for the summer, up to 10 mi. when school starts. Any length of time o.k. E-mail Hannah Rommer: hannah@middlebury.edu.

College Book Store

Want to help save the earth while purchasing school supplies?

We carry Green Apple products featuring a ruler made out of recycled yellow pages, a pen made from recycled currency and other recycled items.