People are often surprised when I advise them not to attend the Bread Loaf Writers’ Conference if what they really want to do is work on a writing project. Although plenty of writing is required before one is admitted to the conference, the conference itself is designed to make it almost impossible to write during the session, regardless of the beautiful and inspiring Green Mountains and the charm of the Bread Loaf campus. What the writers’ conference has offered annually for more than 80 years is the chance to engage in intense and provocative discussions about the craft of writing and to elicit advice and support from some of the most distinguished living fiction and nonfiction writers and poets. Participants are also given plenty of opportunities to learn about the publishing industry and to make contact with literary publishers, editors, and agents.

In this regard, Bread Loaf is more like a literary boot camp than a writers’ retreat. Craft lectures given by faculty begin at 9 a.m., followed by workshops, and after a break for lunch craft classes offered by faculty, fellows, and visitors are featured. Readings by special guests, such as Pulitzer Prize winners Edward P. Jones or Louise Glück, or faculty and fellows are scheduled both in the late afternoon and following dinner. In the spaces in between these daily events, we slot talks by editors of literary magazines, representatives from both commercial and independent presses, thematic readings by participants in the Blue Parlor, and late-night readings by staff and Bread Loaf scholars. As part of my remarks on the opening of the conference, I exhort everyone in the crowded Little Theatre to pace themselves because it is impossible to do everything without succumbing to exhaustion, but as far as I can tell few, including me, heed my warning.

Also surprising to people is the diversity and size of the conference. Of the 250 people who come to Bread Loaf each summer, the majority are between the ages of 25-40, but we also host approximately 15 Middlebury College students, and a significant number of participants are also staff or faculty at other institutions. In this way, Bread Loaf provides a valuable opportunity for writers at different stages of their careers to learn from one another.

In this Issue
- New Emergency Response Website
- Milestones
- Staff Performance Feedback and Merit Increases
- Transitions

Midd Blurbs
Presidential Office Hours
President Liebowitz will hold open office hours from 3:30–5:00 p.m. on Wednesday, February 27 in Old Chapel, 3rd Floor. No appointment is necessary, but meetings will be limited to 15 minutes out of courtesy to other visitors.

Faculty and Staff Article and Creative Works Reception
Please join us for a reception honoring those members of faculty and staff who have published articles or presented creative works in 2007. The reception will include a display of the published works.

Friday, February 29, 2008
Great Hall
McCardell Bicentennial Hall
4:30–6:30 p.m.

Refreshments will be served.

Reminder to 2007 Flexible Spending Account participants
You have until March 15, 2008 to submit claims for services provided in the calendar year 2007. All claims should be sent to Ceridian via:

- Fax to 1-877-488-6454
- Mail to:
  Ceridian FSA Services
  PO Box 534134
  St. Petersburg, FL 33747

Claim forms can be found in the HR office or on the HR website by clicking on “Benefits,” scrolling down to the Flexible Spending Accounts section, then clicking on dependent care or health care “FSA Claim Form” (valid for claims incurred prior to 01/01/08).
VISIT THE NEW EMERGENCY RESPONSE WEB SITE

The new Emergency Response Web site is now available to the entire College community. This site is designed to serve as the college’s central hub of information in planning for and responding to emergencies. It includes information on many possible kinds of emergencies, response procedures and contact information. To access the site, go to the Middlebury home page and click on the Emergency link in the lower left corner.

Staff and faculty are encouraged to explore the site and forward any suggestions they may have to Lisa Boudah, Alison Byerly, and John Emerson.

The initial public announcement of the Emergency Response Web site was made at a meeting of about 100 staff managers and senior personnel last month, where Lisa Boudah demonstrated the use of the Web site. We have asked the heads of key departments of the College to review the components of the site that are important to their respective areas, complete a departmental emergency planning checklist, and provide further materials by no later than February 29. Further development of the site will continue throughout the spring, and the Emergency Response site will be reviewed and updated each year during the summer. Hard copies of the Emergency Response information will be made available to key departments primarily for use if the power is down. The information provided will be tailored to the needs of individual departments so that copies of a single identical Emergency Response document will not be circulated.

Lisa Boudah, Associate Dean of the College and Director of Public Safety, led the development of the Emergency Response Web site. Her work was guided by the Emergency Planning Steering Committee, whose members are Alison Byerly, John Emerson, Lisa Boudah, Tom Corbin, Mike McKenna, Ron McKinnon, and Mark Peluso. The Steering Committee has been at work for over a year, and it will continue to develop various aspects of a comprehensive Emergency Plan in the coming months.

Technical aspects of the development of the Emergency Response Web site are being handled by Chris Norris and Ian McBride of the LIS staff, with the assistance of Fawn Torrey from Public Safety.

Several departments, including Public Safety, Facilities Services, the Health Center, Dining Services, and the Office of Dean of the College, will have Web pages for their areas that are an integral part of the overall comprehensive plan. By logging into the Emergency Response Web site, key staff members in these areas will be able to access technical materials and other privileged information that will not be available to the general public. Examples of such topics include generators, nodes of the College’s phone system, and the AlertFind Instant Messaging System.

Lisa Boudah, Alison Byerly, and John Emerson look forward to comments on this new important resource.

~ John Emerson

Milestones are determined by years of uninterrupted employment at Middlebury College. The following milestones were attained in February 2008:

5 YEARS
Nicole Chance
Off-Campus Study
Linda Mason-Smith
College Advancement

10 YEARS
Christopher Norris
Library and Information Services

15 YEARS
George McPhail
Facilities Services
Timothy O’Toole
Facilities Services

20 YEARS
Bradley Bushey
Facilities Services
John Halpin
Dining Services
Eric Liljestrand
Student Financial Services

MILESTONES

Congratulations on reaching these Milestones!

Dedicated to the Arts

On the weekend of March 6–9, 2008, a celebration 15 years in the making will ring out in the Center for the Arts and will continue throughout the weekend. The center is celebrating its 15-year anniversary and its rededication under the new name, Kevin P. Mahaney ’84 Center for the Arts. Staff, faculty, and students are invited to join in the celebration—which includes four days of performances, exhibitions, and more—culminating in a Beaux-Arts Ball on Saturday, March 8, from 10:00 p.m. to midnight. Come dressed up and ready to dance! For a full schedule of events, please visit www.middlebury.edu/arts.
Transitions

This column recognizes college employees who applied for and were hired for posted job openings. Congratulations to:

Christopher Thompson
A Public Safety Officer for four years, Chris was promoted to Public Safety Sergeant in December 2007.

Kathleen Parent
After working for Facilities Services for 6-1/2 years, the last four as Customer Service Coordinator, last month Kathleen became the Course Scheduler and AP Credit Specialist in the Registrar’s Office.

Gary Taylor
Gary became the Night Watchman for Facilities Services on January 30, after serving as Custodian for almost three years.

Green Energy Expo
March 1

The first Addison County Green Energy Expo will take place Saturday, March 1 from 9 a.m. to 4:30 p.m. at McCardell Bicentennial Hall.

The expo, which is free, will focus on renewable energy opportunities in Vermont, with workshops and exhibits on alternative energy, including solar, wind, and hydroelectric power, biofuels, carbon reduction, green construction, hybrid and electric motor vehicles, farm energy, alternative heating options, living off the grid...

For full information visit the Web site: http://www.greenenergyexpo.biz or contact Robert Keren at x2095.

Participants are teachers, filmmakers, psychologists, fortune tellers, radio personalities, congressmen, graduate students, doctors, house husbands, developers, international aid workers, and Jesuit priests

The transformation of lives that often takes place at Bread Loaf is very similar to the transformation that Middlebury College hopes to effect in those who participate in all of its programs, whether it be the undergraduate college, the Language Schools, the Bread Loaf School of English, or the Monterey Institute.

I can’t say that when I became director of the writers’ conference in 1994 that I understood how complementary the conference was to Middlebury’s overall liberal arts mission, but it quickly became apparent that while being a unique and distinguished literary institution in its own right, Bread Loaf also participates in a larger and more holistic vision of what it means to be fully alive and passionately engaged in the world around us and that this engagement, more than anything else, is what the Bread Loaf Writers’ Conference hopes to achieve.

~ Michael Collier, Director, BLWC

Early March Technology Workshops

<table>
<thead>
<tr>
<th>Date</th>
<th>Workshop Title</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tue, Mar 4</td>
<td>Getting Started with PowerPoint on a PC</td>
<td>3:00–4:30 p.m.</td>
</tr>
<tr>
<td>Wed, Mar 5</td>
<td>RefWorks for Beginners: Write-N-Cite</td>
<td>11:00 A.M.–noon</td>
</tr>
<tr>
<td>Thu, Mar 6</td>
<td>Discovering Online Training at Middlebury</td>
<td>4:00–5:00 p.m.</td>
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</tbody>
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Staff Performance Feedback and Merit Increases

As hopefully everyone is aware, performance evaluations for all staff members are due by March 31, 2008 (unless other arrangements have been made in advance with Human Resources). With the performance evaluation process well underway at the College, a review of some of the key points related to performance evaluation might be helpful as a reminder to everyone involved in the process.

• First, all departments should be using the Performance Feedback and employee Development Process form (PFDP) this year. Some departments customize the regular form with additional information specific to their department. Visit the HR web site for the 2008 version of the form; it was slightly revised in response to staff feedback.

• To build on the supervisory training related to evaluation process, feedback skills, and consistent use of the performance scale, HR offered continued training opportunities for supervisors on PFDP Fundamentals and PFDP Skills in January and February. Supervisors who would like continued developmental opportunities on this topic are invited to contact Sheila Andrus, Training Manager, at x5109 or sandrus@middlebury.edu.

• Staff and supervisors should be aware that a performance level “3” remains the institutional norm for demonstrating complete competency in a role. This performance level is the baseline for staff who are performing well; it describes a high level of competence. Expectations are high for all staff positions at Middlebury College, and performing well in a challenging position as denoted by this level is a significant achievement.

• Staff and supervisors should also be aware that the purpose of the review process is to describe performance accurately; there is no ‘quota’ or expectation about certain percentages of staff falling at certain levels. While maintaining the consensus that has emerged across the College about the value of a performance level 3, it is important that a higher level (4 or 5) should be selected if performance consistently exceeds expectations – and equally important to select a lower level (1 or 2) if performance lags behind expectations. What’s important is a consistent and objective use of the performance levels. Many departments have found that an internal preliminary review of proposed performance levels is helpful in ensuring consistency.

• As usual, at the time the performance level is assigned, there will be no information available about what merit increase will be associated with that level. Percentage increases for each level will be reported in MiddPoints. As in previous years, individual staff members will be notified of their new wage or salary via a personalized letter in June.

• Increases are effective on July 1.

For help writing evaluations or applying these performance levels, please contact Human Resources at x5465.
Dear Colleagues,

We are all concerned by the disappearance of Nicholas Garza. Our hearts and prayers go out to his family and his many friends.

This sort of sudden, tragic event affects the entire College community. We all recognize the need to be supportive of one another. Toward this end, please be reminded that free confidential counseling is available to employees and their household members through our Employee and Family Assistance Program (EFAP), provided by The Wellness Corporation. If you need some additional support please phone our EFAP and if you see a colleague struggling, please urge them to call. You can reach our EFAP by phoning 800-828-6025.

Sincerely,
Drew Macan

Weight Watchers At Work

The next session of Weight Watchers at Work program at Middlebury College began yesterday, February 21. Meetings are Thursdays at noon in Mitchell Green Lounge. The cost is $144 for 12 weeks, which can be paid in two $72 payments. Check, cash, and credit card payments are accepted. People may join at any time during the series. For more information or to register, call Danica Stein, meeting leader, at (802) 287-5704 or e-mail her at furrygirl@comcast.net.

More New Employees

Kimberly Smith: Kimberly joined the college as Material Recovery/Driver for the Facilities Services recycling center last month. Previously, she ran an in-home daycare. In her spare time, Kimberly likes to camp and take long walks. She lives in Orwell with her three children.

Julia Tarbell: Julia joined the Juice Bar staff as a Barista in January. She was born in Rutland and grew up on a dairy farm in Wallingford. As the sixth of nine children in her family, she’s often asked, “are you related to...?” Julia’s answer is usually, “Yes!”

Andrea Turpin: Andrea is the new Arabic School Coordinator. Originally from Indiana, she holds masters of arts degrees from the University of Texas and the University of Virginia. Andrea lived in Cairo, Egypt and Damascus, Syria, and she attended Middlebury’s Arabic School in 2004 and 2007. She loves cooking, eating, wine and travel.

Student Employee of the Year

The Student Employment Office has received a good response so far from supervisors nominating their student employees for Student Employee of the Year. Nominations will be accepted until March 1st.

Are you wondering what the criteria are or if you should nominate your student? Do you have many students that work for you and it is too hard to choose just one? Did your prize student just go abroad for the spring term?

You can nominate more than one student. If your student employee(s) has worked at least three months in the position and has a track record of producing quality work with a great attitude, then s/he is eligible for nomination. If the student you want to nominate went abroad for spring term, you can still nominate him/her. Nominees will be judged on reliability, quality of work, initiative, attitude and contribution to the department.

Please assist us in recognizing the outstanding work of student employees by sending in a nomination. The award will be presented on April 15 during National Student Employee Week.

Nomination forms can be picked up in the student employment office or found on the website at www.middlebury.edu/administration/seo/news/2008. Return completed forms via e-mail, campus mail, or fax (x2990). Remember, all nominations must be submitted for committee review by March 1, 2008.

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**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).

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**Other**


**For Sale:** PA System - Peavey XR-600B mixer amp, .800 watts, 6 jacks; 2-3 foot Peavey speakers, low impedance, 08 OHMS; two 50 ft. speaker cords. Great condition! $300. Call Sue at 388-7026 or cell 989-5614.

**For Sale:** 2 tickets to the Vermont Frost Heaves vs. Boston Blizzards, Saturday March 1. 2:00 p.m. game at Memorial Auditorium in Burlington. Reserved balcony seating. Ticket face value = $15.50 / each, but will accept best offer. E-mail dmunroe@middlebury.edu or call x5925.

**For Sale:** Solid oak entertainment center, $900. Ideal media cabinet w/ bookshelves for those who don’t want to look at all the equip. 3 piece unit totals 8’ long. Middle unit 79” high, holds 34” TV, cabinet doors top and bottom. Both side units are 76” high, have 3 open shelves w/ lighting, one has 3 drawers below, other has cabinet doors with shelving inside. Excel. condit. Upholstered office chair - beige tweed, high back, on wheels, swivels, $25. 388-0576.

**For Sale:** Solid cherry pencil post bed frame. Like new. Queen size. Asking $550. Contact Beth at bq miller@middlebury.edu or call 383-9332.

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**Real Estate**

**For Sale:** $325,000. Beautiful 3-4 BR, 1-1/2 BA house in Ripton. 13+ acres bordered by National Forest & Middlebury College land, seasonal neighbors. Grounds include swimming pond, open land, woods. Close to Bread Loaf and Snow Bowl; easy commute to Middlebury. For more info. e-mail legault@middlebury.edu or call 462-3265.

**For Rent:** 3 BR furnished home on Weybridge St. very close to campus. Aug. 2008 – Aug. 2009 (one-year lease while family is away on academic leave, dates negot. $500. Call Sue at 388-7026 or cell 989-5614.

**For Rent:** Cute 1 BR apartment, Middlebury. Two-level apt. behind family home at end of quiet dead-end street near high school. Wood floors, new appliances, large yard w/ gardening potential. Can rent unfurnished or partially furnished. $600/mo. including utilities. Call Gregor or Gaen at (802) 388-3877.

**For Rent:** Architectural, spacious 1.5 BR apartment @ #7 Green St., Vergennes. Large LR and dining area opening onto new kitch. w/custom elm hardwood bar. New gas stove, cabinets, sink, counters. Large BR w/ attach. office suite. Washer, dryer, large walk-in closet. Hand-hewn hemlock beams on the ceiling. Wide-plank orig. 1880s pine floors refinished in BR & office. Natural wood floors in LR and kitch. Effic. propane heat & excel. insulation. Sorry, no pets! Good credit check a must. Avail. 2/1/08. Contact dplersondc@comcast.net.

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**Wanted**

**Home for Dog:** Please adopt our 3-1/2 yr. old black lab mix. Needs a big yard/farm to run around. She loves adults and will not mess your house. Should not be around cats or other dogs. She is very sweet and loves attention. She was a rescue from the Humane Society. Call 388-4536.

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**College Book Store**

**Spring Term Hours**

**Monday–Friday**

8:30 a.m.–5:00 p.m.

**Saturday**

10:00 a.m.–2:00 p.m.
Helpful Information for Faculty and Staff
from the Department of Public Safety

Misplace or lose your access card?

Please call Public Safety immediately so no one else can use your card. If you find an access card please return it to our office at 125 South Main Street.

Have a new or borrowed vehicle on campus?

All vehicles must be registered with the Department of Public Safety. This is a free service! It requires your driver’s license and state vehicle registration.

Parking regulations, lot maps, and ticket/towing appeals are available at the Public Safety office or can be accessed through our web page at: http://go.middlebury.edu/publicsafety. All appeals must be submitted within 10 days of the violation.

Lost and Found?!

There are several areas on campus to look for missing items. The Library, McCardell Bicentennial Hall, the Dining Halls and the Athletics Complex all keep lost and found items. If an item is turned in to Public Safety with identification in it, we will contact you via e-mail.

If you have lost an item, you can submit information through our online form at: http://www.middlebury.edu/administration/publicsafety/Forms/.

Tips: Put your name in your iPod and list a “Home” number in your cell phone. Engravers are available at Public Safety to mark other items of value (laptops, cameras, etc.).

Bicycle Registration!!

All bikes on campus need to be registered. It is only required once and will make finding a missing bike much easier. Registration information is shared with the Middlebury Police in case your bike is found off campus. Bring your bike to the Department of Public Safety or watch for posters advertising registration hours at various locations around campus.

Tools in Trade

Need a battery booster pack or bike tire pump? You can borrow ours. Just leave us your ID and return the item within 1 hour.

Have questions or concerns?

Send us an e-mail at: publicsafety@middlebury.edu or call us at x5911. We are here 24 hours / 7 days. The Department of Public Safety web page http://www.middlebury.edu/administration/publicsafety also has helpful information and links to local resources.