President’s Office Hours
President Liebowitz will hold open office hours on Thursday, October 19, November 2, and November 16 from 3:30-5:00 p.m. in Old Chapel. No appointment is necessary and meetings are limited to 15 minutes out of courtesy to others.

In This Issue . . .

• Compensation Review Update
• “Celebrating Life” Series
• Classifieds
• New Faculty

Update: Wage & Salary Committee Moving to Next Step
The Wage & Salary committee has been working over the past 18 months to revise the staff compensation system. In February, the committee held a series of open forum meetings to introduce the proposed changes to the College community and gather feedback (the proposal is available on-line by clicking on the Compensation Review Project logo on the Human Resources website). The proposal focused on two main topics:

  o First, the committee introduced a new way of organizing our positions into career bands and levels based on job content. This new structure will address a major staff concern regarding internal equity by clustering jobs of similar complexity and responsibility level together.

  o Second, the committee discussed their recommendations on issues related to salary administration guidelines (how pay rates are set and changed). They recommended the discontinuation of the benchmark program, instead relying on a merit based program, job progression and market adjustments. As previously stated in the presentations, increases equivalent to those provided by the benchmark program will end June 30, 2007.

Since the February open meetings, the committee has been considering the feedback from staff. The use of a new structure based on job content has received positive feedback. In September, President Liebowitz approved a plan to move forward with the work of placing staff positions into this new structure. The committee has also begun a dialogue with the administration about alternatives to the benchmark program based on feedback from staff. Placing staff positions in the new structure will provide the data necessary to finalize recommendations on these salary administration issues.

It is critical to note that this process is strictly about placing positions in the structure. It is not related to individual performance, skills or pay. Individual pay issues will be addressed once job placement is complete and salary administration guidelines are finalized. The Compensation Review Project is focused on creating a staff pay system that meets the needs of the College Community. No one’s pay will be reduced as a result of this process. In rare cases, a modest adjustment may result from the process of placing jobs in the new structure.

The Wage & Salary Committee has developed a process, supported by Human Resources, that relies on input from managers and staff to place jobs in the new structure. Human Resources will (continued on page 2)
“Celebrating Life” Series

Wednesday, 10/25: Using Outlook Calendars on a PC, from 3:00 – 4:30 pm
Do you wonder whether Outlook’s calendar feature might save you time — but you just haven’t found time to figure out the details? If so, then this workshop is for you! Learn how to add, change and delete appointments on your calendar, as well as how to schedule meetings efficiently. Banish the wearisome days of “phone tag” and endless email to select a meeting time.

Discover how you can use Outlook’s built-in views to look at calendar data in a variety of formats. Calendar sharing will also be discussed. Optional Q&A offered from 4:30 to 5 pm.

Thursday, 10/26: Search Folders & Finding, from 10:00 – 11:00 am
Learn the graceful art of locating items in Outlook. We’ll cover use of both basic and advanced finding and also show how to take advantage of the new search folder feature for virtual filing. Virtual filing allows you to work with items stored in a variety of folders as if they were located in a common folder. If you never have time to file things, this is a wonderful organization alternative.

Friday, 10/27: Rules, from 3:00 – 4:00 pm
Learn how you can create rules in Outlook (also called filters) that file certain messages automatically or perform other desired actions. For example, you can use the rule feature to watch for mail messages marked as potential spam and move them to a folder you specify.

ALL WORKSHOPS REQUIRE ADVANCE REGISTRATION!

To sign up for workshops of interest please send an email request to: helpdesk@middlebury.edu.

NOTE: Familiarity with basic Outlook navigation on a PC will be assumed in these workshops.

Stay tuned for more information regarding next month’s programs…

Faculty Grants

Jonathan Miller-Lane (Teacher Education) was selected to participate this past summer in a faculty seminar at Transylvania University in Kentucky. The seminar was titled “Twenty-first Century Liberal Education - A Contested Concept” and involved faculty from around the country. The award covered all costs of participation including travel.

Annual Report - During the 2005-2006 fiscal year faculty members were awarded over $1 million from government agencies and private sponsors to support their research and other projects; 41 faculty members received a total of 49 grants and fellowships. The grants will support travel to research sites and conferences, research supplies, publication costs and other project expenses. Twenty-three faculty members who were on leave last year were supported in part by 22 grants received in the past or earlier years and grants received this past year will support 12 faculty members on leave in 2006-2007 or future years. Three faculty grants included funding for scientific equipment. Approximately 23% of the faculty submitted at least one grant proposal last year; over 60% of those submitting proposals received at least one grant.

Copies of the full report are available from the Sponsored Research Office by email. Contact Franci Farnsworth (x5889) for more information.
Do you have a talent you would like to share with co-workers and students?

SIGN UP NOW TO TEACH A 2007 WINTER TERM WORKSHOP

DEADLINE: OCTOBER 27TH

CONTACT: Tammy Grant or Charlotte Chase in the Campus Activities Office at x3103

ECAs and EMTs Wanted!

Middlebury College’s First Response Team is looking to expand its membership base by including employees who are currently certified ECAs or EMTs and are affiliated with a rescue squad or first response organization. If you are interested please contact Ed Sullivan, Environmental, Health and Safety Coordinator, at 443-5726 or by e-mail at sullivan@middlebury.edu.

WINTER “LIKE-NEW” and NEW CLOTHING DONATIONS NEEDED

The WINTER CLOTHING CLOSET seeks donations of Coats, thermal layers, hats, mittens, blankets, ski wear, and polar fleece for new MIDD Students. Collecting begins on Monday, October 16 and continues through Wednesday, October 25th. Drop boxes are located at the following places on campus:

- Dean of Student Affairs Office--Forest Hall--on Route 125
- Library (at the information desk)
- McCullough--first-floor entrance to The Grille (near the Juice Bar)
- McCullough--The C-CAL Office (second floor)

- Public Safety--Harrest House (open 24 hours/day, 7 days/week)--on Route 30
- Service Building--Break Room (where the vending machines are)
- Atwater Commons Office--Allen 153

Halloween is just around the corner. Come check out our Halloween shirts, cards, and candy!
Real Estate

For Rent: Large 2 BR, 2 bath house (small rented apt. attached) in rural setting with large yard, porch and mountain views. Washer/dryer in mud room; large eat-in kitchen with pantry and new appliances; spacious master suite with whirlpool bath and separate walk-in shower. All utilities included. $1,400/month. Call x5183 or email lynnewton@middlebury.edu. Evenings call 388-4383.

For Rent: Middlebury apartment for rent as of Nov 1. Second-floor, unfurnished, 1-BR apartment, with private entrance and wood floors. Centrally located -- just a few blocks from the Natural Food Coop and town green, easy walk to the College. Heating, water, and electric included in $850/month rent. No smoking or pets. Call 388-6931 for more information.

For Rent: Rippon Village house. 3 BR, 1.5 bath, very large sunny living room w/ hardwood floor and new carpet, deck, W/D, dishwasher, backyard and gardens, carport, 2-4 mi. from Rikert and Snow Bowl. Twenty min. to Middlebury. $1,000 + util. for long-term rental. $900 + util. for Oct. 1 thru May 1. Available Oct. 15. Call 388-9522.

For Rent: 3 BR, 2 bath, cape in lovely, low-traffic neighborhood, easy walk to downtown and the College. Screened-in porch, eat-in kitchen, family room as well as dining and LR. Many recent renovations. $1,450/month + utilities, available mid-December. Call 443-5609 or abbott@middlebury.edu.

For Sale: Recently renovated 19th century 2-story farmhouse in Cornwall with 2-car garage barn (with loft) & shed, 3 BR, red oak hardwood floors, wood-burning stove in LR, perennial gardens, lots of windows, other features such as maple butcher block island in kitchen, granite counter tops, bookshelves, antique built-in cupboard in kitchen, new septic, new oil/baseboard and radiant heating system. 1,600 sq. ft. 5+ Acres. Call 462-2191.

Other

For Sale: 2 refrigerators: 18” square- $25 each. Air Compressor-$100. 453-4525.

Moving Sale: Pardon Tillinghast, retired professor of history, will be moving to Rutland after 50 years of living at Adirondack View. He and his family are inviting his college, church and town communities to a sale at his home. It's a 50 cent sale! All items will be 50 cents, whether they are forks or frisbees or furniture! Fri. and Sat., Oct. 27 and 28; 9 AM to 3 PM (Friday for Members of Middlebury College and St. Stephen’s Church; Saturday everyone). 75 Adirondack View. The College is allowing Adirondack View parking on those two days. For more information please contact his daughter, Peggy Wright, at 545-2309.


For Sale: Kayak. “Walden Paddlers” brand, 9.5 foot recreational kayak for sale. Sturdy, but really light (38 pounds) so one person can carry and load it without help. Dark green. Environmentally friendly: made of recycled plastic. Easy to get in and out, easy to paddle/maneuver, hard to tip. Sold with matching spray skirt and life jacket, unisex size large. Great kayak for a beginner, or for keeping at your camp for fun. $200. x3169 or liza@middlebury.edu.

For Sale: Beautiful, high quality Mitsubishi 48” widescreen CRT projection television model #WS-48313. Well cared for and in great condition! Able to display high def.; black enclosure. Remote & manual included $950.00. Email jcorey@middlebury.edu or call Laurie @ x5019.

For Sale: Large couch. Blue/red/green geometric pattern on fabric. Two matching pillows included, plus extra red floral LLBean slipcover. $100, OBO. Contact Diana Sinton, dsinton@middlebury.edu or 388-8014 or 989-9217. Photos available.


For Sale: ½ cord of wood, $75. Pride Lift Chair to lift you from sitting to standing, $100. Call 388-3066 and ask for Karen.

Wanted

Bagged Leaves Wanted: Gardener/goat owner will pick up your bagged leaves for use as garden mulch and goat feed - they love dried leaves - it's their version of potato chips! I can pick up in Middlebury, E. Middlebury, New Haven, Bristol, Weybridge/Waltham area. Please call me at x5577 (home - 453-3600) or send email to knutson@middlebury.edu.

Boat Storage Wanted: Storage for a 19’ sailboat, on a trailer. Do you have space in your barn? We are looking for a barn or other sheltered space to store our sailboat over the winter, for a fee. Please call Robert or Marita, 388-4170, or email schine@middlebury.edu.

Apartment/House Rental Wanted: Short-term, December 17-29. Preferably in town. Call x3491 or e-mail: kwandsch@middlebury.edu.

Slide Projector Wanted: Looking for a slide projector and carousel in good working condition. please contact Noreen at ncargill@middlebury.edu or x5286.

Playgroup Wanted: My 17-month-old daughter would like to start one for young toddlers. Please contact Carolyn at x2195 or cukebler@middlebury.edu if you know of a playgroup or would like to start one for young toddlers.

Housesitting Situation Wanted: Mature, responsible adult student will care for your pets, home, plants. Excellent references. Available for long or short-term gigs. Call Jim at 462-2191.

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. Please send your ads to: Classifieds, Midd Points, HR, Service Building, or via Outlook to: Middpoints@middlebury.edu (electronic submissions preferred).