In This Issue . . .

• OpenHire
• Chip Winner
• TIAA-CREF Microsite
• LIS Workshops
• TIAA-CREF Lifecycle Fund Option

Volume 24 Number 23
June 8, 2006

Message From the President

Jessica and I would like to take this opportunity to thank all those members of the College staff whose efforts made Commencement such a successful event for our seniors and their families. The campus looked exceptional – never better – which was noticed and appreciated by so many families with whom we spoke. Every aspect of the weekend was a great success, thanks to the superb work of the staff.

On behalf of the graduates and their families, we thank you for your dedication and excellent work.

Sincerely,
Ronald D. Liebowitz

HR Rolls Out OpenHire

Human Resources is pleased to announce some exciting improvements to the staff recruitment process. Effective May 1, 2006, the College moved to a web-based recruitment system and job posting site hosted by OpenHire, a software vendor currently hosting career sites for a number of companies and educational institutions throughout the United States. The implementation of this automated system of recruiting and applying for staff positions will help us improve our level of service to hiring departments and applicants at all stages of the hiring process.

Specifically, the new system provides the following enhancements:

• Hiring supervisors are now able to submit a request for personnel form/supplemental materials electronically instead of manually, which allows the hiring supervisor to track where a submitted proposal is in the approver queue. Sr. Budget Administrator and VP signatures are now obtained electronically. (Please Note: The Staff Resources Committee will continue to meet monthly to review and approve requested positions before recruitment can officially begin.)

• The new electronic requisition/job posting process will give Human Resources the ability to list an approved position on the Staff Employment Opportunities page & external job boards much more quickly.

• The newly tailored career site enables us to organize open positions more effectively. It also gives us the ability to display the entire position description on our career page, thus increasing our ability to accurately represent the nature of the position to the applicant.

• Applicants are now prompted to apply for a posted position using our new online resume submission tool. All applicants are asked to first establish a system profile by providing us with basic contact information and then are given the option of uploading an existing resume into the system, cutting/pasting a resume into the system or creating a new resume by using the online Resume Builder feature, a simple step-by-step process much akin to completing a paper application form. Once an applicant’s resume/profile information is created, it is stored in the system and can be accessed and updated by an applicant who wishes to apply for other positions.

• Hiring supervisors/search committee members are now able to log onto the system and review resumes for their open positions at any time and from any computer at: www.openhire.com.

• The automated system increases our ability to track and report on recruitment costs and hiring trends across the institution.

(Continued on page 3)
For Your Benefit
New Investment Option Added to Middlebury College Retirement Plans: TIAA-CREF Lifecycle Fund

Having a retirement portfolio that’s right for you begins with making a basic decision: How involved do you want to be in building your retirement portfolio? Some of us like to study, plan, and delve into all the possibilities for investing our retirement money. Others among us may think a “large-cap” fund has something to do with big hats.

“When it comes to saving for retirement, I believe in keeping it simple. I’m comfortable knowing that professional managers will keep my portfolio on track and will rebalance my assets in keeping with my retirement goals.”

If this sounds like you, then a TIAA-CREF Lifecycle Fund may be a perfect fit.

How TIAA-CREF Lifecycle Funds Work

Now available to you as part of your retirement plan, the new TIAA-CREF Lifecycle Funds allow you to take a hands-free approach to managing your portfolio. TIAA-CREF Lifecycle Funds are “funds of funds,” each with a diversified portfolio comprised of TIAA-CREF mutual funds with underlying investments in stocks, bonds and real estate investment trusts. These funds target retirement dates from 2010 through 2040 in five-year increments.

Each TIAA-CREF Lifecycle Fund starts with an investment mix generally considered appropriate for investors at a particular stage of retirement planning. The design of each fund is based on your age today and assumes a retirement age of 65. Funds with longer time horizons start out aggressively; those with shorter time horizons begin more conservatively:

<table>
<thead>
<tr>
<th>Lifecycle Fund</th>
<th>Equity and Real Estate Securities</th>
<th>Fixed-Income securities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lifecycle Fund 2040</td>
<td>Designed for ages 30 and younger</td>
<td>80%</td>
</tr>
<tr>
<td>Lifecycle Fund 2035</td>
<td>Designed for investors about age 30</td>
<td>75%</td>
</tr>
<tr>
<td>Lifecycle Fund 2030</td>
<td>Designed for investors about age 35</td>
<td>70%</td>
</tr>
<tr>
<td>Lifecycle Fund 2025</td>
<td>Designed for investors about age 40</td>
<td>65%</td>
</tr>
<tr>
<td>Lifecycle Fund 2020</td>
<td>Designed for investors about age 45</td>
<td>60%</td>
</tr>
<tr>
<td>Lifecycle Fund 2015</td>
<td>Designed for investors about age 50</td>
<td>55%</td>
</tr>
<tr>
<td>Lifecycle Fund 2010</td>
<td>Designed for investors about age 55</td>
<td>50%</td>
</tr>
</tbody>
</table>

TIAA-CREF Lifecycle Funds look to achieve the highest possible returns while minimizing potential risks (this objective may not be met). Each fund adjusts periodically to rebalance your investment mix for your remaining time horizon – the kinds of decisions we all mean to make over our working career, but often don’t. Each fund’s investment mix will gradually become more conservative until the mix is approximately 35% equities/65% non-equities by your target year.

Managing Your Portfolio with TIAA-CREF Lifecycle Funds

If this investment approach appeals to you, all you need to do is select the fund closest to your estimated year of retirement.

### Choose a TIAA-CREF Lifecycle Fund based on the year you expect to retire. In this example, assume a retirement age of 65:

<table>
<thead>
<tr>
<th>Age in 2006</th>
<th>Years until retirement</th>
<th>Lifecycle Fund to consider</th>
</tr>
</thead>
<tbody>
<tr>
<td>About 30</td>
<td>About 35</td>
<td>Lifecycle Fund 2040</td>
</tr>
<tr>
<td>About 35</td>
<td>About 30</td>
<td>Lifecycle Fund 2035</td>
</tr>
<tr>
<td>About 40</td>
<td>About 25</td>
<td>Lifecycle Fund 2030</td>
</tr>
<tr>
<td>About 45</td>
<td>About 20</td>
<td>Lifecycle Fund 2025</td>
</tr>
<tr>
<td>About 50</td>
<td>About 15</td>
<td>Lifecycle Fund 2020</td>
</tr>
<tr>
<td>About 55</td>
<td>About 10</td>
<td>Lifecycle Fund 2015</td>
</tr>
<tr>
<td>About 60</td>
<td>About 5</td>
<td>Lifecycle Fund 2010</td>
</tr>
</tbody>
</table>

With a TIAA-CREF Lifecycle Fund, you benefit from broad diversification and ongoing professional management - without the need to make complicated investment, portfolio allocation and adjusting decisions as your time horizon changes.

Many people consider an investment in a TIAA-CREF Lifecycle Fund to be their “core” holding for retirement. They may make other investments toward other financial goals, such as short-term savings and savings for education or the purchase of a home. But they use a Lifecycle Fund as a way to accumulate all of their savings for retirement without having to worry about making constant changes to their portfolio.
James “Chip” Winner was born in Morristown, New Jersey. A few years later, his family moved to Upper Montclair, New Jersey, and when Chip was about 13 years old, his parents decided to move to Vermont, and settled in Cornwall.

After graduating from Middlebury Union High School, Chip enrolled at Lycoming College in Williamsport, Pennsylvania, where he earned a Bachelor’s Degree in Business Administration. He remembers one summer prior to graduation working with Peter Temple and now Vermont Governor Jim Douglas producing radio shows in various languages for the Language Schools. “Upon graduation, I worked for a small cable casting station as a news/weather person days and did TV repair in the evenings,” Chip says.

Chip eventually returned to Vermont, where he worked as an assistant to Dud Phinney at the College Golf Course during the day and The Dog Team Tavern at night before taking a full-time job with a local electrician as an apprentice, where he eventually became a journeyman electrician.

In 1981, Chip decided to apply for a job as an electrician at the College, and he was hired. “Then, there was an opening in what was called Academic Computing,” Chip says. “I was hired, and initially did backups, and then worked my way into doing computer repairs and eventually got into the networking side. Things have evolved from there.”

There are a number of different aspects of his work that Chip especially enjoys. “There is a great sense of accomplishment when somebody brings in a computer that is not working at all and I am able to get it working for them,” he says. “One of the things I enjoy the most is that I get to travel around campus to repair computers or offer other assistance, so I’ve had a chance to meet a large number of people and develop friendships with both faculty and staff.”

Chip has high praise for his co-workers. “They are simply great,” he says. “We all try to work together as a team, and I enjoy that aspect of it.” Chip’s wife, Marie, also works on campus in the Events Scheduling and Information Office, and his daughter Connie is a first semester senior at Middlebury.

Chip is an avid runner and cyclist, and he has found a number of fellow runners on campus who enjoy marathons that take place around the region. “Usually, they are a bit faster than I am, but we meet up before and after the races in any case,” he says, laughing. Chip has recently become an active member of the Middlebury Fire Department, which he also enjoys.

There have been a lot of changes on campus since Chip arrived in 1981. “One of the biggest changes is the growth in all the buildings,” he says. “The Field House, in particular, has changed enormously. When I first came here, things were pretty much as they had been for many years. Now, it seems we are in a constant state of change. The student body has also grown quite a bit, and I’ve seen a lot of faculty and staff come and go over the years, but the friendships I’ve made have remained.”

“I don’t know where all the time went to tell you the truth,” Chip responds when asked about his induction into the 25 Year Club. “For me it is an honor to become a member of this elite group. I get a great deal of satisfaction in helping people whether it is assisting at various athletic functions, or as a member of the emergency response team on campus. This has been a great place to work.”

~Greg Pahl~

Spotlight on Employees

Middlebury College employee, Christopher Thompson (Public Safety), his spouse Kristi and his son Nicholas appeared on the VT Children’s Hospital Marathon on channel 3 on June 3, 2006, the Children’s Miracle Network. Chris was promoting the special care given to his son Nicholas who had a kidney removed right after birth in May, 2005.

Offices on the Move

The Career Services Office staff has temporarily moved to the new Library while the Adirondack House 1st floor is being given a coat of paint and new carpet is being installed. Look for them in study rooms 301A – 301F. The staff will move back into Adirondack House on Monday, June 19th.

As of May 30th, the Spanish Department moved from Hillcrest to Warner.

As of June 2nd the Japanese Department moved from the Hillcrest Annex to FIC.
OpenHire (continued from page 1)

- Finally, the efficiencies gained through this tool also greatly improve our ability to communicate with applicants and hiring managers at all stages of the search process. On the applicant side, OpenHire's automated notification system will allow our office to indicate to applicants whether they are still being considered for a position and when a particular search has been completed. The sorting & tracking mechanisms built into the system will also improve our ability to manage search data by allowing us to better identify the strength of the applicant pool, supplemental advertising needs, and the length/status of each opening.

We encourage you to take a moment to view the new posting format for open positions at: http://gomiddlebury.edu/hr/jobs. Please be aware that if you are a current staff member interested in a particular opening, the online tool is intended for internal applicants as well. If you have questions or need assistance as a first time user of the system, don't hesitate to call us. Our office has several computer kiosks available for your use and members of our staff will be on hand to walk you through the application process.

In addition, we have established an online resource page for both applicants and hiring supervisors to refer to for information on changes to the staff recruitment process and helpful hints for using the new online system. This hiring information is available at: http://www.middlebury.edu/administration/hr/process.

In moving the College to a paperless system of requesting and recruiting for staff positions, our goal is to simplify and streamline the recruitment process. We are confident that once the automated system has been in place for a sufficient period of time, it will improve the hiring experience for all involved.

Elizabeth Kafer
Employment Manager

For Your Benefit
TIAA-CREF Microsite
Announced - Dedicated Web Portal

College employees now have access to the Middlebury College microsite, a customized online resource for tracking and managing your TIAA-CREF plan choices. You can visit the site any time, from anywhere, for information about TIAA-CREF; investment choice explanations, retirement planning tools and more.

Visit the Human Resources webpage and click the TIAA-CREF Microsite link, or go directly to www.tiaa-cref.org/middleburycollege, to access brief summaries of our retirement plan provisions, information about loans, distribution options, investment choices, etc. You can also link directly to your own account(s) through the microsite to view balances and make investment or beneficiary changes.

If you'd like to arrange to meet personally with a TIAA-CREF consultant, click on “Set Up a Meeting” in the blue bar on the bottom of the main microsite page, and select “Vermont” in the drop down box. This will allow you to schedule an on-campus visit with the TIAA-CREF consultant (if you do not have easy internet access, feel free to call Human Resources at x5465 for assistance arranging a meeting).

Faculty Grants

Michael Kraus (Political Science) has received a fellowship from the U.S. Dept of Education’s Fulbright-Hays Faculty Research Abroad program that provides support for his 2006-2007 leave. He will be spending the year in the Czech Republic doing research for a project titled Edward Beneš, Czechoslovakia and the Great Powers, 1938-1948. The grant will also fund a research trip to Russia. He had to turn down a grant from IREX (International Research and Exchanges Board) for the same project.

Ellen Oxfeld (Sociology and Anthropology) turned down a fellowship from the U.S. Dept of Education’s Fulbright-Hays Faculty Research Abroad program in order to accept funding from the Fulbright Scholar Program to support the same research project in China during her 2006-2007 leave.

Middlebury College Staff Council

2006 Election Results
(2 year term)

District Dining: Michael Glidden
District LIS: Carol Peddie
District C: Edward Dolback (Public Safety)
District includes: Student Affairs, Public Safety, Service Learning
District D: Martha Baldwin (Center for International Affairs)
District includes: President's Office, Provost, Commons, Athletics, Center for International Affairs, Center for Educational Technology
Member-at-Large: Amy Holbrook
(Economics)
--- Returning Members ---
District A: Jennifer Herrera (Institutional Diversity)
District includes: Museum, Admissions, Financial Aid, Dean of Faculty
District B: Sue Levine (College Advancement)
District includes: Summer and Off Campus Programs, College Advancement
District E: Lisa Ayers (Events Scheduling & Information)
District includes: Offices of the Treasurer and Operations (Purchasing, Human Resources, Mailing Services, Reprographics, Bookstore, Golf Course, Pro Shop and Snow Bowl)
District Custodial: Neil Metcalf
District Facilities Management: Mike Pixley

Congratulations and thanks to everyone who ran and were willing to serve their fellow staff.

And a special thanks to our outgoing members: Patti McCaffrey, Brenda Ellis, Tammy Grant, Kelly Cray and Dan Frostman.

Join us at our June 14th meeting when we will introduce our new Staff Council.

Redfield Proctor, 9:00 a.m.
TIAA-CREF Lifecycle Funds (continued from page 2)

TIAA-CREF Lifecycle Funds are designed so that you only have to make one investment decision for your retirement goal. Once you’ve selected the fund that’s right for you, you can continue to make contributions to it and hold it until you reach retirement. Then, you’ll benefit from all the advantages of owning a diversified mix of investments in a portfolio that’s professionally managed and adjusted over time. If you find that your goals or needs change, you can easily redeem your shares or switch into another TIAA-CREF Lifecycle Fund, just as you would with any other mutual fund holding.

Getting started
If you are already enrolled in the Middlebury College retirement plan and think a TIAA-CREF Lifecycle Fund is right for you, you can:

- Contact a TIAA-CREF Consultant at 800-842-2888 or 800-842-2776, for assistance with changing your investments.
- Visit the new Middlebury College microsite (see accompanying article) at www.tiaa-cref.org/middleburycollege. Here, you can find out more about the Lifecycle Funds and other investments available in your plan, and can link to your own individual account to make on-line changes.
- Arrange to meet with our TIAA-CREF Consultant when he visits campus to make sure your overall investment strategy is in line with your retirement goals. Appointments can be scheduled through the microsite, or for those without easy internet access, by calling Human Resources at x5465.

There are risks when investing in any mutual fund, including Lifecycle Funds. Please review the prospectus before investing. You should consider the investment objectives, risks, charges and expenses carefully before investing. Please call 800-518-9161 or go to www.tiaa-cref.org for a prospectus that contains this and other information. Please read the prospectus carefully before investing.

******

Please clip this article and add it to the Investment Options section of your blue benefits binder.

---

Technology Workshops – June/July 2006

Library and Information Services

All Workshops Require Advance Registration!

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

<table>
<thead>
<tr>
<th>Date</th>
<th>Workshop Title</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wed. 6/7</td>
<td>Web Design and Layout (not a CMS workshop)</td>
<td>6:00 – 8:00 pm</td>
</tr>
<tr>
<td>Mon. 6/12</td>
<td>Outlook-to-Go: Rules</td>
<td>4:00 – 5:00 pm</td>
</tr>
<tr>
<td>Wed. 6/14</td>
<td>Network Security Primer</td>
<td>1:00 – 3:00 pm</td>
</tr>
<tr>
<td>Wed. 6/14</td>
<td>CMS Work Session</td>
<td>3:00 – 4:30 pm</td>
</tr>
<tr>
<td>Wed. 6/14</td>
<td>iMovie</td>
<td>6:00 – 8:00 pm</td>
</tr>
<tr>
<td>Mon. 6/19</td>
<td>Content Management System (CMS) Basics</td>
<td>2:30 – 4:00 pm</td>
</tr>
<tr>
<td>Tue. 6/20</td>
<td>Outlook-to-Go: Search Folders &amp; Finding</td>
<td>9:00 – 10:00 am</td>
</tr>
<tr>
<td>Thurs. 6/22– 7/20</td>
<td>Becoming Computer Friendly I (5 sessions)</td>
<td>8:30 – 9:30 am</td>
</tr>
<tr>
<td>Mon. 6/26</td>
<td>Excel-to-Go: Subtotal &amp; Filters Sorting</td>
<td>4:00 – 5:00 pm</td>
</tr>
<tr>
<td>Tue. 6/27</td>
<td>Outlook-to-Go: Rules</td>
<td>9:00 – 10:00 am</td>
</tr>
<tr>
<td>Wed. 6/28</td>
<td>CMS Work Session</td>
<td>3:00 – 4:30 pm</td>
</tr>
<tr>
<td>Fri. 7/7</td>
<td>Excel-to-Go: Pivot Tables</td>
<td>4:00 – 5:00 pm</td>
</tr>
<tr>
<td>Mon. 7/10</td>
<td>Excel-to-Go: Creating Basic Charts</td>
<td>4:00 – 5:00 pm</td>
</tr>
</tbody>
</table>

In addition to our advertised workshops, we are happy to arrange training for groups of four or more, time and resources permitting. You supply the group and topic and we’ll take care of the rest. Setting up training in this manner gives your group increased scheduling flexibility and allows us to tailor classes to your special needs. Send workshop requests to: helpdesk@middlebury.edu.

BIKE RIDERS

If you are a student, faculty, or staff person who rides your bike to work you will need to park your bike in the McCordell Bi-Hall East bike rack only on June 8 and 9, 2006!!

Facilities Services, with help from the department of public safety, will be cutting locks and removing all bikes from all the other bike racks, trees, stairwells, etc. on campus for those two days!!

The bikes that are removed from these various areas will be taken to a space designated by the department of public safety for disposal when the time is appropriate.
**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.

**Real Estate**


For Rent: Lake Dunmore, Salisbury 2 BR Chalet sleeps 6 on water, walking distance to store, snack bar and laundromat. No pets/smoking. $675 weekly. Summer rentals Sat. to Sat. until Sept 1, 2006. Monthly rentals Sept 1st to June 1st. Call Dolly at 989-3693 after 4 pm.

For Rent: Charming guest house in Cornwall in private country setting with pond. 2 BR, 1 bath, W/D, dishwasher, electric heat with wood-burning Vermont Castings stove, garage and plenty of storage space. Only 15 min. bike-ride/5 min. drive to College. Perfect space for a single person. No smokers/animals. $900/mo. plus utilities. Contact Tracy Himmel Iatham at 443-5102 (thimmel@middlebury.edu) or Jon Iatham at 443-3238 (jisham@middlebury.edu).


For Rent: Academic Year 2006-2007. Beautiful historic stone farmhouse situated on the banks of Otter Creek. Looking for responsible subletters who are willing to care for one relaxed indoor cat. 10 min. drive from campus. Ideal for 2 people. Downstairs: kitchen, LR, DR, 1/2 bath. Upstairs: Master BR, library, small guestroom or kid's bedroom, full bath. Furnished. $1,200/month (Heat and Utilities are included!) DSL internet and satellite TV available. For more info & photos contact Natasha (nchang@middlebury.edu)

For Sale: House in Middlebury. New York loft disguised as a 2,000 sq. ft. Shaker traditional. Separate barn with roughed-in guest apartment. House has 14 foot cathedral main room, 2 BR, loft study, 1 1/4 principal bath, (2) 3/4 secondary baths, exceptional Adirondack views, approximately 1/2 acre lot, town water and sewer, underground utilities, private cul-de-sac street, radiant heat throughout, stained concrete floors, a cherry staircase, wood stoves and great neighbors. West side of Chipman Hill. 3/4 mile to center of town. $375,000 firm. Call Parker Croft 388-0807

For Sale: Home in the center of Bristol Village. Walk to shops, organic food market, cafes and schools. 35 min. to Burlington, 25 min. to Sugarbush, 15 min. to Middlebury and 1 mile from the best swimming hole in Vermont. This 2-3 BR house has 1,794 sq. ft. and was built in the 1890s. On large, quiet, corner lot in the center of the village. 8 rooms: living, dining, office/bedroom, kitchen, sun-porch, laundry, 2 BR and one full bath. Includes 960 sq. ft. barn in very good condition. The kitchen was completely redone in 2004. It has new stainless steel appliances, new plumbing, custom made cabinets. Check it out at http://community.middlebidd.edu/~jcarpent/BristolHome.htm. Contact: (802) 989-1462 or noelke@middlebury.edu

House for sale: Are you interested in learning about an ideally-situated home for sale in downtown Middlebury that generates income through a separate upstairs rental apartment? Please contact Matt Longman at 462-3609 or e-mail at longman@middlebury.edu.

**Auto**

For Sale: Snow Tires - 4 Cooper WeatherMaster 205/70R15 ST2, Good condition, $125 OBO. Contact Matt (453-4187 or mrtaylor@middlebury.edu)

For Sale: 1994 Subaru Impreza-AWD. New all seasonal tires, new alternator, new struts and shocks. Runs good, body in good shape, Interior very clean and in real good condition. $1,200 O.B.O, call 537-3240 or x2298.

For Sale: 2004 Honda Civic LX Sedan. Fern green, with light-colored cloth interior. Well maintained and in excellent condition. Automatic transmission, CD player, AC, cruise control. Low 21,300 miles. (Cars of this age typically have 35,000 miles). I absolutely adore this car but I simply no longer need a vehicle. Call Sarah at 207-650-6475 or e-mail smcgowen@middlebury.edu. Pictures available!

For Sale: 2000 Harley-Davidson FXD Dyna Super Glide. 15,000 miles; new tires; Corbin solo seat; Vance & Hines pipes; laced wheels; highway pegs. Also included: original 2-up seat w/ sissy bar and original pipes. Aztec Orange. Like new condition: $11,000. 802-545-2197 or email perkins@middlebury.edu.

**Other**

For Sale: Living room couch-$200, four footed cast iron tub-$225, artificial scotch pine Christmas tree-$35, drop leaf table -$100, antique chaise lounge-$75, antique quilt-$150, caned chair-$60, ceramic sink (attach to wall)-$25, microwave-$25. Call 388-7402 evenings, 443-5388 days.


For Sale: One gently used copy of: The College on the Hill, By David Bain for $40. Contact Tom x5619.


**Wanted**

Wooden Swingset Wanted: Do you have a wooden swingset in good condition that you no longer need or want? Please call 388-1308.


For Sale: Wooden Swingset Wanted: Do you have a wooden swingset in good condition that you no longer need or want? Please call 388-1308.