Changes to the Staff Performance Evaluation Process

Staff performance evaluation season is upon us! As many are aware, annual performance evaluations for staff members should be scheduled between January and March. This year, the College recognizes that we have all been working hard to adjust our priorities and function with fewer staff. It is during these times that managing and recognizing performance is more important than ever. While the annual Performance Feedback and Development Process (PFDP) is relatively new and a great deal of effort has gone into developing and improving the program, the process has been revised in an effort to balance the need for performance feedback with the management of busy schedules. The new forms, which replace the current PFDP forms, can be found on the web at http://www.middlebury.edu/administration/hr/supervisor/Performance+Feedback+and+Development+Process+%28PFDP%29.htm.

While the process and forms have evolved to meet the needs of today’s workplace, the emphasis on the importance of performance feedback remains the same. Appropriate feedback is key for both supervisors and employees in sustaining positive, productive behaviors and actions. Taking the time for a formal, structured review of the last year can provide an opportunity to celebrate achievements, surface problems that need attention, and consider alternatives that make our work more effective and efficient. Feedback also provides both giver and receiver focused opportunities for learning.

The PFDP was designed to give employees and supervisors the opportunity to evaluate work accomplishments and performance during the review period and to establish goals for the future. The new process is also designed to meet this objective while continuing to encourage employees and supervisors to discuss job performance in a positive and supportive climate, to support ongoing meaningful and helpful communication between employees and supervisors, and to explore possibilities for more fully realizing staff potential.

What has not changed?
- All evaluations will be completed between January 1 and March 31.
- Supervisors and staff members will each complete a portion of the evaluation.
- Supervisors and staff members will meet to discuss feedback.
- Written documentation is provided to Human Resources.
- Consistent and timely feedback conversations regarding performance will continue to occur throughout the year, including a six-month informal review.

What is different?
- The written portion requires each person to briefly answer four questions.
- The performance summary description offers fewer and slightly revised choices.
- There are no numbers attached to the rating scale.

The goal of this streamlined process is to balance efficiency with effectiveness. Please feel free to contact your HR generalist with any questions regarding the revised process.

Open Meetings set for January 25
President Liebowitz and his administrative colleagues will host two open meetings on Monday, January 25 to discuss the results of the survey that members of the College community completed in December. The first meeting will take place at 12:15 in the McCullough social space, and the second will be held at 4:15 in Dana Auditorium.

In collaboration with Faculty Council, the Educational Affairs Committee, Staff Council, the Student Government Association, and the Budget Oversight Committee, the administration conducted the survey so it could gain a better sense of how different groups within the community would approach some important policy questions and financial matters that they will discuss with the Board of Trustees at their February 18-20 meetings.

At these two open meetings the results of the questions and the comments section of the survey, focusing on those issues that elicited the most frequent questions and strongest commentary, will be discussed. There will be time for Q and A at both sessions.

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MiddPoints is online! Go to Human Resources, then click on MiddPoints.
The College's Banner system is slated for a major upgrade early this spring semester, as we move from the current version of the software to a major new release, Banner 8. This level of upgrade happens only every few years. Because of its complexity, BannerWeb and the production database for Banner INB will be unavailable from 8:30 p.m. on Wednesday, February 17 through Sunday, February 21. Wednesday evening and into Thursday morning, data will be exported from the current database, and then imported and reformatted to a new database (if you know Excel, imagine 4,000 spreadsheets containing a total of a million rows of data in total being processed). Once that step is completed, version 8 software will be installed and updated, a process that we anticipate will stretch from Thursday into Saturday. Over the weekend, LIS programmers and many staff in key departments across our campuses will check to make sure the hundreds of programs and procedures that comprise the Banner system are working correctly. Finally, the system will be opened up for access by all on Monday morning, February 22.

LIS administrative systems programmers and functional leads (College staff members especially knowledgeable of the Banner system) have been testing Banner 8 against a copy of the database. In addition, LIS programmers are modifying specialized Middlebury administrative software applications to work with the new version of Banner and the database.

(In case you’re wondering: Because of the way the Banner system is structured by the vendor, we simply can’t convert our test environment to a production environment with a few clicks at the keyboard. Rather, we have to rebuild the database and all the updates to the software step by step. Hence, up to five days typically are required for “going live” with Banner 8.)

Our thanks for the many hours staff members continue to dedicate to this process to ensure a smooth transition. If you have questions, College staff may contact the functional or technical lead for your area, or feel free to contact Jeff Rehbach in LIS.

~ Jeff Rehbach

FREE TAX PREPARATION

Did You Earn Less than $50,000 in 2009?

FAST, FREE tax preparation services are provided by IRS-certified volunteer tax assistants.

Get your refund in 8 to 14 days if you choose direct deposit (2-3 weeks if your check is mailed to you.)

Tax sites in Burlington and Winooski electronically file both federal and state returns and are open a variety of evening, weekend and weekday hours to fit your schedule.

SAVE SOME, SPEND SOME!

*You can purchase US Savings Bonds in denominations of $50 for yourself or the children in your life with part of your refund—no fees! Purchase bonds right on-site, while you have your taxes prepared! The money comes directly out of your refund.

*You can now split your refund into up to three direct deposit bank accounts, making it easier to save.

*Open an Opportunities Credit Union savings account right on-site – use it to build your savings and get your refund faster through direct deposit!

The free tax sites are supported through the time, money, staff and space donated by:

The CASH Coalition of Chittenden County; Northfield Savings Bank; KeyBank; The United Way of Chittenden County; Champlain College; St. Michael’s College; University of Vermont; Champlain Valley Office of Economic Opportunity; Cavey Family Services; The City of Burlington; Internal Revenue Service; and community volunteers.

Just dial 2-1-1 to make an appointment or to get more information.

where on CAMPUS?

Finally stumped you! Either that or nobody gave this one much thought. The garden from the January 8 issue’s “Where on Campus?” is on the hillside between Stewart Hall and the white metal building used for student package pick-up, among other things. At left is a close-up of the garden’s dedication plaque.
Wellness Programs Sponsored by the Optimal Health Initiative Committee (OHIC)

- Faculty and Staff participation in Pilates Classes with Nina Vila
  Pilates classes taught by Nina Vila of the Vermont Center for Classical Pilates, open to Middlebury College students, faculty, and staff. Pilates exercises focus on the deep core/torso muscles, with careful attention to breath and alignment of the spine, for a total-body workout. Great for strength, flexibility, and conditioning. Newcomers welcome. Questions? Nina Vila at 388.7400, ninavccp@gmail.com; or Liza Lloyd at x3169 or liza@middlebury.edu.

  Tuesdays and Thursdays
  12:30–1:20 p.m., starting February 16; 10 weeks total
  Mahaney Center for the Arts, Dance Studio (room 109)
  Price: once/week $60; twice/week $120*

* The first 10 College faculty/staff to register will receive a $20 discount, courtesy of the Optimal Health Initiative Committee. Sorry, this discount is limited to current faculty/staff only; other ID card holders are not eligible.
* Once-a-week participants can come on either day.

Register starting February 8 online at go/tickets (from off-campus: http://www.middlebury.edu/arts/tickets), or at either Box Office (McCullough or Mahaney CFA locations). Registration closes February 26.

- Smoking Cessation Group forming on campus
  Do you want to stop smoking and you’d like some support? A smoking cessation group, sponsored by OHIC, is forming on campus. It is a four-week class that will meet Thursdays in the Crest Room in McCullough from 12:30–1:30 p.m. This FREE program is led by a professional from Porter Hospital. Questions: contact Kim Gurney at kgurney@middlebury.edu.

- Weight Watchers At-Work to begin new session
  A new session of the Weight Watchers At-Work program at Middlebury College, sponsored by OHIC, is scheduled to begin February 4. The group meets Thursdays at 12:15 in Mitchell Green Lounge. Cost: $144 for a 12-week series (can be paid in three $48 payments). Cash, check, or credit cards accepted. People may join at any time during the series (at a prorated cost after week two). If you are new to the program and would like to see what meetings are like, feel free to attend the one on January 28 in Chateau Grand Salon. For more information, contact Danica Stein, meeting leader, at 802.287.5704 or e-mail danicasteinWW@comcast.net.

Milestones are determined by years of uninterrupted employment at Middlebury College. The following milestones were attained in January 2010:

5 YEARS

Ricardo Chavez-Castaneda
Spanish and Portuguese

JoAnna DeGray
Dining Services

Kelly Gill
Health Center

Theresa Hinman
Facilities Services

Patricia Kaufmann
Ski School

Marc Lapin
Environmental Studies

Sujata Moorti
Women’s and Gender Studies

Karen Shackett
College Advancement

10 YEARS

Tonya Roberts
College Advancement

Jaye Roseborough
Career Services

25 YEARS

Ronald Quesnel
Snow Bowl

Congratulations on reaching these Milestones!
Classifieds

Adams 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).

Auto
For Sale: 1998 2 sled all aluminum Triton trailer. Open top. New deck, tires, and rims. E-mail nduquett@middlebury.edu for more info.

For Sale: 1988 Hudson 5-ton trailer pull behind. Deck length 16’8”. For more info e-mail nduquett@middlebury.edu.

Real Estate
For Sale: House for sale (available for showing after Feb. 1): 3 BR Cape (1,500 sq. ft.). Great country locat. 25 min. SW of Middlebury in Orwell. Open floor plan, LR, DR, mudroom, eat-in kitchen, 1-3/4 BA (recently remodeled), addition w/ office, laundry, & addit. storage. Kitchen has stainless steel appliances. Property just under 1 acre on hill w/ beautiful Adk. views, surrounded by woods & farmland. Barn, swing set, perennial flowers & fruit trees, lots of gardening space, close to Lake Champlain, Sunset Lake, Lake Bomoseen. $155,000. Photos avail. Contact Stacey at x5898, 802.989.1309 or sthebodo@middlebury.edu.

For Rent: One BR, furnished apartment located at 102C Court Street on the ground level w/ entrance at the back of the building; parking for 1 car; $675/mo. includes heat, hot water, high speed internet connection; 1 month deposit, reference, credit check and 1 year lease all required; for non-smoker w/ no pets. Call Liane (x5659) or John (388.6371).

For Rent: Quaint 4 BR house on large lot in East Middlebury. Recently renovated interior. Washer, dryer and snowplrowing included. No smokers, $1,550/mo., plus utilities. First, last and security deposit required. 352.1009.

For Rent: 3BR/1.5BA furnished ranch-style house in Weybridge, 1 mi. from campus and downtown. Available Feb. 1 thru June, 2010. Large LR, family room w/ stove, renovated kitchen & BA, Two car garage. Mowing & plowing and major utils. incl. $1,250/mo. + deposit. No smoking or pets. Contact Angela at abrande@middlebury.edu or 802.989.3180.

Wanted

Wanted: Looking for a temporary host home/family for a 3 year old Yorkie called Zack for 7 weeks (ending of June-mid August). He is friendly, social, outgoing, obedient, house-trained, and compatible with other dogs. Summer school faculty. Fair remuneration. Please contact: malegreg@middlebury.edu or 410.564.5634.

Wanted: Looking for a used rooftop cargo box. Please contact: eeglite@middlebury.edu. Phone: 802.989.8669.

Wanted: Sofa bed in really good condition. lschiffe@middlebury.edu or 388.4263 after 7 p.m.

Wanted: Bristol home in country neighborhood. $550/mo.; includes 1 BR, BA, use of laundry, kitchen, living areas. You buy own food, paper products, laundry detergent, etc. I have 2 children and 2 dogs. Looking for someone who can jive with a family. Non-smoker. Contact Jennifer at jwilley36@hotmail.com.

Midd Staffers Face Off Against Breast Cancer

Many Middlebury employees and spouses will take part in the 11th annual “Face Off Against Breast Cancer” hockey tournament on January 23 and 24 which brings together 12 adult women’s teams from all over Vermont to play hockey at Middlebury’s Memorial Sports Center and raise money for the Cancer Patient Support Program. There’s also a “Friends and Family” division for men and kids, and a benefit dance party with The Horse Traders at Two Brothers Lounge on Saturday January 23. Among the College community members participating in the event are: Sally Carver, Cheryl LeBlanc, Liza Lloyd, Shelley Payne, Amy Buck, Emily McNamara, Lisa Boudah, Holly Stark, Anne Chabot, Deirdre Morris, Allan Duclos, and Rick Marshall, and many more. Players are collecting sponsorships for charity, so if you know a hockey player, please consider making a donation to the cause! Learn much more at http://www.faceoffagainstbreastcancer.org/.

College Book Store
Good selection of Charles River Apparel or Vantage Apparel fleece vests and jackets. 30% discount available.