Office of Gift Planning helps those who “want to do well by doing good”

This fall the Office of Gift Planning is reaching out to Middlebury alumni through the Middlebury Magazine. In an advertisement the Communications Office helped produce, Gift Planning assists an alumni couple with a problem regarding their estate. They propose a type of trust that helps the couple avoid capital gains taxes, gives them some income to supplement their retirement, and designates the couple’s favorite charities as the beneficiaries of the trust. Helping people navigate the often-confusing waters of charitable giving is what our Office of Gift Planning is all about.

Many members of the Middlebury family, whether they are alumni, parents, friends of the College, or staff and faculty, want to give back to the College to support its core mission and in recognition and thanks for the good things that Middlebury has provided them. There are also some definite financial benefits to making a charitable gift. Middlebury’s Gift Planning office can help those motivated to make a charitable gift maximize their ability to support their favorite charities while taking advantage of the full array of benefits available to a donor.

“Gift Planning” is the process of considering a donor’s objectives and motivations for making a gift, along with the donor’s financial and tax situation, to determine the best way to make a charitable gift. Our gift planning team is headed by Anne McMenamin, director, who has 15 years of gift planning experience, along with 12 years of experience in higher education finance and investment. Deb Wales, senior associate director, practiced law for 12 years in the areas of estate planning, real estate, and business law prior to coming to work for Middlebury in 2004.

There are a few departments on campus that will require some staff coverage during the break; department heads will coordinate that coverage. Non-exempt staff members required to work during the scheduled break will receive holiday premium pay. See article on page 2 for details on holiday pay and holiday premium pay, and they are also available in the College Handbook.

Hirschfield International Film-Video Series 2009-2010

The programs in the series are presented twice on Saturdays, 3 p.m. and 8 p.m., in Dana Auditorium, and admission is free. Coming up in November:

• Nov. 7 - Che: Part One, 2008, directed by Steven Soderbergh, starring Benicio Del Toro as Ernesto “Che” Guevara.
• Nov. 14 - Che: Part Two. Spanish w/ English subtitles.
• Thurs., Nov. 12, 4:30 p.m., 232 Axinn Center. Special presentation: William Paul, Prof. of Performing Arts at Washington University in St. Louis, a leading authority on romantic comedy and film genres, will speak on “New Directions in Romantic Comedy.”

For the full series schedule and program information go to: http://go/hirschfield.
Holiday Schedule and Holiday Pay

The holiday schedule for 2009 is as follows:
Thanksgiving and the day after Thanksgiving: Thursday and Friday, November 26 & 27, 2009.
December holiday break: From noon on Thursday, December 24, 2009, until midnight on Friday, January 1, 2010.

Hourly (non-exempt) employees are to use specific holiday pay codes when recording their time during these designated holidays. The pay codes are HOL (Holiday Pay) and HPP (Holiday Premium Pay). HOL pays at an employee’s regular hourly rate; HPP pays time and a half.

All benefits-eligible hourly staff should enter HOL for any holiday time that falls during their normal work schedule, whether or not they actually work during that time. The HOL pay code should only be entered for normally-scheduled time on November 26 and 27, 2009 and from noon on December 24, 2009, to midnight on January 1, 2010.

Any hourly staff who actually do work during the holiday period should enter HPP for their time worked. Any hourly, benefits-eligible staff who work during the holiday will enter both HOL and HPP hours. This will result in two and a half times their normal pay rate. Non-benefits eligible staff who work will enter only HPP time; this results in one and a half times their hourly rate.

<table>
<thead>
<tr>
<th></th>
<th>Worked on holiday</th>
<th>Did not work on holiday</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Hourly Staff, benefits-eligible</strong></td>
<td>Enter HOL for any normally-scheduled hours, AND Enter HPP for the hours actually worked.**</td>
<td>Enter HOL for any normally-scheduled hours.</td>
</tr>
<tr>
<td><strong>Hourly Staff, not benefits-eligible</strong></td>
<td>Enter HPP for the hours actually worked.**</td>
<td>No action.</td>
</tr>
<tr>
<td><strong>Salaried, exempt staff</strong></td>
<td>No action.</td>
<td>No action. HOL code will default in during payroll.</td>
</tr>
</tbody>
</table>

**Don’t forget to enter HPP hours on the correct shift.**

Remember that the holiday break period begins at noon on December 24 and ends at midnight on January 1, 2010. Standard paycodes (REG, CTO, etc.) should be used for any time before noon on December 24 and for time starting on Saturday, January 2.

Preparing for Flu Season

Government officials estimate that many individuals may be impacted by the H1N1 flu this fall and winter. Combined with the effects of the seasonal flu, it is important to stay informed regarding appropriate steps for the prevention and management of potential illnesses.

Flu viruses are spread mainly from person to person through coughing or sneezing by people with influenza. Sometimes people may become infected by touching something – such as a surface or object – with flu viruses on it and then touching their mouth or nose. As we enter flu season, please familiarize yourself with guidelines provided by the Centers for Disease Control:

- Cover your nose and mouth with a tissue when you cough or sneeze. Throw the tissue in the trash after you use it.
- Wash your hands often with soap and water. If soap and water are not available, use an alcohol-based hand rub.
- Avoid touching your eyes, nose or mouth. Germs spread this way.
- Try to avoid close contact with sick people.
- Symptoms of flu-like illnesses include fever or chills and cough or sore throat. In addition, symptoms may include runny nose, body aches, headache, tiredness, diarrhea, or vomiting.
- If you are sick with flu-like illness, CDC recommends that you stay home for at least 24 hours after your fever is gone. Your fever should be gone without the use of a fever-reducing medicine. Keep away from others as much as possible to keep from making others sick.

Our ability to manage a flu outbreak on campus is contingent upon limiting the interactions of those exhibiting symptoms. Many thanks for your help and cooperation in keeping the campus as healthy as possible.

Anne and Deb combine their specialized knowledge and skill with a donor-centered approach to philanthropy to help people who want to do well by doing good. Laurie Celik, gift planning administrator, with 10 years of experience in a Rutland law firm, and Tiffany Stowe, marketing and event coordinator, with a background in corporate management support and customer service, round out the team.

Many people use gift planning to their advantage, and it’s not just for the wealthy. Gift planning provides a number of flexible and creative options in support of Middlebury, including gifts during your lifetime or through your estate. One of the easiest ways to support the College is to name Middlebury as a beneficiary in your College-sponsored life insurance plan. Another option is a life-income gift, such as a charitable gift annuity or charitable trust, that can provide you (or your family) with income and tax savings, while at the same time, helps to ensure that Middlebury College will be here for many generations to come. Our gift planning professionals are available to explain the differences between things like “charitable gift annuities” and “charitable trusts” and help donors figure out what will work best for them.

“We are most sensitive to an individual’s timing and their own personal situation. We feel it is important for us to join in a conversation with a potential donor so that we understand what is most important to them. This article touches on a few gift planning tools, but there are many choices and we aim to highlight the best possible plan for an individual,” McMenamin says.

The Office of Gift Planning, located in Munford House, welcomes the opportunity to help you make a charitable gift to the College and take full advantage of the tax benefits available to you. Speak to them to learn why gift planning is for employees too! If you support the College through gift planning you will become a member of the Gamaliel Painter’s Cane Society, established in 1989 to honor those who have the foresight to provide for Middlebury’s future.

Staff Council Announces Staff Appeals Panel Election Results and Other Committee Appointments

Congratulations! Charlene Barrett (Religion/Sociology/Anthropology) and Rachel Rosenfeld (Admissions) are the two top vote receivers in the Staff Appeals Panel election held last month by Staff Council. They could potentially be two out of 15 staff members to be on a five person Staff Appeals Panel if one is convened. Franci Farnsworth (Academic Affairs) and Manon Prevost-Mullane (Language Schools Administration) are the presidential appointees to the Staff Appeals Panel.

Other Committee appointments for the year include Jyoti Daniere (Health Center), Eileen Brunetto (Geology), and Linda Ross (Facilities Services) who are staff member appointees to the Community Council. Lisa Ayers (Events Scheduling and Information) and Janis Audet (Academic Affairs) will serve as alternate staff members to the Community Council. Arabella Holzapfel (LIS) was appointed ombudsperson.

Thank you all who participated in the vote, and we appreciate our fellow staff members who are giving of their time to serve the community.

Patti McCaffrey, Staff Council President
Preseason tune-up specials are back again at the bowl
Get your skis/boards tuned up and ready for the season for only $25! From 11/2 through 12/18 you can get a stone grind and hot wax for ONLY $25 (a 44% discount over the regular price)!
Or get a quick edge and hot wax for just $15, and binding torque tests are only $15 as well. The Bowl ski shop is open for drop off and pickup from 8:00-4:00 (or by appt.) on weekdays only from 11/2 until the Bowl opens for the season, and seven days a week from opening day through 12/18. For more info. call 388.4356 and ask for the ski shop.

Snow Bowl Season Lease Program
In response to many requests, the Snow Bowl Ski Shop will offer season-long ski equipment leases for the ’09-10 ski season. There is a limited supply of equipment available, so leases are offered on a first-come, first-served basis with payment in full due at the time of the lease. Snowboard equipment is not available for lease.

Contact the ski shop anytime during the month of November, Monday – Friday (except for Wed., Thurs., Fri. of Thanksgiving week) to set up an appointment to be fitted by one of our certified and knowledgeable shop technicians. The Ski Shop can be reached at 388.4356 from 8:00-4:00 or at skishop@middlebury.edu anytime. Lease will run from the beginning of December through March. A Junior Lease Package is $100, and the Adult Package costs $165, and includes skis, boots, bindings, poles!

All of our lease equipment is lightly used rental equipment that has been regularly tuned and tested. We offer tune-ups on your leased equipment throughout the year at 50% off. If you decide at the end of the season that you like your lease equipment too much to give it back to us, we give you the option to purchase your lease equipment for an additional $150 for juniors and $200 for adults.

IRS Pension Plan and Related Limits for Tax Year 2010
The Internal Revenue Service announced the annual cost-of-living adjustments for dollar limits applicable to contributions to qualified retirement plans in 2010. The dollar limits are as follows:

<table>
<thead>
<tr>
<th>Limit Description</th>
<th>2009</th>
<th>2010</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maximum basic employee deferral to 403(b) tax sheltered annuity plans.</td>
<td>16,500</td>
<td>16,500</td>
</tr>
<tr>
<td>General “catch up” contribution limit for 403(b) plan participants age 50 and over.</td>
<td>5,500</td>
<td>5,500</td>
</tr>
<tr>
<td>415 limit on maximum combined employee/employer contributions to defined contribution plans.</td>
<td>49,000</td>
<td>49,000</td>
</tr>
<tr>
<td>15 year catch up provision, for 15 years of service with the College. The lifetime maximum under this catch up contribution is 15,000 (subject to various limitations).</td>
<td>3,000</td>
<td>3,000</td>
</tr>
<tr>
<td>Basic deferral limit for 457(b) deferred compensation plans.</td>
<td>16,500</td>
<td>16,500</td>
</tr>
<tr>
<td>457(b) catch up contribution (subject to age and other restrictions).</td>
<td>16,500</td>
<td>16,500</td>
</tr>
<tr>
<td>Annual limit on compensation for retirement program purposes.</td>
<td>245,000</td>
<td>245,000</td>
</tr>
<tr>
<td>Social Security wage base.</td>
<td>106,800</td>
<td>106,800</td>
</tr>
<tr>
<td>Medicare wage base.</td>
<td>No limit</td>
<td>No limit</td>
</tr>
</tbody>
</table>

Each individual who wishes to increase or decrease his or her voluntary contribution to the retirement program must sign a new salary reduction agreement form. Voluntary Retirement Plan salary reduction forms are available in Human Resources or on the Benefits page of the Human Resources Website.
Benefits Open Enrollment

Benefits open enrollment is being conducted electronically again this year. HR has again worked with LIS to improve and enhance the electronic open enrollment process from last year. If you are a benefits-eligible employee, you should have received an e-mail at the end of October with details on our 2010 benefits as well as step-by-step instructions on how to enroll using Banner Web. Human Resources will gladly help you through the process; if you have questions please call x5465.

All benefits-eligible Faculty and Staff are required to complete Open Enrollment between November 1 & 15.

ACTR public meeting to be hosted by SGA

The Student Government Association will host a public meeting for staff, faculty, and students on Addison County Transit Resources (ACTR) service expansions at the Franklin Environmental Center at Hillcrest, Room 103, from 4:30-5:30 p.m. on Tuesday, November 17.

ACTR is expanding three of its routes, the Tri-Town Shuttle, the Middlebury Shuttle, and the Saturday Burlington LINK as a result of grant funds it received from the Vermont Agency of Transportation. Students, faculty and staff are invited to attend this information session to provide ACTR with feedback on the proposed route configurations. Three other public meetings are scheduled around the county through early December.

For more information about the proposed route changes, visit www.actr-vt.org and click under “4 public hearings scheduled...”
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: 1997 Chevy Suburban. $4,300. White. 180k miles. Battery, coolant system, brakes including master cylinder, & oil system are 1 yr. old. Body in great shape. No rust. Vehicle was purchased in So. Carol. Call 802.623.8171 or e-mail jones.wd@gmail.com if you are interested. Can be seen anytime during the week.

Real Estate
For Sale: Circa 1813 brick Colonial on 13 acres in Addison w/ outstanding Adk. views. 3 BR, 2.5 BA, 2 fireplaces, large rear sun porch. Many upgrades incl. new cherry kitchen w/ oak floors, new windows, antique woodstove. Extensive gardens, attached 2-car garage w/ storage above. 20-25 mins. from campus. $350,000. Call Sarah at 802.989.3403 or x5794.

For Sale: Frigidaire Gallery side-by-side white refrigerator w/ ice and water in excellent condition, great buy at $225. Frigidaire self-cleaning glass flat top white stove w/ speckled top, in great condition, asking $225. Renovating, must go. For a super buy, purchase both items at the great price of $225. Call 388.6416 or e-mail eroy@middlebury.edu.

For Sale: Sunny, modern dining set. Asking $100. Table is beech veneer with frosted glass. 55”x32” (seats 4-6 people). Four chairs made of beech and rope. Picture on request. Contact Natasha at x5432 or nchang@middlebury.edu.

For Sale: Burton Buzzcap ski/snowboard helmet. Sky blue. Size 52 cm, equivalent to a youth medium. Ear flaps and four sealable air vents. Like new. With extra padding. $25. Call x2095.

For Rent: Restored barn for rent from Jan. 1 to end of May, 2010. 2669 South St. Ext. (5 min. from campus), 2nd level BR & BA sep. from upstairs BR/study & mid-level mezz. sitting room. Downstairs incl. country kitchen, DR, LR w/ wood-burning stove, full BA, laundry room, screened in porch. Storage. Oil-burning furn., baseboard hot H20 heat. $1,500/mo., all utilities incl. Call rental avail. Contact Carrie at 388.0436 or x5703, or Bob & Betty at 388.3960.

For Rent: Spend Christmas in Middlebury. 1830’s farmhouse 5 min. from Midd. on beautiful country road. Avail. Dec. 13-Jan. 5. Must be willing to care for indoor & outdoor birds (pigeons and 3 finches) in exchange for low rent. Call Steve at 388.3830 or e-mail steve@earthlink.net.

Other
Cash for Clunkers: (Your cash, for my clunkers) Assortment of retired & semi-retired power tools & stuff, some electronics & misc.; some near-new, some fixers, some freebies. Please contact church@middlebury.edu or x5486 for the full monty.


For Rent: 1997 Chevy Suburban. $4,300. White. 180k miles. Battery, coolant system, brakes including master cylinder, & oil system are 1 yr. old. Body in great shape. No rust. Vehicle was purchased in So. Carol. Call 802.623.8171 or e-mail jones.wd@gmail.com if you are interested. Can be seen anytime during the week.

Free
Free to a good home: 4 year old female black Labrador Retriever - sweet, loving & playful. She is spayed and her vaccs. are current. Sammy has hip joint issues & is on a daily supplement. Her home needs to be one w/out small children. If you have questions or would like to meet her contact Sheila at sandrus@middlebury.edu or 388.9643.

College Book Store
Lecture on Chinese medicine
Marnae Ergil ’85
to speak November 11
at 4:30 p.m.
Robert A. Jones ’59
conference room
Stop in at the
College Bookstore
and pick up Marnae’s book
Pocket Atlas of Chinese Medicine