

# The Udder News

## Williams College

I often use this forum to talk about the importance of communication in our work lives. Fundamentally it is the cornerstone for everything we do to be successful in our individual jobs and as an institution. This is never truer than with performance conversations.

You will be hearing more in the coming weeks about the college's new performance development program. Open meetings are scheduled for this week. I hope you can attend one of them. They announce the beginning of an exciting new initiative that has been in the works for months. A group of staff that has included Chris Abayasinghe, Dining Services; Diana Prideaux-Brune, Facilities; Pat Malanga, English; Mike Reed; and formerly Karen Ryan, Dean's Office; Jean Thorndike, Campus Safety; and Pam Besnard, Development and me, met regularly over the last two years to consider alternatives for the current performance evaluation process and to develop a holistic approach that encompasses the entire employment relationship with emphasis on shared communication and input between the employee and the supervisor. Many of you were part of the information gathering by participating in early focus groups which were invaluable in shaping the final program.

Performance development is a comprehensive approach to the employment relationship based

on mutual respect, open communication, engagement, and development. It is more than the formal annual conversations related to performance. Performance development integrates department goals, individual performance, articulated expectations and personal and professional goal-setting and development. Its success rests entirely on regular, on-going communication between employees and supervisors.

The proposal was finalized and submitted to senior staff earlier this winter for their review, approval and endorsement. With their enthusiastic support a new approach to performance conversation is being launched. It is not possible to go into all the details in the limited space here, know there will be many opportunities to learn more in open meetings, educational workshops, department meetings and one-on-ones.

I look forward to working with each of you as we integrate this into the Williams culture and will appreciate your input as we move it forward.

-Martha Tetrault, Director



Spring 2011

### Inside this issue:

Staff Council Column	1
Interview-Raymond Torrenti	2
LUGF Reminder	2
Payroll Scoop	3
Appreciation Day Honorees	4-5
Earth Day Activities	6
TIAA Workshop	7
Have you "herd"?	7

## Staff Advisory Council Column

What's the Staff Council discussing these days:

In January the SAC outlined policies they plan to review this year; those policies include telecommuting, background record checks, additional pay for additional work for exempt staff, a sick leave bank model, snow day notification and practices.

To review meeting minutes visit <http://hr.williams.edu/staff-advisory-council>.

Staff Council welcomes questions, comments and suggestions from the staff. To contact members of this committee, please utilize the [Williams People Directory](#).

### Staff Advisory Council 2010-2011 Members

Erwin Bernhart  
 Dave Boyer  
 Lisa Briggs  
 Dawn Dellea  
 Gisela Demant  
 Jenny Dewar  
 Maggie Driscoll  
 Danielle Gonzalez, *ex officio*  
 Mark Kimball  
 Sheila Mason  
 Derrick Robertson  
 Roberta Sweet  
 Lynn Taft  
 Martha Tetrault, *ex officio*  
 Kim Tremblay  
 Terry Waryjasz

## Interview with Raymond Torrenti

### What city/town are you from? How did you end up here?

I am originally from Old Saybrook, Connecticut. I lived in Boston for nearly 20 years after completing my graduate degrees. I eventually moved to the Berkshire to be closer to my sister and her family. Being new to the area and working on my second book, my sister suggested I seek out some temporary or part-time employment at the College to meet people and simply get out of the house. Here I am five and half years later.

### What's a defining moment in your career?

Getting a PhD in clinical Psychology and Spirituality was certainly a defining moment. I was invited to join the University Professors Program at Boston University, which allowed me to craft my multidisciplinary degree track.

### Who are your mentors?

Denise Linn is the founder of the International Institute of Soul Coaching®. She has taught seminars in 20 countries and has written 15 books, and I had the opportunity to train with her in 2005.

### What do you do for fun?

I am a computer geek! When I am not writing I enjoy bicycling, kayaking, working out at the gym, and really appreciate being in nature in the Berkshires.

### You've had a unique path through your career. What is the most important lesson you learned along this path that you might not have learned if you'd taken another?

My research focuses on indigenous healers and shamans and how their knowledge correlates with western psychology. One example is the western concept of depression, which is referred to as "loss of soul" in indigenous cultures. Gaining a greater understanding of spiritual development has been so important to me. Many cultures share the same concepts of spiritual development and energy work but just use different lan-



guage; it's incredible to see how these same experiences and healing techniques have been identified across cultures.

### What one thing has happened in your life has made the biggest impact on who you are today?

As a young child I had mystical experiences that lead me down a spiritual path and inspired me to become more educated on spirituality in other cultures.

### What do you consider your greatest professional achievement?

Having the honor and privilege to work with my clients as a professional Soul Coach; they share extremely personal experiences with me in our work together and it is gratifying to see their lives change.

### What sound do you love?

Tibetan singing bowls. They are used for meditation, trance-induction, relaxation, sound healing and religious practice.

### What book are you reading now?

The Black Swan Theory by Steven Holl. (not related to the movie) The theory was developed in 2007 by Nassim Nicholas Taleb, in short, the theory analyzes the life changing impact of hard to predict, rare, large magnitude events.

### Tell me something else that is interesting about you?

I have been asked to write a chapter in a new book coming out in September call *Planet Whisper*.



Raymond Torrenti, Museum Membership and Special Events Manager  
Williams College Museum of Art

## Lighten Up & Get Fit Challenge

The 2011 LUGF Challenge is on!

Keep eating your fruits and veggies and logging those points until May 7th!

[Lighten Up & Get Fit Website](#)



## The Payroll Scoop

### Student payroll

Below are guidelines for the processing of Student Timecards for Payroll:

Time cards are due by 10am on the Friday following the close of the pay period. Please visit <http://hr.williams.edu/student-employment/pay-schedule/> for the Student payroll schedule.

Students should not be working in a job that is not active in the student mod. Please be sure to activate the student in the needed position before calling them into work.



Before signing timecards please make sure to review all timecards for accuracy and completeness.

Use blue or black ink, or pencil for completing the timecards

Make sure all data is correct:

- Verify that hours completed in the bubbles match what is written, as well as punched on the back of the card.
- Correct Job number, Fund and Department/Project is entered
- Employee ID is written correctly and coinciding bubbles are completed correctly.

Your efforts to meet the timelines and to make sure timecards are accurate before arriving in payroll will allow for a much smoother payroll process, and will help to ensure that students are paid accurately and timely.

### Direct Deposit – Going electronic and going green

Are you still receiving a paper paycheck? Here are a few things you may want to consider:

Protect your identity! According to recent research, identity theft is on the rise. By electing direct deposit of your paycheck it eliminates the risk of stolen checks, forged signatures, and protects you from becoming a victim.

Save trees! If one employee elected paperless pay advices along with direct deposit, it would save 52 pieces of paper per year.

Save time! Did you know that you can elect to distribute your paycheck over four different accounts? Want to put some money in savings? And pay your car payment? And pay your mortgage? And put the rest in a checking account? No problem! Put your money to work and we can distribute it to your different bank accounts.

Please visit: <http://hr.williams.edu/files/2010/07/Direct-Deposit-Authorization.pdf> to complete and print the Direct Deposit form. To elect paperless pay advices please login to PeopleSoft Self Service at <http://hr.williams.edu/faculty-staff-self-service/>.





## Appreciation Day Honorees

*We recognize those employees who have served Williams College for...*

### TWENTY-FIVE YEARS

Heather H. Clemow *Office for Information Technology*  
 Diana M. Elvin *Development Office*  
 John J. Gravel Jr. *Facilities*  
 John D. Haig Jr. *Facilities*  
 David Jowett *Facilities*  
 Robert A. Kelly *Dining Services*  
 Deborah A. LaPine *Alumni Relations*  
 Donna M. LeSage *Alumni Relations*  
 Julie J. Menard *Advancement Information Systems*  
 John F. Morrissey *Facilities*  
 Alison R. O'Grady *Williams College Libraries*  
 Donna M. Santiago *Williams College Libraries*  
 Constance D. Sheehy *Admission Office*  
 Doris J. Stevenson *Music Department*  
 Stacy L. Sylvester *Dining Services*  
 Charles R. Toomajian Jr. *Registrar's Office*  
 Laurie A. Wiles *Dining Services*

### TWENTY YEARS

William H. Allen *Dining Services*  
 Scott D. Huls *Facilities*  
 Mary Robin Kibler *Williams College Libraries*  
 Susan J. Lefaver *Williams College Libraries*  
 Christine F. Maher *Williams College Museum of Art*  
 Michele M. Migdal *Williams College Museum of Art*  
 Ada I. Moreno *Dining Services*  
 Pamela J. Richard *Facilities*  
 Timothy Roberts *Facilities*  
 Debra S. Rogers-Gillig *Biology Department*  
 Douglas A. Rydell *Office for Information Technology*  
 Rachel U. Tassone *Williams College Museum of Art*

### RETIREES

Clare A. Morrison *Athletics Department 1983 - 2011*  
 Jeanette M. Saie *Dining Services 2000 - 2011*

### OTHER YEARS OF DISTINCTION

Thomas E. Bergeron *Facilities 40 years*  
 Robert B. Bernier *Facilities 35 years*  
 Martin E. Blake *Facilities 35 years*  
 Donald W. Chilson *Dining Services 35 years*  
 Scott G. Duncan *Facilities 30 years*  
 Wayne G. Hammond Jr. *Chapin Library 35 years*  
 Linda J. McGraw *Williams College Libraries 35 years*  
 David L. Myers *Facilities 35 years*  
 Mark J. Phillips *Dining Services 30 years*  
 Robert Bruce Wheat *Office for Information Technology 30 years*  
 Nancy A. Wojnicki *Williams College Libraries 35 years*

### FIFTEEN YEARS

Randall K. Benoit *Facilities*  
 David J. Carpenter *Facilities*  
 Kim M. Clark *Department of Health Services*  
 Dawn M. Dellea *Career Counseling Office*  
 Gisela A. Demant *Chemistry Department*  
 Ronald L. Gallagher *Career Counseling Office*  
 Kimberly A. Hogue *Development Office*  
 Kim R. LaFlamme *Facilities*  
 Raymond J. Larabee Sr. *Facilities*  
 Peter Mazzacco Jr. *Campus Safety and Security*  
 Janice J. McKay *Dining Services*  
 Edward S. Nowlan *Office for Information Technology*  
 Rebecca Ohm *Williams College Libraries*  
 Ernani G. Rosse *Facilities*  
 Jennifer C. Swoap *Dean of Faculty's Office*  
 Martha R. Tetrault *Office of Human Resources*  
 Karen M. Theiling *Department of Health Services*



**TEN YEARS**

Roberta M. Alfonso *Dining Services*  
 Susan J. Anderson *Development Office*  
 Linda J. Bolte *Dining Services*  
 Eric J. Booth *Facilities*  
 Cheryl M. Brigley *Development Office*  
 Michael A. Burdick *Office for Information Technology*  
 James D. Butler Jr. *Dining Services*  
 John P. Cronin *Facilities*  
 Beverly J. Delisle *Dining Services*  
 Marc A. Field *Facilities*  
 Brooks L. Foehl *Alumni Relations*  
 John B. Germanowski *Office for Information Technology*  
 Kristina L. Guetti *Campus Safety and Security*  
 Mika Hirai *Office for Information Technology*  
 Stephen E. Jones *Facilities*  
 Diane M. Koperniak *President's Office*  
 Mark E. LaBonte *Dining Services*  
 Shaun P. Lennon *Campus Safety and Security*  
 Edgar T. Lewis *Facilities*  
 Wendy L. Matte *Advancement Information Systems*  
 Lynn M. Melchiori *Office for Information Technology*  
 Christopher W. Moresi *Dining Services*  
 Trevor M. Murphy *Office for Information Technology*  
 Mark L. Powell *Campus Safety and Security*  
 Maria K. Recco *Chemistry Department*  
 Maia Robbins-Zust *Theatre Department*  
 Linda A. Saharczewski *History Department*  
 Pamela C. Shea *Admission Office*  
 Wendy J. Sherman *Williams College Libraries*  
 Suzanne A. Silitch *Office of Communications*  
 Marsha J. Williams *Dining Services*

**FIVE YEARS**

Fred L. Ackley Jr. *Dining Services*  
 Juan G. Baena Parra *Alumni Relations*  
 Janis E. Bravo *Biology Department*  
 David D. Brodeur *Facilities*  
 Nathan J. Cariddi *Facilities*  
 Collette D. Chilton *Investment Office*  
 Elizabeth T. Creighton *Admission Office*  
 Maria G. Cruz *Department of Health Services*  
 Jerry D'Acchille Jr. *Dining Services*  
 Debra D. Decelles *Campus Safety and Security*  
 Payton J. Dupuis *Dining Services*  
 Cathy L. Duverney *Dining Services*  
 Linda M. Ethier *Development Office*  
 Paul L. Ethier *VP-Operations Office*  
 Deborah J. Flynn *Department of Health Services*  
 Melissa A. Fortini *Admission Office*  
 Steven A. Galli *Campus Safety and Security*  
 Susan G. Galli *Williams College Libraries*  
 Paulette J. Huls *Dining Services*  
 Skye M. Johnson *Office for Information Technology*  
 David A. Jolin *Facilities*  
 Stephen P. Klass *VP-Operations Office*  
 Bryan N. Kopala *Facilities*  
 Kate E. Krolicki *Office for Information Technology*  
 Mark J. Lancia *Campus Safety and Security*  
 Rodd T. Lanoue *Athletics Department*  
 Arthur W. Larabee *Facilities*  
 Joshua W. Lear *Dining Services*  
 Therese R. Lefebvre *Facilities*  
 Candace L. Marlow *Office of Financial Aid*  
 Amy A. McKenna *Art Department*  
 Melissa S. Mongeon *Controller's Office*  
 Zachary P. Myers *Facilities*  
 Deborah A. Pierce *Dining Services*  
 Frederick P. Pietras *Facilities*  
 Liliana Rodriguez *Multicultural Center*  
 Robert P. Swann *Alumni Relations*  
 Wayne B. Tovani *Dining Services*  
 Cynthia H. Way *Williams College Museum of Art*  
 Nathaniel T. Wiessner *Theatre Department*  
 Sarah J. Willette *Admission Office*

The many ways of saying  
 "Thank You"

XIEXIE "Thank You" SPASIBO  
 GRACIAS Danke Mahalo  
 Merci Dhanyawaad WA-DΘ  
 Arigato Asante

# Earth Day 2011



## Walk/Bike to Work Day: Friday April 22nd

Rain or shine-Stop by Paresky Lawn between 8-9am to sign in and record miles *not* driven

- Healthy breakfast snacks, Coffee/Tea
- Raffle for iPod Shuffle, Gift Certificates
- Earn points for Lighten Up & Get Fit

If you live too far away, please consider other ways to use less fossil fuels and reduce your carbon footprint on Earth Day:

- Park and walk the last mile to campus
- Carpool
- Take the stairs
- Reduce, Reuse, Recycle

## National Walk @ Lunch Day: Friday April 29th

Turn a working lunch into a **walking** lunch!

Join us at Paresky lawn between 11:30am - 2pm to hop on the walking route and enter a drawing for great raffle prizes including t-shirts, pedometers and an iPod shuffle!



## TIAA Counseling Sessions & Special Workshop

New dates are available for one-on-one counseling sessions with TIAA.

**To schedule your appointment, please call TIAA-CREF at their special scheduling number, 800-732-8353** to set up an appointment time that is convenient for you.

**Upcoming dates:** April 20, 2011 | May 20, 2011 | June 15, 2011 | July 20, 2011 | August 17, 2011 | September 21, 2011 | October 19, 2011 | November 19, 2011 | December 14, 2011

### Coming soon: *The Basics of Investing - 5 Habits of Highly Successful Investors*

Providing employees with a fundamental knowledge of investing that will help you get started. Topics include: Setting financial goals, realizing tax advantages, reducing risk with diversification, allocating assets, understanding expenses.

#### Thursday, May 26, 2011

9:00am – 10:00am

Griffin 3

[Email to Register for Workshop 2](#)(please include names of individuals attending)

or

2:00pm-3:00pm

Griffin 3

[Email to Register for Workshop 2](#)(please include names of individuals attending)

## Have you “herd” ...

that there are babysitting services especially for the children of Williams staff and faculty?

Rachel A. Caffey '14 is the babysitting coordinator; she maintains a list of individuals who may just fit your babysitting needs.

You can leave a voicemail for Rachel by calling 781-254-2756 (cell) between the hours of 8:00 a.m. and 8:00 p.m., Monday through Friday or email [rachel.a.caffey@williams.edu](mailto:rachel.a.caffey@williams.edu) . Please leave your name, phone number, number, age, and gender of children, and whether you have any pets.

For more information visit [http://spec.williams.edu/?page\\_id=609](http://spec.williams.edu/?page_id=609)

**Important notice:** The babysitters are *not* employees of the College or the babysitting coordinator. Neither the College nor the babysitting coordinator pre-screens or exercises supervisory control over the babysitters. You must determine whether the babysitters are appropriate sitters for your children.

