

Campus Connection



WASHINGTON AND LEE
UNIVERSITY

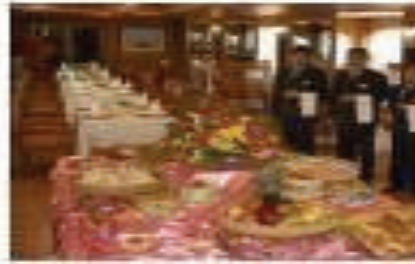
LEXINGTON, VIRGINIA 24450-2116

A periodic update from the Office of Human Resources

January 2009

Employee Recognition Banquet to be held in April

The Employee Recognition Banquet, formerly held the day after commencement, will be held this year on **April 13th**. The date was moved to allow more participation from staff who would otherwise be occupied with post-commencement activities. An outside caterer will also be hired to allow Dining Service employees to actively participate as guests. We hope this schedule change will allow all employees to attend this important celebration that recognizes service to the University.



Hiring Summer Employees

Beginning this year, departments hiring temporary employees for the summer will be using the on-line recruiting software, jobs.wlu.edu, to collect and review employment applications. Positions will be set up in February for office workers, maintenance, etc. Anyone who is looking for summer employment will need to apply using this on-line process. The convenience of being able to apply 24/7 from any location will be appealing to applicants - many of whom are away at college.

Preference will be given to current W&L nine and ten month employees who want to work, then to W&L students, and children of employees. Positions will be posted online by February 16th.

If your department will be hiring temporary workers this summer, please contact Wanda Scott for more information.

Performance Review Time

We are approaching our annual performance review period and the deadline to submit completed performance reviews to the Office of Human Resources is April 30.

As you may know, we have created a Design Team to work with HR on a new Performance Development and Compensation Plan.

While we are making steady progress on this plan, our work will not be complete in time for this annual performance review period. Therefore we will be using the existing performance evaluation forms for the upcoming evaluations. In addition to the forms, directors and employees have the option of submitting performance information in a narrative format as it may better illustrate performance for the prior year.

Forms are located on the HR website at <http://www.wlu.edu/x11391.xml>.

Please contact Sherry Wright at x8920 with questions related to the performance review process.

Employees who plan to retire by June 30, 2009 are asked to contact the Office of Human Resources.
Paperwork! Paperwork! Paperwork!



The HR Office will be closed on February 20th for a retreat. We apologize for the inconvenience.

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For Your Benefit



Campus Climate Survey—Coming Soon

One of the recommendations included in the “Report of the President’s Committee on Women” was that the University conduct a survey of the climate at Washington and Lee. President Ruscio has accepted that recommendation and authorized us to contract with ModernThink to customize the survey used for *The Chronicle of Higher Education’s* “Great Colleges to Work For” program. Results of this survey will be used for our own improvement efforts as well as being submitted to the *Chronicle’s* program. The results will also allow us to benchmark against other colleges.

The University Committee on Inclusiveness and Campus Climate (UCICC) has been working to customize the survey in order to gather data in specific areas not covered by the *Chronicle* survey. The survey highlights colleges who excel in various aspects of campus life. You can read last year’s articles here: <http://chronicle.com/indepth/academicworkplace/>.

All survey responses are received by ModernThink and WLU will receive only reports representing five or more responses. The results of this survey will be used by Human Resources and by the UCICC to determine future programming. More information about this survey will be coming soon, but we encourage you to participate and respond honestly to help give us the most complete data.

“Staying on Track in a Volatile Market”

Tony Cassidy, TIAA-CREF Representative, will be on campus in February to deliver presentations about investing during volatile economic times. Amy Barnes and Jennifer Kirkland will share information with employees on how to request loans and hardship withdrawals from TIAA-CREF accounts.

The 90 minute sessions will be held on February 4th in Elrod 345 at 9am, 10:30am and 1:30pm.

TIAA/CREF On-campus Appointments available

We’ve reserved several dates for Tony Cassidy to be on campus to meet with employees regarding their investments. To schedule an appointment visit the website www.tiaa-cref.org/moc or call Victoria Berry at 866-842-2044.

February 24 & 25
March 26
April 21 and 22
May 27



Ask Amy

“Ask Amy” will be a regular column designed to answer questions about HR initiatives. This month we have included questions that have been asked about the upcoming Campus Climate Survey. Questions may be submitted to humanresources@wlu.edu.

Q. How do I know that the results of this survey will be confidential and that I will not be identified by my responses?

A. In order to ensure anonymity, we have engaged the services of ModernThink – a leading research firm that specializes in organization culture and workplace excellence – to help us with the survey process and interpretation of results. Individual results will be sent directly to ModernThink. While they will report data by various categories, your individual responses will remain strictly confidential. We will not know who responded or what any individual person said. Your candid and honest feedback is critical to the success of this endeavor.

Q. How is this survey different from other surveys we have completed in the past?

A. The Mercer survey focused primarily on compensation and benefits. While there are a series of benefit satisfaction questions in this survey, it is specifically designed to assess the workplace climate. This survey will be repeated in future years so that we can see what progress has been made.

Q. What about staff who do not have access to a computer?

A. By the time the survey goes live, all Washington and Lee employees will have e-mail accounts and will be able to complete the survey on-line. We plan to open computer labs staffed with students to assist employees who need help logging on and completing the survey.



Work/Life Initiatives—Wellness

WINTER WELLNESS - INVEST IN YOURSELF!

ON-GOING SEMINARS

ON CAMPUS SPEAKERS

Fridays at 12:20 in Elrod Commons Room 345 (unless noted)

- 1/30:** Stress Management/Coping Skills—Rebecca Marks, Carilion Stonewall Jackson Hospital
- 2/6:** Designing A Home Exercise Plan – Patti Colliton, W&L Fitness Center *Warner Center Dance Room*
- 2/13:** Nutrition & Weight Loss –Cheryl Tutwiler RD, Carilion Stonewall Jackson Hospital
- 2/20:** Smoking Cessation – Rebecca Marks, Carilion Stonewall Jackson Hospital
- 2/27:** Developing an Aerobic Exercise Plan – Patti Colliton, W&L Fitness Center *Warner Center, Room 500*
- 3/6:** Developing Wisdom through Reflection; Listening to Life – Burr Datz, Director of Leadership Development and Coordinator Of Religious Life

LEARN-BY-DOING SESSIONS

Pre-registration is required—(collitonp@wlu.edu or 8287). All sessions will be held on the 5th floor balcony of the gymnasium unless otherwise noted.

MONDAYS @ 1:15

- 1/26 Beyond Crunches
- 2/2 Travel / Hotel Room Workout
- 2/9 Static Stretching
- 2/16 Office / Study Stretches
- 2/23 Advanced Core work
- 3/2 Beyond Crunches II

WEDNESDAYS @ 4:45

- 1/28 Travel / Hotel Room Workout
- 2/4 Static Stretching
- 2/11 Office / study Stretch
- 2/18 Jump rope clinic
- 2/25 Beyond Crunches
- 3/4 Dynamic Stretch

THURSDAYS @ 12:20

- 1/29 Concept II Rower clinic (fitness center)
- 2/5 Travel / Hotel Workout
- 2/12 Jump rope clinic
- 2/19 Dynamic Stretching
- 2/26 Beyond Crunches
- 3/5 Advanced core work

AVAILABLE BY APPOINTMENT

Personal Fitness Consultations, Body Composition Evaluation
Contact Patti Colliton - EXT 8287 / collitonp@wlu.edu

January 22nd - March 6th

Introduction to Strength Circuit Training
Tuesdays @ 12:20PM Thursdays @ 4:45PM
An introduction to strength training in the fitness center. Instruction will be given on proper set up and use of the body, master weight training machines, as well as how to design a safe, effective strength training program.
Pre-registration is required (collitonp@wlu.edu or 8287)

National Rec Sports and Fitness Day

The Wellness Committee and the Department of Campus Recreation are sponsoring a full day of events on Wednesday February 4th to recognize and celebrate National Rec Sports and Fitness Day.

- 6:30-7:30am-Group Cycling Warner Center Back Balcony
- 7:30-9:00am-Open Swim- Cy Twombly Pool
- 12:15-1:15pm-Group Cycling Warner Center back balcony
- 12:15-1:15pm-Lunch Time Walk- Warner Center Walking Track
- 12:20-1:15pm- Tennis Clinic (Limit 12)- Duchossois Tennis Center
- 4:45pm Static Stretching Clinic- Fitness Center
- 5:00-6:45pm-Yoga-Dance Studio
- 7:00-8:00pm-Sports Circuit-Dance Studio
- 8:00-10:00pm- 4v4 Volleyball- Pre Registration Requested

For more information or to register for volleyball or tennis, contact Ray Ellington—EXT8244/sellington@wlu.edu



Congratulations to the Weight Watchers Group!

They've lost 176 lbs. since January 13th!

Weight Watcher's on Tuesdays at 11:30 doesn't work for you?

How about an afternoon session at 3pm or 4pm? Contact Mary Katherine Snead—EXT 8355/mksnead@wlu.edu. We need 15 participants for Weight Watchers to add another group.

CORRECTION from last edition:

Monday – Friday Spin Classes begin at 6:30 am **NOT** 7:00 am. The group fitness calendar is always updated here: <http://www.wlu.edu/x22522.xml>

Washington and Lee University

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HR Mission

The Human Resources Department provides leadership, guidance and expertise on human resource issues through the development, motivation and support of an exceptional workforce. We will provide quality service and, through teamwork and collaboration, promote a climate of mutual trust, confidence and respect.

***If you prefer to receive future newsletters electronically
contact humanresources@wlu.edu***

Comings & Goings



Public Safety Officer Melvin Davis retired on December 31, 2008. “Melvin Davis was a very dedicated employee of the Public Safety Department who rose to the rank of Sergeant and was an excellent example of a caring professional in campus safety. During his career, he taught self defense for women, worked closely with the office of minority affairs, and had a genuine caring for the students, faculty and staff of Washington and Lee. He will be greatly missed,” said Mike Young.

New full-time employees hired since January 1st:

Rodney D. Clark, Associated Director of Advancement—Law School
Sean E. Devlin, Staff Archeologist & Anthropology Instructor
David G. Hite, Custodial Utility Worker—Dining Services
Joyce W. Swartz, Administrative Assistant—Human Resources

Inclement Weather

In the event of inclement weather, the University will provide closing/delay information on local radio and TV stations, and the University’s website. Employees can also call 462-5277 (GOCLASS) or x5277 on campus. Additional information related to inclement weather can be found on the HR website at: <http://www.wlu.edu/x11890.xml>.

University Committee on Inclusiveness and Campus Climate

The newly formed UCICC committee will provide guidance to the President and other members of the University as the University works to build a supportive and inclusive community and create a climate open and welcoming to persons from diverse backgrounds. The committee is chaired by Associate Provost, Bob Strong. Committee members are Amy Barnes, Larry Boetsch, Theresa Braunschneider, Marquita Dunn, Tracey Mason, Sidney Evans, Megan Fulcher, Tammy Futrell, Joseph Guse, Jan Hathorn, Julie Knudson, Robin Le Blanc, Brian Murchison, and student representatives—A’Rese Emokpae, Caroline Bovay, and Kamyle Griffin.