

Campus Connection

A periodic update from the Office of Human Resources

March 2009

University offers Supplemental Disability Benefit

This past year, the University reviewed the current Supplemental Disability Benefit available to employees and negotiated a new plan with significant benefit and pricing enhancements. The new plan is offered through MetLife. This supplemental plan allows employees to voluntarily purchase additional disability coverage to help supplement the University's group long term disability plan.

Washington and Lee's group long term disability benefit will provide eligible disabled employees with a taxable benefit equal to 60% of pre-disability income with a monthly cap of \$7,000. These benefits are offset by any benefits received from certain other sources, including Social Security. Supplemental disability insurance provides an added layer of protection to fill the gap left by the group plan. In addition the supplemental disability insurance benefits are portable should you leave W&L. The policies are individually owned and the premiums are payroll deducted.

Employees who enroll in March 2009 are not subject to medical and financial underwriting. Employees who delay enrollment past March 2009 will be subject to both medical and financial underwriting and the policy could be modified or declined depending on the employee's health condition. Please don't miss this enrollment opportunity.

Your personalized information was sent to you in mid-February. You should have received an e-mail from Human Resources and an enrollment kit from MetLife. Insurance regulations necessitate slight differences in policies by occupation. Please attend one of the group meetings mentioned in your e-mail from Human Resources. If you have questions, call Kim Austin at x8920.

Making a Difference - United Way

At the annual meeting of the United Way of Lexington-Rockbridge County, W&L was presented with a certificate in recognition of its support of the 2008-09 campaign.

Ken and Kim Ruscio were The Generals Club Honorary Chairs for the campaign that just ended. The Generals Club recognizes individuals who gave \$500 or more to the United Way and companies that gave \$1,000 or more.

This year, Washington and Lee pledges totaled \$39,352.00 out of a total of \$222,562.89. W&L is the largest local donor in terms of employee support and, a number of W&L employees have been involved in the United Way campaigns past and present. Pam Luecke, Reynolds Professor of Journalism and Mass Communication at W&L just completed her term as Board President and Denny Garvis, Associate Professor of Business Administration, has headed the campus campaign for several years. W&L students are also involved in the United Way through work-study programs and through service learning projects. Thanks to all of you who helped make this a successful campaign.

Americans with Disabilities Act

Recent amendments to the ADA have triggered minor changes to the University's guidelines for documenting employee disabilities and requests for accommodation. The complete Accommodation Policy and Procedures, along with the revised Guidelines and Request for Accommodation Form, can be found on the HR website at <http://http://www.wlu.edu/x11370.xml> Upon receipt of an Employee Request for Accommodation of Disability and required supporting documentation, HR will work with the employee to make disability and accommodation determinations. Please contact the HR Office if you have any questions.



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Information Technology Changes and Improvements

Submitted by Jeff Overholtzer

Remote Access to Network Files

ITS has created a new Web interface to provide easier access to files from off campus. The tool for remote access, Virtual Private Network, now offers one-click access to personal and shared network files, as well as W&L's SharePoint portal, Outlook Web Access, library databases and other resources.

The VPN also offers important security features. Use of the VPN is strongly recommended, for instance, when accessing or transmitting any confidential information over insecure wireless networks, including W&L's wireless network and those commonly found in hotels and airports.

More information on the VPN, including on instructions on using it to access personal and shared network files, is at: <http://www.wlu.edu/x15253.xml> To begin using the VPN, go to <https://vpn.wlu.edu>

Outlook Resources

Faculty and staff are reminded that several resources are available for Microsoft Outlook:

- Outlook Web Access (owa.wlu.edu) for accessing Outlook e-mail, calendar and other resources using a Web browser
- Background on Outlook and links to training resources are at <http://outlook.wlu.edu>

Videos on IT at W&L

Have you seen our monthly videos? These appear regularly at <http://its.wlu.edu>. The most recent video features comments on Outlook by Kelly Page, Facilities Management, Vaughan Stanley, Leyburn Library and Paul Gregory, Philosophy. An RSS feed is available so that you can be automatically notified when a new video appears.



Ask Amy will be a regular column designated to answer questions about HR initiatives. Questions may be submitted to humanresources@wlu.edu.

Q. In a recent e-mail entitled "2009-10 Operating Budget Update," President Ruscio and Steve McAllister announced that the salary pool has been established at 2.9 percent for faculty and staff, with a condition that no full-time employee will receive an increase of less than \$1,000 (a total budget pool of 3%). Why is the increase pool lower this year and why is it being distributed differently than in the past?

A. First of all, we are extremely pleased to be able to provide a salary increase to our employees during these difficult economic times. We know that many of our peer institutions are freezing or even reducing salaries, not refilling vacant positions, reducing staff hours, and implementing voluntary and involuntary staff reductions. Fortunately, we have been able to avoid these more drastic measures by reducing departmental operating budgets, by delaying some capital projects and by suspending allocations to the reserve fund. We continue to remain committed to the strategic plan which includes a commitment to recruit, retain and develop exceptionally qualified faculty and staff committed to the values of the University. This year's increase is well in excess of the Consumer Price Index (CPI) which increased by just .1% over the 12 month period ending in December, 2008. There has not been a year in this decade where the aggregate salary pool did not exceed the CPI for the prior 12 month period.

Throughout the budget discussions, a goal was to keep the general wage increase as high as possible. While the economic downturn has affected all of us in one way or another, we know that many of our staff employees have been significantly impacted - particularly those with lower salaries. The minimum increase stipulation was put in place to assist those employees most heavily affected by the economy. This year we will ensure that full time staff who earn less than \$34,450 annually will get an increase that is larger than the 2.9%.

One administrative assistant responded to the Budget Update e-mail by saying, "I appreciate the attention you've put into protecting our students and their families as much as possible. They are our *raison d'être* and these must be hard times indeed to be funding an excellent education. And, as a staff member I did not fail to notice your commitment to a raise of no less than \$1000 for every full time employee. I am aware that many of our peers are unable to offer ANY raises this year."

Q. We keep hearing that donations from the Lenfest Challenge are earmarked for faculty salaries. What about staff?

A. Funds from the Lenfest Challenge were donated specifically to help Washington and Lee raise faculty compensation to the mean of salary packages offered by its peer schools. The Lenfest Challenge funds will be allocated based upon a structure developed by the deans and provost. On the administrative and staff side, the goal is the same - to bring compensation to the mean of salary packages offered by the same group of peer schools. This year, a pool of \$150,000 has been designated to address this goal (these funds are a continuation of the work begun last year to raise salaries).

Work/Life Initiatives

Winter Wellness Program Update

The first Winter Wellness Program is wrapping up the first week of March. Our campus speakers have touched on various wellness topics including nutrition, stress management, aerobic and strengthening exercises, and smoking cessation. Burr Datz will be our final speaker, discussing reflection as a part of spiritual wellness. Several individuals have taken advantage of the Introduction to Strength Training in the fitness center, learning to properly use the weight training circuit machines. Several Learn by Doing sessions have also been well attended and will continue until March 6th. The complete schedule can be seen at http://athletics.wlu.edu/fitness_center/schedule.htm. If you have requests for future speaker topics, contact Mary Katherine Snead (mksnead@wlu.edu or 8355) or Patti Colliton (collitonp@wlu.edu or ext 7279).

Childcare Initiative Update

In accordance with the President's Work/Life Initiatives, the University will grant \$50,000 for afterschool programming and a \$25,000 seed grant for summer programming. These grants were combined into one Request For Proposal (RFP) to avoid duplicate proposals on the part of vendors and allow for vendors to apply for either or both. The complete RFP can be found [here](#). Questions from those with an intention to submit a proposal can be directed to Mary Katherine Snead at mksnead@wlu.edu or 540.458.8355.

Proposals are due March 1 and will be evaluated by committee members: Mary Katherine Snead, Assistant Director of Work/Life Initiatives; Elizabeth Knapp, Associate Dean of the College and Chair of the Child Care Task Force; David Leonard, Associate Dean of Students and member of the Child Care Task Force; Elizabeth Branner, Director of Development for the Law School and member of the Child Care Task Force; Linda Hooks, Professor of Economics; and Valerie Cushman, Executive Assistant to the President.

The committee plans to have finalists present their proposals to the University community in mid-March/early April. This will give vendors an opportunity to better understand the needs of the W&L community, as well as the community an opportunity to give feedback on the proposals.

Heart Health – Keeping the Heart Clean

The human heart's job is to pump nutrient-rich blood throughout your body. If you smoke, take drugs or drink alcohol excessively, you are giving your heart extra work. How do you feel when you have too much work to do? Your heart cannot handle too much extra work over an extended period. Over time, the health of your heart will suffer.

Scientists have proven that smoking doubles your risk of having a heart attack and doubles, triples or quadruples your risk of a sudden cardiac death. Don't smoke. If you do, quit.

Because they are foreign substances, any drug can have effects on your heart – even prescription drugs. Your doctor, however, understands these effects and can control them through dosage. If you use drugs without your doctor's knowledge—especially illegal or illicit drugs—who's controlling the dosage?

Drinking in moderation may not pose a risk, but excessive drinking will put your heart in danger. High alcohol levels make your nutrient-rich blood less able to nourish your heart. If you drink alcohol excessively, cut back, or stop altogether.

The Franklin Institute Website



March Programs

Healthy Eating: Facts and Myths

Amanda Kaster, R.D., [Compassionate Eating, LLC](#)
Wednesday, March 4, 5:30, pm, Stackhouse Theater

Developing Wisdom through Reflection: Listening to Life

Burr Datz, Dir. of Leadership Dev./Coor. of Religious Life
Friday, March 6th, 12:20 pm, Commons 345

Take Back the Night

Thursday, March 26, 7:00 pm, Cohen Amphitheater

Sexual Assault Summit

Hosted by NASPA Region III and Washington and Lee
March 27-28

To register: www.wlu.edu/sexualassaultsummit



The Weight Watcher's Group has lost 363.6 lbs since January 13! Amazing!

Several people in the Smoking Cessation group have cut back dramatically and are continuing to do the work of quitting! One employee has been completely smoke free for over two weeks! Way to go!

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Washington and Lee University

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Watch your e-mail box for the 2009 Campus Climate Survey which will arrive on March 2 from surveys@modernthink.com. Your participation is important to us!

If you prefer to receive newsletters electronically

contact humanresources@wlu.edu

Comings & Goings



Mimi joined the Admissions Office in July 1981. While serving in the Office of Special Programs Mimi focused on the Summer Scholars Program, ultimately serving as Director.

"Mimi Elrod's has made many contributions to W&L, but we are particularly grateful for her role as Director of Summer Scholars.

Thanks to Mimi, hundreds of high school juniors had an outstanding pre-college experience, taking special courses taught by our professors, living in a college residential setting, and participating in campus activities."

June R. Aprile, Ph.D.

Please join us in wishing Mimi well as she ends her time at W&L and begins her new career as Mayor of Lexington.

New full-time employees hired since February 2nd:

Ms. Holley B. Ayres, Catering Operations Assistant - Catering Services

Mrs. Kristen Ann Hirsch, Customer Service Rep. - Copying Services

Mr. Robert M. Hoyle, Custodian - Facilities Mgmt. Custodial

Mr. M. Truman. Payne, Information Services Manager - Facilities Management

Mr. Peter Pristach, Asst. Men's Tennis Coach - Athletics & Physical Education

Mr. Adam J. Walker, Custodian - Facilities Mgmt. Custodial

March Birthdays



March 3 - Wendy Richards, Ronald Irvine

March 4 - Ernest Hostetter, Mike Ginder, Gabriella Sommerville-Brown

March 5 - Scott Beebe

March 6 - Elliott Datlow, Nancy Weisberger

March 7 - Linda Hall

March 8 - Ronni Gardner, Jonathan Webster, Debbie Hattersley, Stephan Fafatas, Jodi Owsley, Dorothy O'Donnell

March 9 - Vera Mechant

March 10 - Amy Barnes, Pat Larew, Bois Farrar, Michael Todd

March 11 - Denise Neuhs, Dave Leonard, John Doyle, Gwyn Campbell

March 12 - Derrick Smith, Graham Spice, Linda Cummings

March 13 - James Dick, Joe Martinez, Jef McCreery, Phil Gibbs, Rod Smolla

March 15 - Eduardo Valasquez, Alan Marco

March 16 - Mike Mayo, Paul Burns

March 17 - David Coffey, Ed Craun, Martha Rowsey

March 18 - Liz Shupe, Robbie Turner, Elizabeth Knapp, Katherine Brinkley

March 19 - Brenda Hartless, Barbara Rowe, Barbara Higgins

March 20 - Larry Hostetter, Sue Woodruff, Gavin Colliton

March 21 - Joan Kasper

March 23 - Marquita Dunn, Rebecca Lowry

March 24 - Nate Hoey, Russ Miller

March 25 - Jason Rodocker, Erica Riesbeck

March 26 - Patricia Johnson, Josh Fairfield, April Washburn, Morris Trimmer

March 29 - Tom Whaley

March 30 - Cynthia Hillberry, Don Kendall

March 31 - John Keyser, Jan Bivens, Nicole Hartless

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