



CHRONICLE

Smith College's Staff Council Newsletter

Spring 2017

A Letter from the Staff Council Chair

Greetings!

The end of the academic year may be in sight, but the work of Staff Council is ongoing. We're holding elections in April; staffers will be able to vote online from April 25 through 27 and in person at the Campus Center on April 26. Come June, the newly elected members will join our Council, and several of our current Staff Council members will roll off.

Staff Council members are elected to two-year terms and, if reelected, can serve two two-year terms in a row. This year, I'd like to give special thanks to those Council members who are completing their second consecutive term and have served for the last four years: Beth Bone, Saari Greylock, Danny Hescocock, and Sara Lark have accomplished great things during their tenure. If you see them on campus, please thank them for their service!

Speaking of service, Staff Council is still hard at work on a number of projects to help make life better for staff at Smith. You'll see that we have an updated lactation accommodation policy (see page three) for breastfeeding moms who need to pump during the work day, and that we're still working to address faculty and staff concerns about affordable childcare options. Our Personnel and Policy Committee is working diligently to assess the resources available to families in the Pioneer Valley and is collaborating with Human Resources to make sure that parents and parents-to-be can access relevant information easily.

Of course, Staff Council also strives to connect our staffers to one another and also to the wider Smith community. To that end, we hosted a successful wine and cheese event earlier this semester (photos, page four) and we're bringing food trucks to campus in May for a fun lunch option (details, page four).

Finally, Staff Council is also hoping to plan a "school pic-

ture" day for staff in the fall, where Smith employees could have their portraits taken for professional use (think LinkedIn, Smith Gmail profile photos, etc.). To that end, if you are (or if you know) a local photographer who would be willing to donate your services for an hour or two to help make this happen, please email me directly, as I'm serving as the point person on this project.

This is my last issue of the Chronicle as Chair, as I am also at the end of my second term. It has been a pleasure serving you and I look forward to the good work Staff Council will continue to do on behalf of Smith staff.

Sincerely,

Danielle Brown
Staff Council Chair
debrown2@smith.edu

Where Am I?



Can you identify this pattern and its spot on the Smith campus? Submit your answer for a chance to win a gift certificate to the Campus Cafe! Winner will be chosen from all correct answers. Send your answer to staffcouncil@smith.edu. We'll reveal the answer and a winner on our virtual bulletin board: www.smith.edu/staffcouncil/bulletin.php.

Smith College Honors Two Staffers with Gavel Awards

Congratulations are in order for the 2016-2017 Gavel Award Winners: Director of Multicultural Affairs **L'Tanya Richmond** and Housekeeper **Paula Pawloski**, who were honored at Rally Day on February 23.

Student Government Association (SGA) Vice President Katie S. Chong '18, introduced the winners, saying that each year, SGA asks students "to nominate two people who embody what it means to be a Smithie..." One service staff member and one administrative staff member are chosen each year to be the recipients of the Gavel Award.



This year, the Service Staff Gavel Award recipient Paula Pawloski was recognized as "one of the most hard-working and caring individuals on campus." Chong went on to say that Pawloski "goes beyond the call-of-duty to make sure that every resident in the house she works in is taken care of. She memorized all the names and pronouns of her residents to forge strong personal bonds. She is, for many residents, the first person they see in the morning, the first person to wish them a good day, to wish them good luck on a big project, someone who puts a blanket over a student sleeping in the living room [after] a long night of studying."

In reaction to the accolade, Paula says, "the Gavel Award is a huge honor. I'm so lucky to have a job where I truly enjoy coming to work each day. The students at Smith College are so fantastic; they will really change the world for the better. I'd like to give a big shout-out to my friends at Talbot House. They took the time out of their extremely busy college lives to consider me for this award." Then, with a grin, she said, "Whose house? Moose House!"

The next Gavel Award was presented to administrative staff member L'Tanya Richmond. Chong presented the award saying that Richmond "is also one of the most dedicated and wonderful staff members on campus. She is someone who, from the minute she wakes up to the moment she falls asleep, keeps us Smithies foremost in her mind. One student wrote [in her nomination], "to put it simply, [Richmond] is the reason that the majority of students of color at Smith survive and thrive. She is the matriarch of our family. Someone who is a daily reminder of what it means to succeed in the world. She is the reason that generations of students of color have succeeded at this institution."



A visibly moved Richmond said, "I am deeply humbled to be receiving this award. I would like to offer my sincerest gratitude to the SGA, students and committee for their nomination and selection. This is truly an honor! I consider it a privilege to work in higher education and especially at Smith where I get to do noble and important work. While awards are wonderful to receive, helping students in their educational journey is truly reward enough! I delight in the work I get to do each day with brilliant, beautiful, and inspiring Smithies."

The Gavel Awards this year were highly competitive; Chong noted that the process brought in more than 100 nominations. Chong stated, "over 100 Smithies took the time to write extremely thoughtful and heartwarming nominations. This made the selection process extremely difficult for us. I think this speaks volumes to the kind of staff members we have here at Smith College. For many of us, they are more than staff; they are our family... To all of our service staff and administrative staff—we see all the hard work you do for us, your work does not go unnoticed, and we would like to thank you from the bottom of our hearts. Smith College would not be home without you all"

Staff Accomplishments

Here are just a few things the extraordinarily talented staffers of Smith College have been up to lately...



Ann Mayo, manager of security and guest services in the Smith College Museum of Art, taught (a first for her) an interterm course entitled “Make Your Own Spa Products.” She enjoyed teaching it, especially as she has been using her own homemade (natural with essential oils) facial wash, moisturizers, lip balms, and other products for almost a year.

This spring, **Naila Moreira**, writing instructor at the Jacobson Center, will have a chapbook of poetry published by Finishing Line Press, titled *Water Street*. She is currently the writer-in-residence at the Forbes Library, where she runs a literary series featuring area authors, a poetry discussion group, and a writing room where writers gather to write together. Naila also writes a monthly environment column for the *Daily Hampshire Gazette*.



Marlene Wong, head of Werner Josten Performing Arts Library, made her Sweeney Concert Hall solo debut singing three Baroque songs with Jerry Noble (on guitar and piano) in the spring Jerry Noble and Friends concert. Marlene also sings and performs on ukulele with The Well Tempered Ukes, a group who holds the first musical residency at the Forbes Library.

2017-18 Holiday Calendars

The new holiday calendars for 2017/2018 are now available. Year-round staff, who are not members of bargaining units, will be getting July 3 and 4 off this year for Independence Day, as approved by President McCartney.

The new calendars, for both full-year and academic-year employees, are available at www.smith.edu/about-smith/hr/benefits.

Nominations Sought for Upcoming Staff Council Election

Nominations for the 2017 Staff Council election cycle are open. To nominate yourself or a colleague, visit goo.gl/TV1j0j.

Nominations are due by April 4. For more information, write or phone Louise Krieger at lkrieger@smith.edu or x2762.

Updated Lactation Accommodation Policy

Smith College promotes a respectful and healthy work environment for all employees. In response to the 2010 amendment to the Fair Labor Standards Act, a regular employee may request time away from work to express breast milk following the birth of a child. Reasonable efforts will be made to provide a private room or other location in close proximity to the work area for this accommodation. Supervisors and/or Human Resources will ensure that employees are aware of these workplace accommodations prior to parental leave.

Smith College will provide a breastfeeding employee a private space where she can express milk at work if she does not have a private and sanitary space in her department. The private room will include an electrical outlet for the use of an electric breast pump and be situated near a convenient water source for washing hands and rinsing breast pump equipment. Departments are to ensure, to the extent reasonably possible, the availability of cold storage space. The employee may provide her own portable cold storage device or have access to a refrigerator located in the department or building.

The time needed to express milk is paid time if it occurs during work hours. The expectation is that the employee can express milk during break periods and during lunch breaks. If additional time is needed, supervisors are encouraged to grant reasonable flexible scheduling to accommodate the need.

There are two lactation rooms that are available for reservation to express milk during work hours. Lilly Hall room B06, and Davis Hall room 203 are available through reservation with the Office of Human Resources. For further inquiries, contact Human Resources at (413) 585-2270.

Staff Council Wine and Cheese

Thanks to everyone who came out to our Staff Council Wine & Cheese event in the Alumnae House on March 9. We were pleased to mingle with more than 80 fellow staffers!



Food Trucks are Coming to Campus

Staff Council invited local food trucks to come to campus for lunch on May 5.

Four trucks will be joining us for the event. **Crooked Stick Pops** serves gourmet ice pops with flavors reminiscent of old favorites (like Strawberry Lemonade), and creative new flavors (like Sweet Potato Pie). **Mothership Gourmet** serves a little bit of everything, including salmon cakes and build-your-own tacos. **Say Cheese** is a gourmet grilled cheese food truck with offerings like the Caprese and Figgin' Goat sandwiches. **Sun Kim Bop** delivers the essence of Korea's famous street and picnic food serving up Bibim Bop Burgers and Kimchi Tacos.

This event is open to everyone: staff, faculty, students, and guests. Prices range from \$4-\$10 for entrées, snacks, and desserts!

Details:

Food Trucks on Campus!

Friday, May 5

11:30 a.m. to 2 p.m.

Chapin Lawn (behind the Campus Center)

Save the Date: Staff Council Ice Cream Social

Staff Council hosts the summer ice cream social: Wednesday, June 7, 12:00-1:30 PM in the Brown Fine Arts Center Museum Atrium. Come rain or shine and enjoy some free ice cream while you chat with colleagues from across campus. Stay tuned for more details!

From the Smith College Archives



This undated image shows that the Circulation Desk at Neilson Library has always been a place of action!

Over the next months and years, first in Young Library, and then the New Neilson, Circulation service points, will carry on the same tradition of great service from our colleagues.” [Photographer: unknown, Buildings Subject Files--Libraries].

Conduct and Ethics Reporting

Smith College is an organization with strong values of responsibility and integrity. The college's Code of Conduct contains general guidelines for professional conduct.

In the last year, the college implemented use of EthicsPoint, an online portal that allows employees to report incidents of suspected illegal or unethical conduct anonymously. EthicsPoint is a third-party provider, and members of the Smith community can access the service online or by phone.

Information provided to EthicsPoint is sent to the college on a totally confidential basis and can remain completely anonymous if the user wishes.

EthicsPoint supplements Smith's existing reporting options by providing students, staff, and faculty with a way to report concerns anonymously about illegal behavior, fraud, discrimination, bias and more. A designated staff member will follow up on reports made through EthicsPoint as appropriate.

It should be noted that EthicsPoint is not a service for reporting emergencies, nor does it replace the current mechanism for reporting sexual assault.

To contact EthicsPoint, visit <https://secure.ethicspoint.com/domain/media/en/gui/46275/index.html> or call (855) 805-7490.

Contact Us

Staff Council Website: smith.edu/staffcouncil

Staff Council Virtual Bulletin Board:
smith.edu/staffcouncil/bulletin.php

Facebook: facebook.com/SmithStaffCouncil

Staff Council email: staffcouncil@smith.edu

Chronicle email: chronicle@smith.edu

Sign up for the Staff Listserv:

- Go to tinyurl.com/smithstaff
- Click on the blue “Join Group” button
- Choose your email preferences and click “Join Group”

Chronicle Staff

Layout: Nikki Beck, Danielle Brown

Contributors: Danielle Brown, Kate Harrington, Louise Krieger, Nanci Young

Proofreaders: Danielle Brown, Marti Hobbes

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2016-2017 Staff Council

Mary Barr, Nikki Beck, Jennifer Blackburn, Elizabeth Bone, Mary Lou Bouley, Danielle Brown, Hannah Durrant, Christina Duquette, Tim Enman, Saari Greylock, Sarah Harebo, Kate Harrington, Danny Hescoc, Eric Jensen, Louise Krieger, Sara Lark, Chris Niemiec, Davis Rivera, Lisa Roberge, Stacey Steinbach, Caitlin Szymkowicz, Audrey Voskoboinik, Rebecca Washut, Deb Wijnhoven, & Sharyn Zuffelato