



Each month, the Communicator will feature a story about a randomly selected employee on campus. Learning about our colleagues helps to build community and is interesting—because everybody has a story!

Everyone Has A Story—Ashley Jewell

While past issues have focused on employees with a longer employment history at Bates, this month's story is about a relatively new employee—Ashley Jewell. Ashley has been in her role as an Administrative Assistant in the Office of Alumni and Parent Programs for just over a year.

Ashley attended Auburn schools and after graduating from Edward Little High School, she went on to pursue a degree in Social Work from Champlain College in Burlington, VT. Not long after graduating from college and entering the workforce, Ashley became ill and returned home to Maine to be near her family.

In November of 2007, at the age of 23, Ashley was diagnosed with Multiple Sclerosis. A difficult diagnosis is challenging for anyone, but particularly for a young person. However, it would only

take a few minutes of conversation with Ashley to realize that this diagnosis has not gotten her down. She has an upbeat, positive view of the future and indicates that having MS has forced her to put things in perspective.

She appreciates the ability to walk, dance and be active where others with MS are often not that fortunate. Put simply, she says "it could be much worse." She attributes her amazing strength to the support of her family, particularly her mom.

Being diagnosed with MS has led Ashley and her Mom down a path that involves constant education about her disease. In addition to educating herself, she seeks to inform others about MS and expressed three things she would like people to know about people with MS: MS affects every day life in more ways than you can

imagine; it's not easy to live with but not as scary as it sounds; and everyone who has MS is affected by the disease differently. There is no one "face" or symptom of MS. Ashley's interests and beliefs reflect this statement in more ways than one. She's young, she's active and she has hope that there will one day be a cure for MS.

Ashley has always been an athletic person with an appreciation for nature and sports. She enjoys kayaking and loves to take her two year old golden retriever, Chase, to Thorncrag for walks.

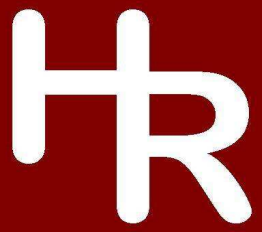
What should Bates know about Ashley? She's energetic, friendly and has a contagious smile and optimism that she says is occasionally perceived as not being genuine. Yes, folks, that smile is real and she's truly that happy!

New Employees—February

Ethan Magoon, *Online Media Producer*, Communications & Media Relations

Hieu Nguyen, *Director of Leadership Gifts, Donor Programs & Research*, Office of College Advancement

Ryan Smith, *Sanitation & Safety*, Dining Services

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Communicator

APRIL 2009

Compensation/Classification Study Continues

In January, the Human Resources staff began a comprehensive review of all positions in the Bookstore, Dining Services, Office Services, Physical Plant and Security. The purpose of the review is to update job descriptions, create a job classification system with salary ranges, and to determine the competitiveness of our salary ranges in our labor market. The study included interviewing staff in focus groups and job shadowing various positions.

In February, Human Resources Director, Mary Main, spent time in Dining Services observing various stations and functions. In addition to observing, she spent time working on the scime line in sanitation and serving patrons at the Den. She also rode with Security Officers, Rick Miller and Adam Mayo, in the late hours of a Friday night; this gave her a whole new view of the campus!



HR Director, Mary Main (left), spends time on the scime line as Dining Service staff members, David Meronek (center) and Faiza Adams (right), show her "the ropes"!

Compensation and Classification Manager, Melani McGuire, interviewed the Bookstore and Office Services staff and shadowed the day and evening custodial staff in offices, academic buildings and in the dorms. Shadowing the trades staff, including carpenters, plumbers, electricians, HVAC technicians and the boiler operators gave her a great opportunity to see areas of the campus rarely seen by most staff! Spending time with different people in the

grounds crew who not only take care of our beautiful grounds, but wear many other hats, brought to light many things that go on every day.

The study is moving into the final phase as salary ranges are established and market studies are completed. The study is scheduled to be reviewed and approved by the end of the month.



Compensation and Classification Manager, Melani McGuire, tries out the snow blower/sander after spending time with the employees in Physical Plant.

Bates Contemplates the 7 Realms of Wellness

Wellness is more than just exercise and nutrition. Come visit the seventh annual Bates College Wellness Fair in the Old Commons on Friday, May 8th, from 11 a.m. to 3:00 p.m.

Save the Date!

Friday, May 8th

11:00 a.m. to 3:00 p.m.

You will find information on the Physical, Emotional, Social, Occupational, Intellectual, Environmental, and Spiritual aspects of Wellness. More information coming soon!

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In the last year, Maine reported 8 structural fires and 1 fatality associated with fires caused by overheated clothes dryers.



Dryer Safety

The U.S. Consumer Product Safety Commission estimates that from 1998 through 2007, clothes dryers were associated with 15,600 fires, which resulted in 20 deaths and 370 injuries. Fires can occur when lint builds up in the dryer or in the exhaust duct. Lint can block the flow of air, cause excessive heat build-up, and result in a fire in some dryers.

Clean the lint screen/filter before or after drying each load of clothes. If clothing is still damp at the end of a typical drying cycle or drying requires longer times than normal, this may be a sign that the lint screen or the exhaust duct is blocked.

Clean the dryer vent and exhaust duct regularly. Check the outside dryer vent while the dryer is operating to make sure exhaust air is escaping. If it is not, the vent or the exhaust duct may be blocked. To remove a blockage in the exhaust path, it may be necessary to disconnect the exhaust duct from the dryer. Remember to reconnect the ducting to the dryer and outside vent before using the dryer again.

Clean behind the dryer, where lint can build up. Consider hiring a qualified service person to clean the interior of the dryer chassis every five years. Periodic cleaning will minimize lint buildup and fire hazard. Keep the area

around the dryer clean and free of clutter.

Replace plastic or foil, accordion-type ducting material with rigid or corrugated semi-rigid metal duct. Most manufacturers specify the use of a rigid or corrugated semi-rigid metal duct, which provides maximum airflow. The flexible plastic or foil type duct can more easily trap lint and is more susceptible to kinks or crushing, which can greatly reduce the airflow.

Leave the dryer door open and set timer to off position when not in use. Unplug or shut-off gas supply when you will be away for extended periods.

Rental Management Program

Did you know that the college owns 77 rental units, including 31 houses and 46 apartments? We own this property in order to offer faculty, visiting professors and staff moving to Lewiston an opportunity to rent affordable property in close prox-

imity to campus. The program is run jointly by Human Resources (shows and rents property) and Physical Plant (maintains the property). The program is a valuable resource in our recruitment and retention efforts.



This home on College Street is a property rented through the Rental Management Program.

Dates of Interest in April

April 2	Bi-Weekly Pay Date
April 7	Financial Development Series—Investment Concepts
April 9	Monthly Pay Date
April 14	Financial Development Series—Risk Management
April 16	Bi-Weekly Pay Date
April 21	Administrative Professional Celebration Lunch
April 28	Financial Development Series—Preparing For Retirement
April 30	Bi-Weekly Pay Date

A Special Note About Memorial Day
This year, classes are scheduled to be held on Memorial Day, Monday, May 25, 2009. Only staff required to support classes being held should report to work. Directors and department heads will determine and make arrangements to schedule appropriate staff to work. Staff required to work will receive holiday pay plus their normal rate of pay for a total of 2.5 times their rate of pay.

Do you have an opinion about healthcare?

If so, visit: www.mhmc.info
You can make a big difference in less than 10 minutes by participating in this year's Annual Consumer Healthcare Opinion Survey. Please help us understand important issues about healthcare and healthcare quality in Maine.

Bates College has been a member of the Maine Health Management Coalition (MHMC) since 2002. The MHMC is a non-profit group

with more than 60 members statewide. Members include physician groups, hospitals, health plans, and employers who work together to improve the value of healthcare in the State of Maine.

Join the over 11,000 Maine people who have participated in this survey since 2005! The survey is quick and completely anonymous. If you would prefer a paper copy of the survey, or if you have any questions, please contact Mike Milliken, Well-

ness Coordinator, at 783-6396.

Would you also like to learn more about the quality of care at Maine's healthcare facilities? You can find information about doctor's offices and hospitals across the state on the MHMC website. Additionally, the website provides access to other tools that will help you make important choices about your healthcare.

To Complete the Survey

During the month of April, visit:

www.mhmc.info

From the home page, click on the link "Take the 2009 Consumer Healthcare Opinion Survey".

Chamber Adult Scholarship Available to Bates Employees

The Androscoggin County Chamber of Commerce Adult Scholarship recognizes an employee of a Chamber member who has shown effort in advancing his or her education at the college level. Annually, three scholarships of \$1,000 each are awarded directly to the recipient at a Chamber function. One award will be made per individual, although the award may be divided to

apply to two semesters of college work. The following are eligibility requirements to apply:

1. Applicants must have a high school diploma, GED, or high school equivalency, be employed 20 or more hours a week by a member of the Androscoggin County Chamber of Commerce (Bates College is a member),

2. begin course(s) within 6 months of receiving award, be matriculated in college-level coursework applicable toward an associate's or bachelor's degree, and
3. be at least 25 years old.

For more information, contact Jenny at The Chamber at 783-2249.

Did you get more money in your last paycheck???

New withholding tax tables may reduce the amount of income tax withheld from your wages. The new tables, prescribed by the Department of the Treasury, reflect the Making Work Pay credit and other changes resulting from the America Recovery and Reinvestment Act of 2009.

Individuals who make less than \$75,000 or couples filing

jointly who make less than \$150,000 are eligible for the tax credit and will not have to adjust how much tax is withheld from their paycheck. Individuals who make more than \$75,000 or couples who make more than \$150,000 do not qualify for the full credit and may want to adjust their withholding amount so that they do not have to repay the tax

credit when they file their taxes in 2010. (Thank you to Michael Hanrahan for this phrasing of the changes!)

The new tax tables are in place. You may have noticed that you received more money in your last check. Now go out and spend, spend, spend!!!

DO YOU KNOW???

The Employee Assistance Program (EAP) includes a comprehensive Web resource, providing free 24-hour access to a host of information for you and any key or significant people in your life.

www.lifebalance.net

Username: bates
Password: bwell

