Since 1952, the International Association of Administrative Professionals (IAAP) has honored office workers by sponsoring Administrative Professionals Week. Today, it is one of the largest workplace observances outside of employee birthdays and major holidays.

In the year 2000, IAAP announced a name change for Professional Secretaries Week and Professional Secretaries Day. The names were changed to Administrative Professionals Week and Administrative Professionals Day to keep pace with changing job titles and expanding responsibilities of today’s administrative workforce. The event is celebrated worldwide, bringing together millions of people for community events, educational seminars and individual corporate activities recognizing support staff. We will celebrate our administrative professionals with a luncheon and presentation on Tuesday, April 20, 2010. Guest speaker, Lynne Richards, will present “Recapturing Your Kidspirit: How to bring joy, energy and play back into your life.

Today, there are more than 4.1 million secretaries and administrative assistants working in the United States, according to U.S. Department of Labor statistics, and 8.9 million people working in various administrative support roles. Millions more administrative professionals work in offices all over the world.

This year, we will celebrate the work of administrative professionals with a luncheon on Tuesday, April 20, 2010. We encourage you to honor and show appreciation for the administrative professionals in your area on this day and every day!

Information courtesy of the International Association of Administrative Professionals.

Do You Know How to be a Good Healthcare Consumer?
Joe Knows, and Now You Can Too!

The B Well Program is pleased to introduce “Your Guide to Buying Healthcare.” Your Guide to Buying Healthcare is a series of videos that follow the adventures of Joe – a nice guy, but a slightly befuddled healthcare consumer. With the help of his neighbor John, he tackles some of the most common health care issues, such as understanding bills and insurance paperwork, choosing the right plan and doctor, getting the best care for the money, comparing prescriptions for effectiveness and cost, and much more.

All members of the Bates community can view these videos online, free of charge, thanks to our partnership with the Maine Health Management Coalition. Each video contains helpful hints and interactive, entertaining tools for making better healthcare decisions. Laugh while you learn!

To find the videos, go to www.mhmc.info and click on the link for the Consumer Videos. Type in our username: batescollege and password: bwell
Daylight Savings Time & Smoke Detectors?

Daylight Savings Time is not only a time to turn our clocks ahead, but is also a great reminder to perform a bi-annual check of our smoke detectors. In addition to adjusting to the “loss” of an hour, it is important to remember to replace batteries and test each of your smoke detectors. Smoke detectors are proven to save lives; make sure yours are in working order!

Mishap Data
- Smoke alarms have contributed to a decrease of almost fifty percent in fire deaths since the late 1970s.
- An estimated 890 lives could be saved each year if all homes had working smoke alarms.
- Sixty-five percent of home-fire deaths in a recent 5-year period were in homes that didn’t have smoke alarms or where the smoke alarms didn’t work.
- In about thirty percent of the fires in homes that have smoke alarms, the devices did not work—usually because the batteries are dead, missing, or not connected.

Do’s and Don’ts
- To be prepared when your smoke alarm starts to shriek, you must have a plan for escaping the fire. Your family should know the plan, and you should have all practiced it.
- You should have at least one smoke alarm on every floor of your home (including the basement). Experts recommend an alarm outside each bedroom, as well.
- Because smoke rises, mount your alarm near the top of the wall (about a foot from the ceiling) or on the ceiling (at least four inches from the nearest wall).
- Don’t put a smoke alarm near windows, doors or forced-air outlets. Drafts can make smoke alarms less effective.
- If you are hard of hearing, you can buy smoke alarms with extra-loud alarms and strobe lights.
- Installing battery-powered smoke alarms is easy, requiring only a screw driver. Some brands are self-adhesive.
- If you install hard-wired alarms rather than battery-powered ones, have an electrician do the job.
- Test your smoke alarms at least once a month.
- Don’t borrow the batteries out of your smoke alarms. If smoke from a kitchen or steam from a shower is setting off an alarm, try moving the alarm to a new location.
- Replace smoke detectors every 8-10 years. Write the date of purchase with a marker on the inside of your alarm so you will know when to replace it. Some of the newer alarms already have the purchase date written inside.

If you haven’t yet changed your smoke detector batteries, now is the time!

Additionally, and for added protection, consider purchasing a carbon monoxide detector.

New Staff—March 2010
Cristin Bates, Assistant Director of Institutional Research, Institutional Research and Assessment Support
Daphne Comeau, Administrative Assistant II, Advancement

Performance Development Timeline Reminder
Year-End Review
April ‘10—July ‘10

Dates of Interest in April
1st Bi-weekly pay date
8th Monthly pay date
15th Bi-weekly pay date
29th Bi-weekly pay date
Hiring New Graduates

Graduation is right around the corner. Every year questions arise as to who is eligible to work on campus and who is not. The following are hiring guidelines as they pertain to new graduates.

Officially, graduates lose their student status when they receive their diplomas and are no longer classified as students for payroll purposes. If there is a graduate you want to hire, then a temporary hire authorization form must be completed and submitted to the HR Department. This includes graduates who have been working with faculty members on grant-funded projects. This must be done well in advance of the day of graduation because the former students cannot work until the position has received the required approvals.

International graduates pose an additional challenge. Only those international graduates who have written proof of acceptance to a graduate school in the United States are allowed to work the summer after graduation because, by law, they are still considered Bates students until they report to their new school. There are no exceptions to this rule. Even if a graduate is waiting for a job to start in another city, he/she may not work at Bates in any capacity on or off campus.

Any and all student jobs terminate as of May 29, 2010.

Are You Traveling This Summer?

http://www.tsa.gov/press/happenings/threat-change.shtm - The Transportation Security Administration press release contains information about what new articles and items have been added to the list of things prohibited on airlines.


http://www.tsa.gov/travelers/index.shtm - The Transportation Security Administration outlines the general restrictions for what can and cannot be carried aboard airlines in hand carried and/or checked baggage.

http://travel.state.gov/travel/tips/emergencies/emergencies_1212.html - The US Department of State Travel offers a list of links to information and tips, including resources for passengers with questions and concerns.

http://www.worldairportguide.com/ - The World Airport Guide offers profile information (including phone numbers and Web sites) to airports located throughout the world.

National Healthcare Reform Bill – How will it Affect You?

You have probably heard or read information about the new Healthcare Reform Bill, the Patient Protection and Affordable Care Act, that was passed by Congress on March 21st and signed into law on March 23rd by the President. Provisions of the bill that will affect your coverage will be phased in over time. The earliest that the provisions affecting you will become effective is January 1, 2011 (the first plan year following six months after the bill was signed into law). After the final amendments and details of how the provisions will work are finalized, Human Resources will be providing information to you so that you can begin to plan for the January 1st changes. In the mean time, should you have any questions, please contact Ken Emerson at 786-8271 or by email at kemerison@bates.edu.
Everybody Has a Story—Greg Struve

This month’s story focuses on an individual with whom many of you are familiar, but perhaps by voice only: Greg Struve. Greg is the amazingly talented guy who helps you when you’re tempted to throw your computer out the window (That’s not just me, is it?) or talks you back from the ledge when you get a much feared error message five minutes before your presentation. As expected, there is much more to this help desk guru than a calm demeanor and technical expertise.

Greg has been a presence on the Bates campus since October of 1996 when he joined us courtesy of the Mellon Grant. He officially joined the college as a Bates employee in 1999 and has been with us in various capacities since. Although Greg attended Muhlenberg College in Allentown, PA, he has strong ties to Bates. Both his mother and grandfather graduated from Bates, ’67 and ’37, and his grandfather is originally from Stonington, ME. I had to ask the obvious question: why didn’t he attend Bates? His best friend from high school was coming here and he decided to choose a different path.

Arriving places via a different path is the story of Greg’s life. His parents adopted him from Korea when he was one and a half years old. The journey from Korea landed him in suburbia in New York State. As an only child, whose parents believed that a home without television would be more beneficial, Greg honed his skills as a creative thinker, but felt starved for a connection to the technical world. Perhaps this is what led him to pursue a degree in video and television production. A self-professed geek, Greg loves technology and the fast-paced, exciting challenges that it brings.

In addition to his love of technology, Greg has traveled extensively and enjoys experiencing other cultures. He’s been to 5 of the 7 continents and will visit number six, South America, next year. Favorite places he’s been? Mexico City (for the wonderful blend of modern art and historic culture), Australia (loved the diversity of the wildlife) and Benin (a small African country).

Greg Struve is an employee worth spending the extra time to get to know. In addition to helping keep your tech sanity, Greg can extend travel recommendations. In exchange, he might just want to know what on earth the fascination was with those Brady Bunch kids!

Random Thought

I totally take back all those times that I didn’t want to nap when I was younger.