

Communicator

APRIL 2011

Peer Support

In the fall of 2000, the Ombuds Program was created at Bates College. The program is designed as a neutral resource for staff to bring work-related concerns. With the exception of the law superseding confidentiality or harm to self and/or others, the ombuds are to take all steps to maintain confidentiality. They serve the role of an impartial listener and offer suggestions to employees as appropriate.

An issue brought before an Ombudsperson can be any problem or issue except those that are covered by the College's Nondiscrimination and Sexual Harassment policies. Such issues must be referred to the Director of Human Resources or the Office of Equity and Diversity.

The purpose of Ombuds are:

- To listen
- Provide impartial assistance
- Provide answers to questions or to assist in finding someone who can
- To assist in analyzing possible solutions
- To explain basic college policies and procedures
- To carry complaints forward to Human Resources or to the Office of Equity and Diversity (OEDR) if a violation of the law is involved
- Carry concerns forward to Human Resources or OEDR, at the employee's request, if the employee is unable to do so

Due to changes in staffing over the years, only one person remains as an ac-

tive Ombuds resource: Sarah Potter, College Bookstore Manager and Contract Officer. The College also offers a variety of other resources to assist employees in talking to their supervisor, including the Employee Assistance Program, and the staff of Human Resources and the Office of Equity and Diversity. All of these confidential services are available to help employees talk through workplace problems.

At the request of President Hansen, this program is undergoing a review with the goal of revitalizing the program and expanding the number of Ombuds available to employees. Look for more information in the near future about how you can get involved in this important program.

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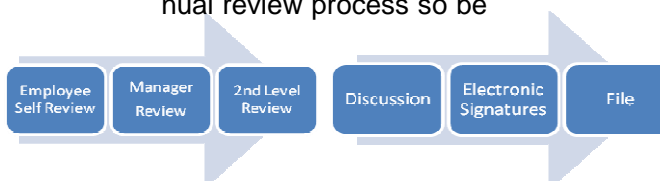
It's Time For Annual Reviews!

Beginning April 1, 2011 staff and managers may begin the process of conducting annual performance reviews. The deadline for completing the process is July 31, 2011.

Forms should be moved to the Year End Process and then the employee should complete a self-evaluation. Please remember that there are several steps to this annual review process so be

sure to allow enough time for the process.

If you have any questions, please be sure to call the Human Resources office.





Try the Bates Yoga Kula

Yoga has been practiced around the world for over 5,000 years and is becoming more and more popular here in the United States. This form of exercise has many variations that focus on body, mind, and breath awareness. A typical class will have participants moving through several poses and postures. The list of benefits that yoga offers is long and impressive. Some of these benefits include improved flexibility and posture, a decrease in stress, and increased levels of core strength.

Recently Bates has started offering several yoga classes for the college community. These classes are co-sponsored by the B Well program and a student club called the Bates Yoga Kula. "Kula" means "community" in Sanskrit, the ancient language of yoga. The Bates Yoga Kula aims to foster a community of self-growth through promoting the practice of yoga. In addition to offering a variety of classes taught by different teachers from Bates as well as from the Lewiston community, the Kula serves as a venue of information regarding

yoga resources and workshops in the Maine area.

All Bates students, faculty, and staff are welcome to attend classes, which are free and held on a drop-in basis (although you are encouraged to arrive 10 minutes early). Just come with a water bottle, comfortable clothes, and a positive attitude! The Kula has a limited number of mats, so yogis who will be regularly attending classes are encouraged to purchase their own. Mats are on sale at the Bates bookstore.

Protective Tea

Several studies link drinking non-herbal green, black or white tea to a lower incidence of heart disease, certain cancers and other disorders. Results seem to be better the longer people drink tea, although how much to drink for health is not clear. Decaffeinated brews contain the same protective compounds as caffeinated teas.



Administrative Professionals Day— 4.27.11

This year, Administrative Professionals Day is on Wednesday, April 27th. Today, there are more than 4.1 million administrative professionals working in the United States, according to U.S. Department of Labor statistics, and 8.9 million people working in various administrative support roles.

Thank you to our administrative professionals for the work that you do each and every day!

FREE Screening Opportunity

B Well On Site Health Screenings will be held in May. These free screenings will yield biometric results such as cholesterol, blood pressure, and glucose readings. Participants will receive a B Well prize and an entry in a raffle for a grand prize! Stay tuned for more information on how to sign up.

Dates of Interest in April

14th	Bi-Weekly and Monthly Pay Date
27th	Administrative Professionals Day
28th	Bi-Weekly Pay Date

In March, the B Well program offered 100 fitness classes to employees—at no cost to employees!

Do You Have a Retirement Savings Strategy?

What does having a successful retirement mean to you? You may want to stop working and instead enjoy a variety of activities -- travel, hobbies, education, volunteer projects, and spending time with grandchildren. Or you might prefer to get a part-time job or start a business or second career. You may also have strong ideas about when you would like to retire and where you want to live. Or maybe you've given all of this very little thought.

Whatever your idea of an ideal retirement, you can't start planning too soon for the next stage of life. People who plan ahead report happier and more successful retirements. Planning ahead gives you time to explore your options and make choices that best meet your needs now and well into the future.

Having a realistic financial plan is an essential part of building a successful retirement. Many people

underestimate how much they will need after they stop working. About 70 percent of workers between the ages of 40 and 59 think that they will be able to have a comfortable retirement, according to the American Savings Education Council. But only 25 percent of people have saved at least \$100,000 and half of all workers have saved less than \$50,000; 15 percent had saved nothing.

You need to know how much money you will need after you stop working. A general rule of thumb is that your goal should be to put aside enough savings to match two-thirds to 70 percent of your current income for each year of your retirement. But how much you will need will depend on your personal circumstances, spending habits, and lifestyle.

Knowing how much you need to save is only one factor in your financial plan. You also need to determine what you should in-

vest in? This is where "asset allocation" comes in. What does asset allocation mean? It is an investment strategy that aims to balance risk and reward by dividing your savings into different types of assets according to your individual goals, risk tolerance and investment horizon.

There are three main asset classes - equities, fixed-income, and cash and equivalents - and they all have different levels of risk and return. Where can you go to get help to determine whether you are saving enough and are putting your savings into the investments that are right for you? TIAA-CREF has three main types of resources available to assist you with your retirement investing questions.

RESOURCES

TIAA-CREF Retirement Planning Resources

Online: There are several online tools available at www.tiaa-cref.org to assist you. Under the Advice & Planning Tab you can access Tools & Calculators such as the Asset Allocation Evaluator and the Retirement Goal Evaluator.

Phone: Call a TIAA-CREF telephone counselor at 1-800-842-2276 about investment choices, contributions, pre-retirement illustrations and more.

In-person: Meet with a TIAA-CREF representative on-site at Bates. Representatives are generally scheduled for one day each month to meet with employees one on one. Call Human Resources to find out when the next representative will be in and make an appointment.



Chili and Chowder

On March 17th, BCSA held the 1st Annual Chili and Chowder Cook-Off at the Benjamin Mays Center. Competition was fierce, but two winners rose to the top of their cooking pots. The winners are:

Heidi Lester for her **Lester Chowder**:

(Note: this recipe is not recommended for those with heart conditions or those on a diet)

Wash about 4 lbs of whatever bi-valve you enjoy, and feed them cornmeal so they won't be sandy. Then boil till they're all opened up. Reserve all the liquor and strain through cheesecloth to make sure you've gotten all the sand out. Scoop the flesh out of the shells, and don't forget to remove the stockings of the clams.

Fry up about a 1/2 lb of bacon (since someone else in the house will smell what you're doing and steal some of the slices). Remove the bacon and reserve. Add a chopped onion and some chopped celery to the rendered fat, plus some minced garlic and a chopped bunch of scallions. Season with freshly ground pepper and saute till tender. Then add about 3 medium potatoes (medium dice). Continue to saute, remembering to scrape the brown yummy bits off the bottom of the pan.

Add some butter (if necessary, e.g. your bacon was a little lean) and then some flour to make a roux. Then add equal parts heavy cream, light cream, milk, and clam liquor. Stir well, then add the clams and the bacon (cut into postage stamp sized pieces). Bring to a boil, then turn way down and throw in a handful of dill. Cover and let it simmer till the potatoes are cooked through, adding clam liquid as necessary. Sometimes I throw in a bay leaf or some thyme.

AND, the winner of the chili portion of the competition was Marylyn Scott, who regrets that she is unable to share her recipe as it's a trade secret. If she told us, she'd have to cook us.

BCSA hopes to see you all next year—until then, perfect those recipes!

New Staff

Amy Beeaker, *Assistant Director*, College Advancement—Alumni and Parent Programs

Jacob Cash, *Coordinator*, College Advancement—Alumni and Parent Programs

Alison Keegan, *Administrative Assistant*, Dean of the Faculty's Office

Michael LeComte, *Technology Support Specialist*, ILS

Philip Walsh, *Associate Director*, College Advancement—Government and Foundation Relations

Glenwood Warner, *Custodian*, Physical Plant