



Communicator

MARCH 2011

Staff Enrichment Week—COMING SOON!

The Bates College Staff Development Committee has been hard at work planning Staff Enrichment Week, scheduled for June 13-17, 2011. This year, the committee welcomed new members Heather Bumps, Sherry St. Amant, Lee Desiderio, Sue Dunn and Donna Duval.

Here's a sneak peek of some things you can look forward to seeing during that week:

- Making Environmentally Friendly Products
- Origami
- Greek Cooking

- Adopting a Pet and Basic Pet Care
- E-Readers
- Protecting Your Identity
- Hands on Carpentry
- Small Engine Repair
- Our Aging Process

For the first time, we will be offering a Book track that will include four book talks facilitated by staff throughout the week.

Lunch time activities will include Bingo, hosted by the BCSA, and the ever-popular Cat's Cup Culinary Challenge. On Thursday, June 16, we

will take time to recognize our retirees and employees celebrating a milestone year of service in 2011 at the annual Employee Recognition Luncheon.

Lace up your running shoes—on Friday, we will once again host a 5-K run around the campus, and there will also be an opportunity to try kayaking in Lake Andrews.

Look for the Staff Enrichment Week brochure in early May; registration for all events will be via the Garnet Gateway.

Managerial Compensation and Classification Study

The Human Resources staff has begun a comprehensive review of all Managerial/Supervisory positions on campus. These jobs include work requiring a high level of skill, education and training, considerable independent judgment, decision-making and problem solving, providing leadership of the College's operations and the supervision of programs and/or people.

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 within the labor market. This study will follow the same steps as the previous studies for the Administrative Support, Service and Professional Groups.

Over the winter months, Human Resources will conduct interviews, slot

positions, collect salary surveys, analyze the market data, and review internal equity. The study will conclude with notification of the results in early summer.

We would like to thank this group and their supervisors in advance for their participation in the study, as they are an integral part of the process.

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It's spring fever. That is what the name of it is. And when you've got it, you want - oh, you don't quite know what it is you do want, but it just fairly makes your heart ache, you want it so!
 ~Mark Twain

March is Eye Safety Month

Eye safety is not just for those who work around or with power tools, or in activities that may generate foreign objects, but may also affect those individuals that use computers and gaming arcades.

Not only are office workers affected with eye strain, but home computer and gaming fanatics sometimes suffer more. With so many of us spending up to four hours a day in front of some type of fixed screen monitor, many individuals are experiencing eye strain, difficulty focusing, and general muscular discomfort.

All of this high tech gadgetry having an adverse effect on our eyes and bodies. Many of us tend to ignore the non-technical stuff such as a desk, chairs and lighting which can also contribute to many of our physical discomforts.

The American Academy of Ophthalmology has dedicated the Month of March as Eye Safety Month. So here are a few tips to help us along:

- First and most important — contact Bates Environmental Health & Safety Manager, Ray Potter @ x8226 to conduct an Ergonomic evaluation of your work station.
- Get an eye exam by an ophthalmologist who can rule out the possibility of eye disease as the cause

of your symptoms. You could simply need glasses when working at a computer, or your prescription might need updating.

Once Ray has evaluated your workstation and has recommended a remedy to eliminate eye, back and arm strains from occurring, take those tips home and conduct an evaluation of your home work station. Here are some things to consider:

- Screen distance — you should sit approximately 20 inches from the computer monitor. When you look straight ahead your eyes should be focused on a point about three quarters of the way up the screen;
- Equipment — adjust your monitor by tilting or swiveling and adjust your contrast and brightness controls to avoid glare and shadowing;
- Furniture — adjust your chair so that your back is straight, not hunched over. Your forearms should be level with your keyboard and parallel to the floor and your head and neck should be as straight as possible to avoid muscle tension that could also be a contributing factor in eye strain;
- Reference materials — consider using some type of document holder to eliminate head and eye

- up & down movements;
- Lighting — never set up your work station with the monitor facing a window or a bright light. Consider using shades to avoid glare and adjust your lighting to eliminate reflection & glare; and finally and most importantly, not only at work but at home is:
- Take rest breaks — take periodic rest breaks, and try to blink often to keep your eyes from drying out.

An indoor environmental tip for work and home:

During the winter months, the indoor humidity levels tend to be very dry, especially in those buildings that have mechanical ventilation systems, or those that heat their homes with alternative fuel sources such as natural gas, propane, or wood, causing the eye to dry out more frequently. This is especially true for those who may use contact lenses. The dry humidity can make your eyes feel like they are burning, causing you to rub your eyes. So, it's important to take breaks and blink more frequently, and you may want to consider purchasing over the counter eye droplets.

Dates of Interest in March

3rd	Bi-weekly pay date
10th	Monthly pay date
17th	Bi-weekly pay date
31st	Bi-weekly pay date



New Staff

Sheila Anderson, *Program Coordinator*, Bates Career Development Center
 Amy Bureau, *Administrative Assistant*, College Advancement
 Pierre Teko, *Beverage Attendant*, Dining Services

First Rate Calorie Cutter

Here's another reason to boost your fiber intake: It may reduce the calories your body absorbs from food. One study found that women and men who doubled their fiber consumption absorbed 90 and 130 fewer calories per day, respectively.



Source: U.S. Department of Agriculture

Performance Development Timeline Reminder

Mid-year reviews
are due in March!

Are your Personal Care and Cosmetic Products Safe?

Have you ever thought about the long list of ingredients found on the back of cosmetic and personal care containers such as make-ups, lotions, shampoos, sunscreen, etc? Well, that list of ingredients can contain some pretty mysterious things including some chemicals that could pose a threat to your health. Some of these not-so healthy ingredients may include phthalates, parabens, and heavy metals such as lead and zinc. Phthalates have been shown to disrupt hormone function. Parabens are linked to cancer, endocrine disruption, reproductive toxicity, immunotoxicity, neurotoxicity, and skin irritation. Accumulation of heavy

metals can lead to toxicity and undoubtedly adversely affects health.

The good news is that not all cosmetics and personal care products are unsafe. In fact, there are many that are perfectly healthy. The tough thing is how to identify which ones are safe, and which ones are not. A quick and easy way to find out is to visit the website www.cosmeticsdatabase.com and search the products that you own. The website rates the product on a scale of 1 to 10 (10 being the worst for you).

Here are some other tips for keeping your personal care and cosmetic products safe:

Use Less—Are there products that may not be necessary to use as much or even at all? By reducing the amount of chemicals that you put in your body each day, you lower your risk for long-term health effects.

Read the Labels—Check the ingredients carefully. Watch out for parabens, phthalates, fragrance, and metals.

Use milder soaps—Soap removes dirt and grease from the surface of your skin, but also strips away your body's own natural skin oils. Choosing a milder soap may reduce skin dryness and your need for moisturizers to replace oils your skin can provide naturally.

What are Bates Advantages?

Did you know that just by being an employee at Bates you can receive discounts on cell phones, car rentals, car purchases, computers, hotels, tires and much more? Bates Advantages is a program designed to provide information regarding discounts and promotions that local, regional and national businesses have indicated may benefit our employees. Information regarding specific discounts and employee rates are located online at:

www.bates.edu/bates-advantages.xml

Everybody Has a Story—Shirley Govindasamy



For the past couple of years, we've been choosing employees from around campus to write this feature. This month, we looked at past articles and realized that we've done many departments, but seem to have forgotten our own. As such, this month I'd like to introduce you to Shirley Govindasamy—the member of our team I thought everyone just has to get to know better!

Shirley will mark her ten year anniversary with Bates in 2011, a marker that led us down the path of how she arrived at Bates. After graduating from Worcester State College, Shirley moved to Portland, Maine with two friends from college. She was a high school teacher by training, and after finding it hard to obtain a teaching position, she went to work for a company that sent motivational materials to sales professionals. At this job, she learned to use a Friden Flexowriter, the precursor to the word processor. While this may seem like an odd detail, Shirley told me that it was because of her skills with the Friden that she landed her next job. She woke up one day and decided that it

was time to move on. She quit her job in Portland that very day and moved home to Worcester, where she saw an ad by a company seeking someone skilled in using a Friden Flexowriter. My suspicion is that the Friden was a long way from her original dream of attending art school, but she had found her niche.

In 1976, Shirley was ready to move on again. She was still interested in art and audio-visual media and saw that the Bahá'í faith (of which she is a member) was opening a publishing trust in Japan. She applied, and was called instead to go and work in Hong Kong to help with an international conference. She LOVED Hong Kong. While there, she traveled to Thailand, where she met and married her first husband. They settled in Bangkok and she taught English at Trim Udom Suksa, where she ended up being the last foreign teacher working for the Thai government in a high school. She had her daughter Jessie in Thailand, returned to the U.S. to have her son Devan in 1979 and then returned to Thailand a year later where she worked first at Mahidol University and

later at the Asian Institute of Technology.

In 1990, Shirley returned stateside so that her children could have an American education and settled in California. If you know Shirley, it will not surprise you to know that she picked California because of the weather; she hates the tropical heat. (How she survived in Thailand all those years is a mystery!) She returned to Maine in 2001 after seeing the Payroll Manager position at Bates on the web—and the rest is history. Her favorite part about working at Bates? Her coworkers in HR. (She told me I'm her favorite, but I suspect she says this to all of us....) She also enjoys the intellectual freedom we are allowed here; professional development is important and she very much appreciates that we enjoy a culture that promotes participation in campus activities. Shirley's commitment to her artistic interest and her own personal enrichment can be seen in the hanging quilt in the Den, the result of her instructing a quilting class during Staff Enrichment Week.



The Friden Flexowriter