

Employee Connection

PUBLISHED BIWEEKLY FOR FACULTY AND STAFF

VOL. 1, ISSUE NO. 7

MARK YOUR CALENDARS

Sunday, Feb. 2

• Faculty recital, Dawn-Marie James and David D'Ambrosio, 3 p.m., Presser Hall, Maclean Auditorium.

Wednesday, Feb. 5

• "Cómo Vivimos: Hispanic Lives in Atlanta," Joseph R. Gladden Jr. Lecture by Martha W. Rees, associate professor of anthropology, with Claire Willeford '04, 5 p.m., Science Center, Teasley Lecture Hall G-09.

Thursday-Friday, Feb. 6-7

• *Cinderella Wore Combat Boots*, Blackfriars performance, 9:30 and 11 a.m., Dana Fine Arts Building, Winter Theatre.

Friday-Saturday, Feb. 7-8

• "HUSH" *Composing Blind Tom Wiggins*, 8 p.m., Presser Hall, Gaines Chapel.

Sunday, Feb. 9

• *Cinderella Wore Combat Boots*, Blackfriars performance, 11 a.m., Dana Fine Arts Building, Winter Theatre.

Monday, Feb. 10

• Ethics Speaker Series, Carol Adams, 7:30-9:30 p.m., Evans Hall, Lower Evans AB.

Tuesday, Feb. 11

• "Transforming the Nasty Lie: From Sexism to Incarnated Graced Sexualities," James Ross McCain Faith and Learning Lecture by Cheryl Kirk-Duggan, 8 p.m., Presser Hall, Gaines Chapel.

Thursday, Feb. 13

• "A Spiritual Journey - Sufi Music Concert and Sema General Ceremony, The Contemporary Lovers of Mevlana," The Whirling Dervishes, 8 p.m., Presser Hall, Gaines Chapel.

Friday-Saturday, Feb. 14-15

• *Since 76*, 8 p.m., Dana Fine Arts Building, Winter Theatre.

Sunday, Feb. 16

• *Since 76*, 2 p.m., Dana Fine Arts Building, Winter Theatre.

Gardener Plowed Through Humidity for Bicycle Race

Nine years ago, gardener Rebecca Cardin decided to enter a mountain bike race in Costa Rica. Life kept getting in the way, so she put it off until November.

For three grueling days, Cardin gave up tending the Agnes Scott campus to ride 300 miles through thick, ankle-high mud and climb more than 24,000 feet in 100-degree weather with 90 percent humidity for the *La Ruta de los Conquistadores*. She called it a vacation.

Bear in mind, the Spanish took 20 years to cross the land between the Pacific Ocean to the Caribbean Sea.

Cardin, who works with the Morrell Group to maintain the Agnes Scott campus, finished ninth out of 13 women who completed the race Nov. 15-17. Twenty attempted it.

"Up until this year, they really haven't had many women do this race," she said. "They had six last year."

Most riders who don't finish the race do so because of bike problems, Cardin said. She only took one bike. "Several people took more than one down there," she said.

On the first day, Cardin said riders were confronted with environmental challenges. "You are going up 11,000 feet," she said. "It took six hours of walking through thick, ankle-deep mud. The first day is the worst!"

The second day begins with a humid 90 degrees and ends freezing cold after a 10,000-foot climb to the top of a volcano. "After another six-hour climb on the main road to the volcano, which is paved, you have a two- to three-hour descent on a horrible rocky road," she said. "Like a jackhammer— it's dangerous and really rocky."

Cardin called the third day the easiest. It is one of short, steep climbs through small towns along a railroad track that spans deep gorges. "Some of the ties had rotted out," she said. "There were alligators down below. We went over about six of those bridges."

"Costa Rica is incredibly beautiful," said Cardin, who trained with a coach before attempting the race. "It gets 17 feet of rain a year. I'm going back next year just to look at it."

—Wendy Cromwell

Parking Policy Enforcement Stepped Up

During the spring semester, the Department of Public Safety will enforce the parking guidelines outlined in the Traffic and Parking Regulations booklet. In order to park on campus, you must have a valid parking permit displayed on the back of your vehicle. Guests and visitors only may park in the Main Loop between 8 a.m. and 5 p.m. The Presser Hall Lot has been designated for faculty and staff from 8 a.m. to 5 p.m. The Hopkins, Walters, and Rebekah lots are for students only during these times. Outside of these hours, all lots are available. The parking deck is open from 7 a.m. to 9 p.m., but will require an identification card for access after 9 p.m.

Heating System Operation in Buttrick Hall

The heating units in Buttrick Hall may be manually controlled by the black button, located on the right side of the wall sensor. One push of the button turns the system off for 30 minutes, two pushes for 60 minutes, and three pushes for 90 minutes (this is the maximum). Holding the button down for five seconds will turn the unit back on. These instructions apply only to units that are located above the ceilings and in the mechanical rooms. If these procedures do not work, please call Stacey Bing, facilities administrative assistant, at 6331.

Campus Reminders on Forms, Dates and Taxes

- The Office of Facilities has a new Intranet page, "Online Work Order Form," for submitting work requests. This form also can be accessed at <http://ascforms.agnesscott.edu/facilities/wo.html>.
- The Student Handbook incorrectly lists SPARC & Awards Convocation day as April 16. Classes will be canceled on April 23 for this day of celebrating academic achievement.
- Tax forms are available outside the post office. Forms are limited, so please take only what you need. Questions? Contact Mike Wilson, manager of the post office and office services, at 5449.

FACULTY NEWS

ARTS

- **Martha Bishop**, artist affiliate for cello and composition, had her composition, "Dimes, a Croation Dance," published as a centerfold in the February issue of *The American Recorder*. She also had her composition, "Suite No. 2" for two bass violas, published in January by PRB Publications of California.
- **Roger Rothman**, assistant professor of art history, presented a paper, "De Chirico and the Paramodern: Artifice, Deception and Display," on Nov. 16 at the Giorgio De Chirico: An International Symposium, accompanying the "Giorgio de Chirico and the Myth of Ariadne" exhibition from Nov. 3 to Jan. 5 at the Philadelphia Museum of Art.

HUMANITIES

- **Willie Tolliver**, associate professor of English, gave three presentations at each of the three Teaching and Learning Conferences sponsored by The College Board. The presentations were: "Utilizing Film in Literature Courses: From Literary Adaptation to Film as Art," "New Trends in Multicultural Literature: Postcolonial and Postintergrationist Voices" and "Critical Approaches and Literary Perspectives: Theory for Secondary Students." The conferences were in Leesburg, Va., on Nov. 4, Miami Beach, Fla., on Dec. 13, and Atlanta on Jan. 6.
- The mother of **Laura Mungavin-Salva**, visiting instructor in Spanish, died Dec. 26.

SCIENCES AND MATHEMATICS

- **Chris De Pree**, assistant professor of astronomy, and two students, L.E. Davis '03 and A. Mercer '03, presented a poster, "Morphologies and Physical Parameters of a Large Sample UCHII Regions" at the 201st meeting of the American Astronomical Society Jan. 6-10 in Seattle.

SOCIAL SCIENCES

- **Eileen Cooley**, associate professor of psychology, and D.M. Triemer published an article, "Classroom Behavior and the Ability to Decode Nonverbal Cues in Boys with Severe Emotional Disturbance," in the December *The Journal of Social Psychology*, Vol. 142, pages 741-751.

STAFF NEWS

- **Jim Boynton**, director of campus planning and development, received his M.B.A. in management from Georgia State University in December.
- **Catherine McGraw**, associate dean of students, was selected as one of nine semifinalists for Outstanding First-Year Student Advocates in the annual recognition sponsored by the National Resource Center for The First-Year Experience and Students in Transition at the University of South Carolina and the Houghton Mifflin Co.
- **Sharonne Thomas**, assistant property manager in the Office of Facilities, received the Carter Values Award for Excellence at the Carter and Associates Co. meeting.
- **Tim Hussey**, director of interactive communications, was invited to chair a national Web task force for the Public Relations Society of America. The task force will evaluate the organization's new Web site and create a strategic plan for future growth and development.

Former College Vice President Paul Moffatt McCain Dies Jan. 1

When Paul Moffatt McCain returned to Agnes Scott as vice president for development and public relations, he came back to a place he loved.

McCain, 82, died Jan. 1 in Clinton, S.C. He became Agnes Scott's first vice president for development in 1969 after he retired as president of Arkansas College, now Lyon College, in Batesville. McCain was at Arkansas College from 1952 to 1969.

"When I think back on our time together, I was always struck by how much he loved Agnes Scott College," said Penny Wistrand, former executive assistant to the vice president for development and public relations under McCain. "He often talked about playing on campus with the students when he was young and how students were always looking out for him and taking care of him."

Born in Decatur, McCain was the son of James Ross McCain, Agnes Scott's second president, and Pauline Martin McCain. He earned a bachelor of arts from Erskine College in 1940 and his master's and doctorate degrees from Duke University.

During World War II, McCain served in the Army and later and taught military history at the U.S. Military Academy at West Point. He taught history at Brenau College before going to Arkansas College.

McCain served Agnes Scott from 1969 until retiring in 1983.

Survivors include his wife, Dorothy McCain; a daughter, Grier Payne; a son, James Ross McCain; two step-daughters, Evelyn Velvin and Sally Clark; three sisters, Louise Boyce, Isabel Brown and Mildred Persing; three grandchildren; four step-grandchildren; one great-grandson and two step-great-grandsons.

Memorials may be made to Erskine College, Lyon College and Agnes Scott College.

—Wendy Cromwell

Linda Anderson, Former Executive Secretary for Business, Finance, Dies

Linda Anderson, former executive secretary in the business and finance office, died Dec. 6. Anderson worked for many years at the College before retiring and becoming a freelance medical transcriptionist, while helping to launch her son's physical therapy practice in Decatur. Survivors include her three children and three grandchildren.

New Faces & New Positions

- **Theresa Sehenuk** is the new financial aid counselor. She previously served as the purchasing coordinator at Agnes Scott.
- **Joanne Davis** is the new Annual Fund director. Davis, who came from Marist Academy, has more than 20 years of annual fund and alumnae relations experience. Her office is at 342 McDonough. Contact Davis at 5343 or jadavis@agnesscott.edu.
- **Susan Vincent Molinaro '97** joined faculty services as the new faculty secretary in Dana Fine Arts Building and Presser Hall. Her office number in both buildings is Room 102.
- **Mac Pitts** is the acting assistant dean of students for the spring semester.
- **Catherine Neiner** is the new director of career planning. Neiner worked with both graduate and undergraduate career planning programs at the Georgia Institute of Technology.
- **Gail Bell** will resume her duties as the associate director of career planning.
- **Laura Pitts** will coordinate student activities and orientation planning for the Office of the Dean of Students during the spring semester.

EVANS HALL, MOLLIE'S GRILL, BLACK CAT CAFÉ REMINDER

Have your identification card with you each time you eat in Evans Hall, Mollie's Grill or Black Cat Café. There have been several incidents with wrong ID numbers manually keyed into the registers.

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Saturday, Feb. 15

- African-American Theatre, staged reading of a new play, Africana Studies, 8 p.m., Dana Fine Arts Building, Winter Theatre.

Sunday, Feb. 16

- *Brother Outsider*, Black History Month Film Series, 7 p.m., Alston Campus Center, The Hub.

Wednesday, Feb. 19

- Founder's Day Convocation, 10 a.m., Rebekah Hall, Katharine Woltz Reception Room.

- "Conjuring Voices: Black Playwrights Today," 7 p.m., Buttrick Hall, Film Room G-4.

Thursday, Feb. 20

- Student presentations, Africana Studies, 5 p.m., Evans Hall, Lower Evans.

Sunday, Feb. 23

- *Emmett Hill*, Black History Month Film Series, 7 p.m., Science Center, Teasley Lecture Hall.

Tuesday, Feb. 25

- Artist Talk for *Between*, 7 p.m., Dana Fine Arts Building, Dalton Gallery.

Thursday, Feb. 27

- Last day for students to drop classes without a "W."
- An Evening of African-American Music, Dance, Theatre and Song, 7 p.m., Alston Campus Center, The Hub.

Friday, Feb. 28

- Regina Carter, jazz pianist, 8 a.m., Presser Hall, Gaines Chapel.
- "Fade to Black: An Evening of Spoken Word," 7 p.m., Alston Campus Center, The Hub.

Friday-Sunday, Feb. 28-March 2

- Sophomore Family Weekend.

Saturday, March 1

- Regina Carter Quintet, 8 p.m., Presser Hall, Gaines Chapel.

Wednesday, March 5

- Ash Wednesday.
- Islamic New Year.
- Health Fair, 10 a.m.-4 p.m., Evans Hall, Rooms ABC.

Friday, March 7

- *Hungry Souls Art Exhibit* opening, 10 a.m.-9 p.m., Rebekah Hall, Katharine Woltz Reception Room.

Fund to Offer Aid to International Students

Given Agnes Scott's emphasis on international education and incorporating those perspectives on campus, the faculty has created the International Student Fund to help foreign students who face severe financial hardship, which threatens their ability to continue their education.

To be considered for funds, a student must have F-1 legal status for one full year, which means she attends the school used to get her visa, maintains good academic status, enrolls as a full-time student, works on-campus and has private financial support.

Common events leading to economic hardship for student sponsors include natural disasters, political tensions or economic recessions. To enable a student to remain at Agnes Scott, the College is establishing a fund through donations from faculty, staff and alumnae.

"International students aren't eligible for many scholarships and other kinds of funding that are available to American students," said Christine Cozzens, associate professor of English. "This fund recognizes such circumstances and will enable international students who face difficulties like these to continue their education at Agnes Scott."

"I am glad to be a part of establishing this fund because it will help the College to support our wonderful, diverse group of international students, who add so much to the life of the community," Cozzens said.

Cozzens, Jennifer Lund, director of international education, and Terry McGehee, professor of art, initiated and will publicize the fund. Although the written agreement for specific fund conditions has not been signed yet, the fund has received its first gift.

"Receiving assistance when there appears to be no hope provides a powerful, permanent and positive outcome for the individual, the institution, the donors and all those whom that individual will touch," Lund said.

Donations to the International Student Fund may be made through Susan Haymore in the Office of Development.

—Martha Gaston '04

Parents to Match Donations to Griffin Memorial Fund

A memorial is planned to be erected near the Science Center in honor of Elizabeth R. Griffin '97, who died after contracting a rare Herpes B virus after coming in contact with an infected monkey's body fluids while conducting research at the Yerkes Primate Center at Emory University.

To date, the Beth Griffin Memorial Fund has raised about \$8,000, with a goal of \$20,000. Griffin's parents have agreed to match dollar for dollar what the campus community raises. Betsy Bilbro '97, development officer, and Gué Hudson '68, vice president for student life and community relations and dean of students, are in charge of the memorial fund.

The memorial's placement near the Science Center will reflect Griffin's passion for science and will capture her beauty and intellect, Bilbro said.

Griffin worked during her undergraduate years as a National Science Foundation Undergraduate Research Fellow as a volunteer research assistant at White River National Wildlife Refuge and at the Yerkes Primate Center at Emory University. When she contracted the virus, Griffin was continuing her research at Yerkes on hormonal influences in Rhesus macaques after graduation.

Donations may be made to the fund through checks payable to Agnes Scott College, designating the Beth Griffin Memorial Fund.

—Martha Gaston '04

'Living with Your Adolescent' Seminar Set for Wednesday, Feb. 26

BranchRichards and Associates presents "Living with Your Adolescent," a seminar on how to deal with the physical, emotional and social changes that occur during adolescence, at 4 p.m. Wednesday, Feb. 26, in Alston Campus Center, Room 206.

FACULTY NEWS

ARTS

• **Calvert Johnson**, Charles A. Dana Professor of Music, played for a dedicatory organ recital Nov. 17 at Holy Family Episcopal Church in Jasper, Ga. He also played in an organ and harpsichord recital featuring Asian composers on Jan. 5 at St. John's Episcopal Church in Maui, Hawaii. On Jan. 14, Johnson presented a paper on Asian organ and harpsichord music at the University of Hawaii at Manoa and at the Hawaiian International Conference on Arts and Humanities on Jan. 15 in Honolulu, sponsored by the University of Hawaii/West Oahu.

• **Nell Ruby**, visiting assistant professor of art, exhibited in "Digitally Propelled Ideas" in November at the Kellogg University Gallery in Pomona, Calif., and the 29th Bradley National Print and Drawing Exhibition in January.

• **Lyn Schenbeck**, visiting associate professor of music and director of choral and orchestral activities, has been elected to the board of directors of the Conductors Guild, an international organization that fosters and facilitates the sharing of ideas, techniques and music among professional conductors. She is also the chair of the regional meetings committee. Schenbeck has been offered a contract by music publishers, A-R Editions, to publish her critical edition of the 1921 African-American musical, *Shuffle Along*, by Eubie Blake and Noble Sissle, and a book by Flournoy Miller and Aubrey Lyles, in *Music of the United States of America*, a series of the American Musicological Society.

HUMANITIES

• **Violet M. Johnson**, associate professor of history, was a panelist for "The Job Hunt" roundtable and served as a volunteer at an interview workshop for history graduate students at the annual meeting of the American Historical Association on Jan. 2-5 in Chicago.

• **Rafael Ocasio**, associate professor of Spanish, interviewed Latina writer Judith Ortiz Cofer for "*Quisiera ser recordada como alguien cuyas palabras sirvieron de puentes culturales*," by Vitalina Alfonso in *Ellas Hablan de la Isla* (Havana: Ediciones Unión, 2002). He also published four book reviews, "*La Habana en mi corazón: 75 años de fotografía cubana*," and "*La Habana: El momento revolucionario*" in the September/October issue of *Críticas*, "A Queer Mother for the Nation: The State and Gabriela Mistral" and "C.L.R. James a Life" in the September issue of *Choice*.

• **Tina Pippin**, associate professor of religious studies, had an article, "The Never-Ending Apocalypse: Evil and Antichrists in a Postmodern World," published in *Reading Communities Reading Scripture: Essays in Honor of Daniel Patte*, edited by Gary A. Phillips and Nicole Wilkinson Duran (Trinity Press International, December 2002).

• **Régine Reynolds-Cornell**, emerita professor of French, published a book review, "*Sagesse Divine et Folie Humaine: Etude sur les structures antithétiques dans l'Heptaméron de Marguerite de Navarre*," in the December *Sixteenth Century Journal*. She also had an article, "The Premodern Teenager, You in Society 1150-1650," published in the December *Extrait de la Bibliothèque D'Humanisme et Renaissance*.

SCIENCES AND MATHEMATICS

• **Myrtle Lewin**, professor of mathematics and department chair, and Thomas Rishel of Cornell University had a paper, "Support Systems on Beginning Calculus," published as a chapter in *Readings in Innovative Ideas in Teaching Collegiate Mathematics*, edited by Mohammad H. Ahmadi (University Press of America, 2002).

Helpful Hints for Stress Control

Stress is a daily factor in our lives. Many of us, however, do not know how to cope with and control stress.

During an educational service program Jan. 23 by Kaiser Permanente, about two-dozen students and faculty members participated in a theatre program for managing stress as a teacher. Through vignettes, the facilitator offered tips and demonstrated the dos and don'ts of coping with stress.

The human body needs the hormone serotonin to regulate emotional and physical reactions to stress. During periods of stress, serotonin levels drop but may be replenished through physical activity.

Other coping skills include:

- Setting realistic expectations.
- Communicating.
- Remaining solution-focused.
- Finding stimulating activities.
- Expecting progress, not perfection.
- Working smarter, not harder.
- Relaxing.
- Reframing.
- Setting limits.
- Socializing.
- Laughing.

The program emphasized that while some things occur in the classroom that are beyond a teacher's control, a teacher can control her reactions and responses.

STAFF NEWS

• **Chana Berry** joined the accounting staff as the new purchasing coordinator. Berry can be reached at 6256 or cberry@agnesscott.edu.

• **Betty Ciullo** is the new administrative assistant in development. Ciullo moved from Memphis, where she served as the senior executive assistant to the director of St. Jude Children's Research Hospital. Ciullo can be reached at 6052 or bciullo@agnesscott.edu.

• **Laverne L. Counts**, mother of LaNeta Counts, assistant director and user services manager of information technology, died Jan. 31.

• **Tammy Leverette**, public safety officer, was activated in January after re-enlisting in the Army Reserves. Leverette is a specialist in the 215th Garrison Support Unit of Decatur. She is stationed at Ft. Bragg, N.C. To contact Leverette, use her Agnes Scott e-mail address, tleverette@agnesscott.edu.

The Advantages of Tax-Deferred Annuities (TDAs)

Financial experts suggest you will need 60 to 90 percent of your final income to maintain your lifestyle after retirement.

The little extra you save could mean more later on—especially with the advantages of TDAs.

- Contributions are automatically deducted from your paycheck before taxes, providing immediate tax savings.
- You decide how your money is invested.
- The tax law makes it even more attractive to invest in a TDA. The maximum contribution limit increased to \$11,000 in 2002, and will grow by \$1,000 a year through 2006 with a possible increase by \$500 annual increments after that.
- If you are 50 and older, you can contribute another \$1,000 per year beyond the maximum annual limit. If you have worked at least 15 consecutive years for an employer, you can contribute up to \$3,000 more per year. The lifetime maximum contribution under catch-up provisions is \$15,000.

QUESTIONS?

For more information about financial planning, call TIAA-CREF at 1 800 842-2776 or log on to www.tiaa-cref.org.

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Friday, Feb. 28

- Regina Carter, Jazz Pianist, 8 a.m., Presser Hall, Gaines Chapel.
- "Fade to Black: An Evening of Spoken Word," 7-9 p.m., Alston Campus Center, The Hub.

Friday-Sunday, Feb. 28-March 2

- Sophomore Family Weekend.

Saturday, March 1

- Regina Carter Quintet, 8 p.m., Presser Hall, Gaines Chapel.

Wednesday, March 5

- Ash Wednesday.
- Islamic New Year.
- Health Fair, 10 a.m.-4 p.m., Evans Hall, Rooms ABC.

Friday, March 7

- Hungry Souls Art Exhibit opening, 10 a.m.-9 p.m., Rebekah Hall, Katharine Woltz Reception Room.

Monday-Friday, March 10-14

- Spring Break.

Sunday-Friday, March 16-21

- African/Caribbean Awareness Week.

Monday, March 17

- St. Patrick's Day.
- Purim begins at sundown.

Friday, March 21

- Angela Davis, "Circuits of Violence: Sexual Assault and the State," 7:30 p.m., Presser Hall, Gaines Chapel. Sold out.
- William A. Calder Equinox Concert, 7:30-9:30 p.m., Bradley Observatory.

Wednesday, March 26

- Last day to drop spring classes with a "W."
- Last day for juniors and seniors to change course to pass/fail.

Faculty, Staff Share Methods For Having a Good Work Day

College employees consistently say Agnes Scott is a great place to work. Like all jobs, though, some days may seem tedious. How do faculty and staff members keep work interesting?

"The main reason I enjoy coming to work every day is the variety of assignments and responsibilities that define my position," said Amy Whitworth, faculty assistant. "Each day brings something different, and it keeps you on your toes. I'm always looking for new challenges and learning opportunities; and working with the faculty is a delight."

"What compels me to come to work—after over 10 years—the people!" said Jannan Giles, administrative assistant in the Office of Communications. "Within our office no two individuals have the same tastes, outlook on life, personality or family life. We're all different, yet we

—AMY WHITWORTH,
FACULTY ASSISTANT

support one another and are stimulated by one another's interests. By the time you add in other staff, students and faculty it's fun to come to Decatur each day and see what's going to happen next."

Although faculty members do not generally complete the same daily tasks staff members are in charge of, they must keep lectures new and interesting after teaching the same classes and topics for many years.

"Even if you teach the same classes over and over (as we all do, more or less), it's never the same experience because the students make it different every time," said Dudley Sanders, associate professor of theatre. "The students are always the heart and soul of what we do, and they manage to keep everything fresh."

How do Agnes Scott employees stave off occasional bouts of boredom or stress?

"My screensaver: There may be more to learn from climbing the same mountain a hundred times than by climbing a hundred different mountains," Richard Nelson, Giles said.

"There's nothing like being around young people to keep you energized," Whitworth said. "And being able to listen to NPR while I work is a great stress-buster!"

"Since chemistry is an experimental discipline, I am able to do hands-on live performances," said Leon Venable, associate professor of chemistry. "How many faculty [members] get to watch the faces of their students while setting off a three-foot fireball in the palm of [their] hand?"

—Martha Gaston '04

Chaplaincy Program Undergoes Review

On Feb. 10-12, a committee assessed the Agnes Scott chaplaincy program to ensure it is meeting the needs of the campus community.

"We do program reviews in all areas of the College," said Gué Hudson '68, vice president for student life and community relations and dean of students. "Two programs—athletics and the chaplaincy—were reviewed this year. The reviews are about making sure we're doing what we need to do for the students."

Hudson and President Mary Brown Bullock '66 co-directed the evaluation. Other committee members included the Rev. Rob Spock, Davidson College chaplain; the Rev. Susan Henry Crow, Emory University chaplain; and Ed Albright, executive director of the Atlanta Presbyterian Church. Students, faculty members and trustees also participated.

"The trustees were responsible for stating how they believed the chaplain related to the trustees and how they viewed the relationship of the College to the Presbyterian church," Hudson said.

Other members were selected because of their lengthy experience in the chaplaincy or Presbyterian church and their program similarities to the College, she said.

The expected outcome is to improve religious life on campus, identify job responsibilities and time commitments expected of the chaplain and to recognize the number and types of programs offered. A complete text of the review will be available in three to four weeks.

"The review is about having a more energized religious life for all people of all religions and no religion," Hudson said.

—Martha Gaston '04

Board of Trustees Approves Three Faculty Promotions Effective July 1

During the Board of Trustees meeting Feb. 8, trustees approved these faculty promotions, effective July 1.

- Rafael Ocasio, associate professor of Spanish, to professor.
- Martha Rees, associate professor of anthropology, to

professor.

- Tina Pippin, associate professor of religious studies, to professor.

FACULTY NEWS

ARTS

- Karl A. Bevins, artist affiliate in music, received the Buckhead Business Association's 2002 Bullish on Buckhead Award Jan. 9. The award, honoring unique service and contributions to the Buckhead community, was given to Bevins for his work on the BBA Board of Directors and his work as an Atlanta city traffic engineer.
- Martha Bishop, artist affiliate in music, had a piece, "Suite No. 2 for Two Bass Viols," published by PRB Publications, Calif. Bishop also released a compact disc, *Trio Sonatas & Chaconnas*, with New Trinity Baroque.

HUMANITIES

- Julia K. De Pree, associate professor of French, gave a lecture, "Longing," during *The Desire of the Analyst: Psychoanalysis and Cultural Criticism in the 21st Century* at the University of South Carolina.

SCIENCES AND MATHEMATICS

- Chris De Pree, assistant professor of astronomy, is co-editor of a book, *The Van Nostrand Concise Encyclopedia of Science* (Wiley), published Jan. 3.

STAFF NEWS

- Laura Pitts, student activities coordinator for the Office of the Dean of Students, spent a week abroad in Austria and Hungary visiting her sister, Kat Price '02, who is spending the year in Graz, Austria, teaching English through the Fulbright Foundation. Pitts and Price spent time in Vienna with Katherine Holzl, a German teaching assistant for the 2001-2002 school year. Pitts also visited Budapest for three days.
- Pat Wildman is the new director of corporate and foundation relations in the Office of Development. She previously worked for St. Clare's Hospital and Family Health Center in New York as the director of development and public relations. Wildman's office is located at 342 S. McDonough St., and she can be reached at 6056 or pwildman@agnesscott.edu.
- Andre Williams, son of June Williams, custodian II, is an Army staff sergeant and chemical specialist. He was sent to Spain on Feb. 14 from Ft. Hood in Killeen, Texas.
- Laura Vanderbeck, head basketball coach, is going to Darwin, Australia, for two weeks in May to do sports information for the Arafura Games through USA Athletes International. The Arafura Games run one week with 25 nations competing in 32 sports.

Using Elder Safety at Home

In general:

- Put peepholes and deadbolt locks on all exit doors.
- Keep portable heaters away from curtains and furniture.
- Remove door thresholds if necessary.
- Keep important telephone numbers near all phones in large print.
- Install lighting around the house and walks.

In the kitchen:

- Mark ON/OFF buttons clearly.
- Make sure all pots and pans have sturdy handles.
- Keep a fire extinguisher by the stove.
- Use nonskid wax on floors.
- Remove all loose rugs.
- Buy appliances with timers so you can preset them.

In the bedroom:

- Place a telephone at the bedside with the cord hidden.
- Make sure a light or switch is accessible from the bed.
- Look at furniture arrangement. Are there sturdy pieces of furniture to hold onto as elderly people cross the room or are there obstacles in their path?

In the bathroom:

- Place a non-skid mat or decals in the tub.
- Install a grab bar in the tub and next to the toilet.
- Replace electrical outlets with a ground-fault circuit interrupter.

Call BrownRichards & Associates for referral to elder care resources: 404 352-8137 or e-mail referral@brownrichards.com.

Blue Cross and Blue Shield Offers Children's Call Center

If you need timely answers about your child's illness or injury and your pediatrician is not available, call an experienced pediatric nurse through BlueChoice Healthcare Plan, BlueChoice Option and Children's Healthcare of Atlanta.

- When you want general information about children's health: Browse through the Children's Audio Library, which offers more than 300 recorded pediatric health topics.
- For emergencies or specific questions:

Emergencies	911
BlueChoice On-call (toll-free)	888 724-2583
Poison Center	404 616-9300 or 800 282-5846
TTY (for hearing impaired)	404 616-9287

BlueChoice On-Call is a benefit included in BlueChoice Healthcare Plan and BlueChoice Option, which are underwritten by Blue Cross Blue Shield Healthcare Plan of Georgia, an independent licensee of the Blue Cross and Blue Shield Association.

STAFF PROFILE:

Pat Inglis, facilities coordinator and administrative assistant, athletics and physical education department

- At Agnes Scott: 10 years.
- Specific job duties? Like all departments, I do certain tasks all the time and help others to accomplish what needs to be done.
- Favorite thing about Agnes Scott? I like the feeling that I belong here—I'm a part of a large family that cares about others and me. From a broken item in the building to a serious illness in my family, the people you share your day with become very much a part of your life.
- Why did you want to work in athletics? I saw this job advertised in the paper and it sounded like something that I could manage. I like sports and working with young people, so was pleased when the job was offered to me.
- Any hobbies? I do some gardening, counted cross-stitch and quilting. My favorite activity is square and round dancing. It's a wonderful "sport" and a great way to make friends. I became the first woman president of our Atlanta area square dance association this year.
- Family? Three wonderful children who live locally with their families, three granddaughters (ages 6, 8 and 10 months) and a Scottish-fold cat named Star.

STAFF PROFILES

Would you like to be featured in an Employee Connection staff profile? Do you know someone who the rest of the campus should know more about? Please write Martha Gaston at mgaston@agnesscott.edu with your suggestions. We are always looking for staff members to write about!

MARK YOUR CALENDARS

Sunday-Friday,
March 16-21

- African/Caribbean Awareness Week.

Monday, March 17

- St. Patrick's Day.
- Purim begins at sundown.

Tuesday, March 18

- Brian Lockett, artist affiliate for music, guitar recital, 8 p.m., Presser Hall, Maclean Auditorium.

Friday, March 21

- Angela Davis, "Circuits of Violence: Sexual Assault and the State," 8 p.m., Presser Hall, Gaines Chapel. Sold out.
- William A. Calder Equinox concert, 8 p.m., Bradley Observatory.

Wednesday, March 26

- Last day to drop spring classes with a "W."
- Last day for juniors and seniors to change course to pass/fail.

Thursday, March 27

- Writers' Festival.
- Greg Williamson, poet, reading, 4 p.m., Dana Fine Arts Building, Winter Theatre.
- Julia Alvarez, author, reading, 8 p.m., Presser Hall, Gaines Chapel.
- Writers' Festival Reception and Book Signing to follow speech in Rebekah Hall, Katharine Woltz Reception Room.

Friday, March 28

- Cary Bynum, playwright, reading, 10 a.m., Dana Fine Arts Building, Winter Theatre.
- Writers' Festival Lunch, noon-1:30 p.m., Evans Hall, Rooms A&B.

Sunday, March 30

- Student Art Exhibit Opening Reception, 2 p.m., Dana Fine Arts Building, Dalton Gallery.

Wednesday, April 2

- Academic Advising Fair, noon-2 p.m., Evans Hall, Rooms ABC.

Friday-Saturday, April 4-5

- *The Maids*, Blackfriars performance, 8 p.m., Dana Fine Arts Building, Winter Theatre.

Sunday, April 6

- *The Maids*, Blackfriars performance, 2 p.m., Dana Fine Arts Building, Winter Theatre.

Graphic Identity Question & Answers

With Jennifer Bryon Owen, director of creative services

- **WHAT IS GRAPHIC IDENTITY?** Graphic identity is the College approved, standardized way of identifying any publication or other item as being from Agnes Scott College. It gives an overall cohesive look to the College. Through this program, we want to, "Project a strong and vibrant image."
- **WHAT NEEDS GRAPHIC IDENTITY?** All College publications, the Web site, letters, mailings, T-shirts and novelty items produced by the College should be easily recognizable through the logo, colors, typeface and the manner in which they are used.
- **WHO DOES THIS POLICY PERTAIN TO?** The entire campus community.
- **WHAT ARE THE ELEMENTS OF THE GRAPHIC IDENTITY PROGRAM?** Specific guidelines dictate how these elements are used:
 - * **Logos:** Three different College logos are available for use for different publications and items. The institutional logo is the circle with colored arches and the words, "The World for Women" underneath, and is generally used on the back of publications. There are two marketing logos, which are conducive to use in creative design. The institutional and one marketing logo must appear on all publications.
 - * **College Seal:** The Office of the President uses the College seal in formal communication.
 - * **Colors:** Official College colors are ASC burgundy, ASC purple and ASC teal.
 - * **Typeface:** The typefaces are Weiss and Meta.
- **WHERE DO I GO FOR HELP?** The Office of Communications at 6301.
- **WHAT IS THE PROCESS TO MAKE SURE ITEMS FULFILL POLICY REQUIREMENTS?** Any designer who is doing an item for external use is required to meet with the director of creative services before beginning work. Student organizations should clear their projects with Office of the Dean of Students before going to the Office of Communications. Anyone designing publications or products should contact the Office of Communications to receive approval early in the process. All items produced by the College also must go through an approval process after they are designed. Final approval takes about a week. The Graphic Identity policy is not meant to be limiting, and designers usually find that they can work with it well.
- **FOR MORE INFORMATION:** Consult the Graphic Identity Manual on the Intranet at <http://intranet.agnesscott.edu/Advancement/communications/> under the heading "Agnes Scott College Graphic Standards."

—Martha Gaston '04

Investment Terminology from TIAA-CREF

- **DOLLAR COST AVERAGING (DCA):** Dollar cost averaging is a popular investment technique in which you regularly invest the same amount of money, regardless of share prices. The idea is to buy more shares when prices are lower and fewer when prices are higher. The result is that your cost per share (total investment/number of shares bought) is generally less than the average per-share price.

DCA cannot assure investment gains or protect against losses. Keep in mind that what your shares are worth at any one time might be more, less or the same than their original price.
- **EXPENSES:** Though often overlooked, the costs of making investments are not small. Just as compounding can substantially raise investment returns over time, expenses can dilute them. Remember that higher costs do not necessarily guarantee higher returns.
- **ASSET ALLOCATION:** Experts say that more than 90 percent of long-term investment returns are the result of asset allocation. Since no one can consistently forecast market trends, spread your retirement investments among three or more types of investments with different patterns to diversify.

FACULTY NEWS

ARTS

• **David Thompson**, associate professor of theatre, was elected chair of the College and University Division of the Southeastern Theatre Conference at the organization's annual convention the week of March 3-7 in Arlington, Va. The Southeastern Theatre Conference is the largest theatrical organization in the nation, representing professional, collegiate, secondary, youth and community programs in a region covering 10 states.

STAFF NEWS

• **Jodie Brooks**, the father of **Demetrice Parks**, died Feb. 28 in Madison, Wis. Parks is the director of special events and conferences. In lieu of flowers, the family requests that memorial gifts be made to Faith Community Christian Church, 605 Spruce St., Madison, Wis. 53715.

• **Gin Ma**, husband of **Beth Ma**, development researcher, recently redesigned the cubical space in the Office of Development, so each cubical office has a window. This design makes better use of natural light and airflow. He also created a workspace for mailings and departmental meetings. Ma works for Gensler, a global architecture, design and consulting firm in Atlanta. The Office of Development thanks Gin Ma for his work.

• **Bob Hilgenfeld** is taking a sabbatical as director of information technology for the rest of the semester. Hilgenfeld worked at the College for four and a half years. He may be reached at **6167** or **bhilgenfeld@agnesscott.edu** for the next few months.

• **Alix Valcin Jr.** has been promoted to manager of science laboratories and the Science Center. He received his bachelor of science in engineering chemistry from the State University of New York at Stony Brook and his master's in chemistry from the City University of New York at City College. This is his sixth year at Agnes Scott. Valcin can be reached in his office, Room 101W in the Science Center, or at **6034**.

• **J.D. Blevins**, husband of **Jennifer Blevins**, part-time instructor of physical education, will undergo a kidney transplant March 25 from a living donor. His donor is **Marinell Moore** of Macon, Ga. Please keep both families in your thoughts and prayers.

• **Crystal Steadham '97**, administrative assistant to the dean of the college, is taking her backpack and train tickets and heading to Europe with friends March 21-30. She plans to bring back pictures of the Czech Republic, Poland and Austria.

• **Brandon Pope**, son of **Renita Pope**, cook II, and **Charles Pope**, recently won a poster contest sponsored by the DeKalb County Water and Sewer Division. The topic for the contest was "Water Matters—Let's Use it Wisely." Brandon is a student at Columbia Elementary School.

International Travel Guidelines

Preparation is an important factor in international travel. With that in mind, here are suggestions on how to "travel smart" on your next trip:

BEFORE YOU FLY

- **Pre-arrange travel** with your agent.
- **Make copies of your passport**, traveler's checks, credit cards, itinerary and airline tickets. Carry one copy with you and leave one copy with your emergency contact.

- **Take the contact information** of the U.S. embassy in the country you plan to visit.

- **Carry local help numbers.**

- **Pack medications** in your hand luggage.

- **A number of Web sites** offer useful travel information, including:

- * U.S. State Department at

www.travel.state.gov provides travel advisories, consular information and public announcements.

- * The Overseas Security Advisory Council at

www.ds-osac.org provides security information to American businesses operating overseas.

- * The Transportation Security Administration site at **www.tsatraveltips.us**.

AT THE AIRPORT

- **Arrive at the airport** two to three hours before your flight's scheduled departure because of random vehicle searches. Please reduce the numbers and types of packages and equipment in your vehicle to those necessary for travel or road safety measures. Save time by using e-ticket or online check-in if available.

- **Do not lock checked baggage**, as the TSA may need to open luggage to complete security checks.

- **Visit www.tsa.dot.gov** for a list of items prohibited on aircraft.

- **Carry a valid passport** and any required visas.

- **Only ticketed passengers** are allowed beyond security checkpoints, except for those with specific medical or parental needs.

- **All electronic items**, such as laptops, will undergo additional screening.

- **Keep your ticket**, boarding pass and identification within easy reach.

- **Remove all metal objects** (such as jewelry) prior to passing through the metal detectors.

NEWS AND TIPS

- **ALL FIRST UNION BANKS** have officially changed to Wachovia Banks. The nearest full-service location is 250 E. Ponce de Leon Ave. (formerly First Union Bank). The old Wachovia Bank location at 315 W. Ponce de Leon Ave. is offering drive-up services only.

- **DON'T FORGET:** You have until Thursday, May 1, to donate to the Maya Smith Scholarship Fund.

STAFF PROFILE

Lea Ann Hudson, director of the Office of the President and secretary of the Board of Trustees

- **At Agnes Scott:** Worked "off and on"—but mostly "on"—in full- and part-time capacities since my graduation in 1976. I have worked in the registrar's office, accounting, financial aid, and institutional research.

- **What are your official job duties?** In my current position as director of the Office of the President, I am responsible for the smooth functioning of the President's office. I provide support to the President for planning and special projects, support the work of the Executive Council and work closely with the vice presidents to implement institutional priorities. I also oversee institutional research. As secretary of the Board of Trustees, I work with the Board chair and vice chair in setting agendas for the work of the Board, provide direct support for the Committee on Trustees, manage communications with trustees and make arrangements for meetings of the Board.

- **What is your role in the SACS assessment?** Along with Penny Campbell, Charles A. Dana Professor of History, I am responsible for the Compliance Audit part of the 10-year SACS review for reaffirmation of accreditation. SACS has outlined more than 70 requirements with which the College must comply. Our job in the Compliance Audit is to respond to each requirement and provide documentation of evidence that Agnes Scott is indeed in compliance with each of these requirements. I also serve as a member of the SACS Steering Committee that is overseeing the whole reaccreditation process.

- **Favorite part of your job?** Being a part of exciting changes that have taken place at Agnes Scott College in recent years and working toward making this College the best women's college in the country.

- **To nominate someone** for a Staff Profile, contact **Martha Gaston** at **mgaston@agnesscott.edu**.

Employee Connection

PUBLISHED BIWEEKLY FOR FACULTY AND STAFF

VOL. 1, ISSUE NO. 11

MARK YOUR CALENDARS

Friday, March 28

- Cary Bynum, playwright, reading, 10 a.m., Dana Fine Arts Building, Winter Theatre.
- Writers' Festival Lunch, noon-1:30 p.m., Evans Hall, Rooms A&B.

Sunday, March 30

- *Poi Dog*, Student Art Exhibit Opening Reception, 2 p.m., Dana Fine Arts Building, Dalton Gallery.

Wednesday, April 2

- Academic Advising Fair, noon-2 p.m., Evans Hall, Rooms ABC.

Friday-Saturday, April 4-5

- *The Maids*, Blackfriars performance, 8 p.m., Dana Fine Arts Building, Winter Theatre.

Sunday, April 6

- *The Maids*, Blackfriars performance, 2 p.m., Dana Fine Arts Building, Winter Theatre.

Monday-Friday, April 7-11

- Course selection for 2003-2004.

Tuesday, April 8

- Jane Elliott, Multicultural Lecture, 7 p.m., Presser Hall, Gaines Chapel.

Friday-Saturday, April 11-12

- *The Maids*, Blackfriars performance, 8 p.m., Dana Fine Arts Building, Winter Theatre.

Sunday, April 13

- *The Maids*, Blackfriars performance, 2 p.m., Dana Fine Arts Building, Winter Theatre.

Monday-Thursday, April 14-17

- Course selection for 2003-2004.

Friday-Sunday, April 18-20

- Easter Break.

Tuesday, April 22

- Earth Day.

Tips for Keeping Up with E-mail Volume

E-mail is increasingly becoming the accepted standard for business and personal communication. As a result, the number of daily messages has gone from exciting to overwhelming. There are several methods, though, to help you manage time spent on messages.

First, assess your personal habits. Are you contributing to the problem? Deborah Valentine, a lecturer in management communication at Emory University, suggests several actions to obtain good e-mail practices:

- **DETERMINE WHY YOU ARE WRITING.** Is it to inform, persuade or to request action?
- **ANALYZE THE NEEDS OF THE READER.** "Ask yourself, 'How much does the reader already know?' and 'How does this person feel about the subject?'" Valentine said. "Also, consider your 'hidden audience'—the people your message may be forwarded to without your knowledge. This will make you more cautious in framing your message."
- **GIVE ADEQUATE CONTEXT IN THE SUBJECT LINE.**
- **ORGANIZE YOUR THOUGHTS.** "E-mail is not different from other writings," Valentine said. "Use proper grammar and spelling. Use headings like 'Proposal,' or 'Actions' to break down your message into visual units of thought."

Use short sentences, use plain text and keep the total message to 25 lines or less, Valentine said.

- **USE THE # FUNCTION, "CC" AND "REPLY ALL" SPARINGLY.** If a message does not apply to all employees, address it only to those in the specific department concerned.

Second, learn how to handle incoming mail. "Schedule two times to check e-mail per day, allowing an hour each time," Valentine said. "Try to handle each e-mail only once."

- **SET UP FOLDERS IN YOUR INBOX TO BREAK DOWN E-MAIL INTO TASKS.** "I suggest having a Needs Immediate Attention folder for things to be done in the next few days.

Other folders to consider are Funny Stories for free time, Course Info and Keep, where you store messages you want or should keep for a month only."

- **TO SET UP FOLDERS IN MICROSOFT OUTLOOK EXCHANGE,** go to the icon bar at the top of the window and choose the icon of a folder with a star in the corner. You should also occasionally delete old e-mails (including from the sent list) to free up storage space.

- **FOR DETAILS ABOUT AGNES SCOTT'S E-MAIL POLICY,** refer to the "Electronic Mail Guidelines" sent out by Rosemary Lévy Zumwalt, vice president for academic affairs and dean of the college, and Gué Hudson, vice president for student life and community relations and dean of students.

—Martha Gaston '04

Campus E-mail Policy in Brief

These announcements or messages are appropriate for internal distribution lists:

- Network access issues affecting all of the campus.
- Any safety or emergency-related situation (i.e. campus closings, evacuations, etc.).
- Special change in location or time for campus meals.
- One announcement/invitation for an all-campus special event (ex. Cultural Events or student activities program).
- Presidential or officer-level informational announcements.
- Facilities-related services or outages affecting individual buildings or all of campus.

These are considered inappropriate:

- Club or event announcements not intended for all students.
- Repeated invitations to any event.
- Personal, political messages.
- Unsigned messages or messages with forged identities.
- Surveys. Announcements about surveys are acceptable, but do not conduct a survey via the announcement service.
- Responses or replies to announcements made by someone else. Make these privately to the sender. Official corrections to announcements may be appropriate, however.

Q and A on Health Insurance Enrollment

Q. Can I sign up for coverage now if I did not enroll in the College's health insurance plan when I was hired or during open enrollment?

A. Ordinarily, if you do not enroll for coverage when you are first eligible, you must wait until the next open enrollment period. However, you may be able to obtain, or make changes to, coverage during the year under the following circumstances:

- You and/or your dependent lose eligibility for other

medical coverage and you were originally declined the College's coverage because of your other coverage.

- You or your dependent's prior coverage was COBRA continuation coverage that is exhausted.
- You initially declined coverage, but have a new dependent and must enroll yourself, your spouse and your new dependent.

To be eligible, you must notify the Office of Human Resources within 31 days of your loss of other coverage or your other qualified event. Coverage will be effective as of the date of the qualified event.

STAFF NEWS

• Lee Davis, institutional advancement administrative assistant and secretary for Bold Aspirations: The Campaign for Agnes Scott College, gave birth to Eric Phillips Davis on Dec. 23. Eric weighed 7 pounds, 14 ounces at birth. Davis returned from maternity leave on March 3.

• Lisa Alembik, Dalton Gallery coordinator, had a sculptural installation, "Anthropomorphelia," on exhibit at Georgia Perimeter College's Fourth Biennial Exhibition of Outdoor Sculpture called, *Green*.

• Dwight Phillips, son of Laura Phillips, snack bar operator, took the gold medal in the long jump at the International Association of Athletics Federations' Ninth World Indoor Championships in Athletics in Birmingham, England. Dwight is the first American to receive the gold in the long jump in 14 years.

• Svetlana Sinanovic is the new McCain Library evening circulation assistant beginning Tuesday, April 1. Sinanovic taught high school in Derventa, Bosnia, for 12 years and also worked in public libraries in Quiershied, Germany, and Sewanee, Ga. Sinanovic will be supervising circulation services in the late afternoon and evening hours and working with reserve services.

• Sylvia Wilson, interim Julia Thompson Smith Chaplain, traveled to Kenya March 5-15, spending most of her time in Nairobi. The group she assisted took a quick trip to visit an elementary school in Nyeri and a women's spinning and weaving project in Nanuki. Agnes Scott students, employees and friends are welcome to join others who are planning to spend two to eight weeks in East Africa this summer with a nonprofit ministry. Wilson's goal continues to be assisting anyone who has a sincere interest and desire to visit and/or volunteer in East Africa. Questions? Contact revsjwilson@hotmail.com.

Agnes Scott Invited to Participate In The Power Within Seminar in April

The Power Within, Ignite the Spirit workshop will be held on from 8:30 a.m. to 5:30 p.m. Friday, April 25, at the Cobb Galleria Centre.

Phil "Dr. Phil" McGraw, three-time *New York Times* best-selling author and psychologist will headline the event. Other speakers include Kathy Cleveland Bull, author of *Who Moved My Cheese?*, and Mark Victor Hansen, author of the *Chicken Soup for the Soul* series.

The seminar is geared towards human resource employees, managers, educational professionals and health and wellness practitioners. Speakers and sessions will focus on stress management, establishing personal and professional goals, how to motivate yourself and others and team building.

The College has been offered the corporate rate of \$165 (plus tax). Call **866 944-2555 x230** and ask for Luca for tickets. For more information, go to www.powerwithin.com.

STAFF PROFILE: Tim Hussey, Director of interactive communication

• **At Agnes Scott:** Five years.

• **Job duties?** I work on the College's Web site and help with the Intranet and broadcast e-mails for admission, development and alumnae relations.

• **Who created the new Web site?** It was a combined effort—myself, several people on campus, a group of graphic designers in Rhode Island and programmers in Atlanta.

• **What are your favorite features of the new Web site?** The content management system, which makes managing the 1,700-plus pages a little easier, and the new navigation. It makes it a lot easier to find information from any page on the site. The greatest features of the new site are things that most people wouldn't even notice—but they are important components in making it a successful for the College's key audiences.

• **Any hobbies or volunteer activities?** I volunteer on the board for the Public Relations Society of America's Georgia Chapter, a professional organization. In addition, I serve on the board of the Journalism Alumni Association for Troy State University. I just bought a house a little more than a year ago, so most of my hobbies right now involve painting and digging in the back yard!

STAFF PROFILES

Would you like to be featured in an Employee Connection staff profile? Do you know someone who the rest of the campus should know more about? Please write Martha Gaston at mgaston@agnesscott.edu with your suggestions. We are always looking for staff members to write about!

Investment Terminology from TIAA-CREF

• Tax-Deferred Annuities:

Most employers have plans that accept only voluntary contributions to TDAs through salary reduction. This means that contributions are taken from your paycheck before taxes.

Because of this, TDA con-

tributions lower your federal income tax. Any investment earnings on TDA contributions are also deferred. Federal law and a calculation of your maximum exclusion allowance determine how much you can contribute per year.

FACULTY NEWS

• Leroy Coleman Jr., father of *Lerita Coleman Brown*, associate dean of the college, died on March 15. Contributions may be made to LifeLink of Georgia in support of organ and tissue transplants or the American Heart Association. Cards may be sent to The Family of Leroy Coleman Jr., 412 East Marigold Street, Altadena, Calif. 91001.

• D. Patton White, artist affiliate in dance, is the coordinator for the Alternate ROOTS 2003 Annual Meeting and Artists' Retreat. ROOTS is an artist and community activist service organization dedicated to working towards social and economic justice and the preservation of the environment. The retreat will be held July 29 to Aug. 3 at Camp Will-A-Way, Ga. The theme for the meeting is Addressing Oppression Through the Arts. For more information on the Annual Meeting, visit ROOTS at www.alternateroots.org or call White at 6889.

• Lorne Coleman, part-time instructor of self-defense, had an article, "The Truth and Lies About Women's Self Defense," published in the February issue of *Self Defense For Women*. For more information, visit www.geocities.com/escapeselfdefenseandempowerment/.

• Christine Cozzens, associate professor of English and director of the Center for Writing and Speaking, received the 2003 Southeastern Writing Center Association Achievement Award at the SWCA Conference held Feb. 13-15 in Charlotte, N.C. She was presented a commemorative plaque and a cash reward. Cozzens is a past president of SWCA, a current board member and the editor of the *Southern Discourse*, the official SWCA publication.

Employee Connection

PUBLISHED BIWEEKLY FOR FACULTY AND STAFF

VOL. 1, ISSUE NO. 12

MARK YOUR CALENDARS

Friday-Saturday,
April 11-12

- *The Maids*, Blackfriars performance, 8 p.m., Dana Fine Arts Building, Winter Theatre.

Sunday, April 13

- *The Maids*, Blackfriars performance, 2 p.m., Dana Fine Arts Building, Winter Theatre.

Monday-Thursday
April 14-17

- Course selection for 2003-2004.

Wednesday, April 16

- Passover.

Friday-Sunday,
April 18-20

- Easter Break.

Tuesday, April 22

- Earth Day.

Wednesday, April 23

- SpARC and Awards Convocation Day. Classes canceled.
- Joyful Noise Concert, 7:30 p.m., Presser Hall, Gaines Chapel.

Friday-Saturday,
April 24-25

- Alumnae Weekend.

Sunday, April 27

- Collegiate Choral Concert, 3 p.m., Presser Hall, Maclean Auditorium.

Tuesday, April 29

- Deadline for students to submit final exam envelopes.

Thursday-Friday,
May 1-2

- Board of Trustees meeting.

Friday-Saturday,
May 2-3

- Theatreworks, 8 p.m., Dana Fine Arts Building, Winter Theatre.

Sunday, May 4

- Orchestra Concert, 3 p.m., Presser Hall, Gaines Chapel.
- Theatreworks, 3 p.m., Dana Fine Arts Building, Winter Theatre.

Staff Volunteers Key to Alumnae Weekend

Alumnae Weekend, April 24-27, is one of the most important events for the Agnes Scott community. The College will hold several events for alumnae, including a luncheon to honor alumnae award winners, class meetings and campus tours.

For this weekend to be a success, the College needs volunteers to help with tasks such as registration and escorting alumnae around campus.

"Volunteer participation is essential," said Martha Ille, assistant director of alumnae relations. "We need about 100 volunteers throughout the weekend. Alumnae help in so many capacities around campus that [it] is great to meet and give back to them at a time when they are reminiscing about their student years."

"Career planning has tried for years to give back to alumnae, because many are loyal sponsors who give of their time and talents by sponsoring our students for externships and other special programs," said Gail Bell, associate director. "Each Alumnae Weekend, we have an open house on Friday and offer career/personality assessment/counseling on an individual basis."

"I want to volunteer because the admission office would be desperately lost without our volunteers, who do so much throughout the year," said Holly Raiford, assistant director of admission. "The entire campus benefits when we help one other."

"I usually work at registration," said Lee Davis, administrative assistant in institutional advancement and secretary for Bold Aspirations: The Campaign for Agnes Scott College. "My position brings me into contact with alumnae often, but mostly via phone and written correspondence, so it helps me to meet people whose names I see on a regular basis."

"Plus I like the alumnae—they're all such interesting women," Davis said. "It's important for staff to be visible during Alumnae Weekend, to help maintain relationships between alumnae and the Agnes Scott of today."

If you are interested in volunteering for the weekend, contact Ille at mille@agnesscott.edu or the alumnae office at 6323.

—Martha Gaston '04

ALUMNAE WEEKEND

THURSDAY, APRIL 24

- 8 p.m.: Science Center Celebration with a lecture by Julie L. Gerberding, director of the Centers for Disease Control and Prevention, Presser Hall, Gaines Chapel. A reception will follow in the Science Center's Woolford B. Baker Atrium. A ticket is required for the free lecture.

- 9:30 p.m.: Hub Sing.

FRIDAY, APRIL 25

- 10 a.m.: Alumnae Symposium, "Women in Science: Making a Difference in the Quality of Life."

- Noon: Luncheon honoring Outstanding Alumnae Award winners.

- 2 p.m.: Return to the Classroom to Set Your Own Course.

- 4 p.m.: Reception honoring Patricia Pinka, professor of English.

- 5 p.m.: Frances Winship Walters Society Reception.

- 5:30 p.m.: Class pictures for Anna Young Club members.

- 6:30 p.m.: Anna Young Club dinner; *Le Bon Temps Roule*: casual dinner.

SATURDAY, APRIL 26

- 9:30 a.m.: Class meetings.

- 11 a.m.: President's address and Alumnae Association annual meeting.

- Noon: Mimosas brunch.

- 1:30-2:30 p.m.: Class pictures.

- 2 p.m.: New Horizons Festival: Campus Tours, Planetarium Show, Alumnae Spotlight, Old Fashioned Ice Cream Social and arts and crafts for children.

SUNDAY, APRIL 27

- 10 a.m.: Worship service.

- 11 a.m.: Brunch.

International Students Can Help Fill Summer Campus Jobs

If your department is planning to hire student workers for the summer, keep in mind international students are often available to fill these positions.

International students who stay in the United States during the summer usually do so because they cannot afford to return home. These students often need to earn extra money, and because of immigration laws, are only eligible for on-campus employment. For this reason, the College encourages departments to give priority to international students when filling summer jobs or internships.

If you have questions about the law or about specific students in need, contact Karen Smith, director of financial aid, at 6396 or Jennifer Lund, director of international education, at 5381.

STAFF PROFILE

Marlene Collins, director and general manager of facilities

- At Agnes Scott: Three years.
- **Specific job duties?** Oversight of all facilities maintenance operations for the campus, rental homes and Avery Glen (total: 1,265,931 square feet). This includes mechanical, custodial, landscaping, events, small moves, carpentry and painting maintenance and requests; day-to-day operations in these areas; long-term planning for these areas.
- **What is the best thing about your job?** The people interaction. I have a great staff that is knowledgeable, dedicated and fun. The students, faculty and staff who we serve make each day interesting by offering new challenges, perspectives and, in some instances, friendships.
- **If you could do anything, what would you do?** Be a talk show host. Not on some cheesy "tabloid" show, but one that really helped people deal with personal or societal issues. Perhaps some day I'll do something like that on a much smaller scale, like in a community center.
- **Free-time activities?** Various roles in my church, usually with youth; write poetry; work-out sporadically; cycle; enjoy the simple things.
- **Interesting fact:** I'm a native of Decatur (actually attended Decatur High School).

STAFF PROFILES

Would you like to be featured in an Employee Connection staff profile? Do you know someone who the rest of the campus should know more about? Please write Martha Gaston at mgaston@agnesscott.edu with your suggestions. We are always looking for staff members to write about!

Faculty, Staff Sponsors Bring Perspectives To Student Organizations

There are more than 50 student organizations at Agnes Scott, each requiring a faculty or staff sponsor. These organizations represent a wide variety of interests, from musical groups to service clubs. The role of a sponsor typically depends on their available time and the nature of the group.

Jennifer Lucas, assistant professor of psychology, sponsors Circle K, *Psi Chi* and the Psychology Club. Her duties in these groups include attending weekly meetings and special events. "I volunteered to be the faculty adviser for Circle K because I was very involved in Circle K when I was an undergraduate student," she said. "I want to give back as much as I received from the group when I was in college."

Some sponsors lead student associations because they feel it helps in career development and provides a different type of professional experience.

"I have started two organizations. One [is] Emerging Athletic Administrators for students interested in a career in athletics," said Page Remillard, athletic director and physical education chair. "The second is the Student Athlete Advisory Committee, which consists of one representative from each varsity team, and meets weekly to discuss Agnes Scott athletics, volunteer opportunities for athletes and to work as agents for change."

"Along with Dudley Sanders [associate professor of theatre], I sponsor Blackfriars," said David Thompson, associate professor of theatre. "There is a very active affiliation between Blackfriars and the Department of Theatre and Dance, since much of my professional development depends upon the input from student[s]."

"My participation in theatrical production provides a practical demonstration for lessons presented in the classroom," Thompson said. "Blackfriars is the oldest organization on campus. I cannot imagine Agnes Scott without it."

—Martha Gaston '04

Teplis Travel Announces Wartime Policies

Most major carriers have implemented a more flexible exchange policy for the duration of the war with Iraq. Many of these airlines allow flights to be rescheduled through the end of 2003, though the ticket must usually be changed by Friday, April 18.

This procedure mostly applies to tickets booked before March 19. Many airlines are extending this exchange policy to tickets bought with frequent flier points.

Check with your travel agent for more information about your airline or visit http://www.teplis.com/wartime_policy_changes.html regarding a specific major carrier.

REMINDER: Spring Budget Convocation is at 10 a.m. Wednesday, April 16, in Evans Hall, Rooms ABC.

FACULTY NEWS

MUSIC

• **Martha Bishop**, artist affiliate in music, has a composition titled, "Drmes," A Croatian Dance, featured at the American Recorder Society Member's Library. Bishop was also a cello soloist in New Trinity Baroque's "Concerto Grosso" concert.

HUMANITIES

• **Julia Knowlton De Pree**, associate professor of French, read two papers during February. The first, "Longing," was delivered Feb. 14 at the Fifth Annual Comparative Literature Conference at the University of South Carolina. The second, "Que dire?" was delivered Feb. 28 at the 29th Annual Meeting of the Southeast American Society for 18th-Century Studies, also at the University of South Carolina.

STAFF NEWS

• Congratulations to **Catherine McGraw**, associate dean of students, and Robert Spence on the birth of George McGraw Spence on March 25. George weighed 7 pounds, 11 ounces at birth.

Minimizing Investment Risks

- **MARKET RISK:** The investments' value could go up or down.
- **INFLATION RISK:** Value grows slower than the inflation rate.
- **BUSINESS RISK:** Possibility that a company issuing a security will fail.
- **INTEREST-RATE RISK:** Uncertainty about losses because of changes in the rate of interest paid on debt securities.

There are methods that minimize all types of risk: portfolio diversification, a long-term horizon and systematic investing. The goal is to create an efficient mix of investments with growth potential, while meeting risk tolerance.

MARK YOUR CALENDARS

Sunday, April 27

- Collegiate Choral Concert, 3 p.m., Presser Hall, Maclean Auditorium.

Tuesday, April 29

- Deadline for students to submit final exam envelopes.

Thursday-Friday, May 1-2

- Board of Trustees meeting.

Friday-Saturday, May 2-3

- Theatreworks, 8 p.m., Dana Fine Arts Building, Winter Theatre.

Sunday, May 4

- Orchestra Concert, 3 p.m., Presser Hall, Gaines Chapel.
- Theatreworks, 3 p.m., Dana Fine Arts Building, Winter Theatre.

Tuesday, May 6

- Last day of classes.

Thursday, May 8

- Senior exams begin, 9 a.m.

Friday-Saturday, May 9-10

- Final exams.

Sunday, May 11

- Mother's Day.

Monday-Wednesday, May 12-14

- Final exams.

Friday, May 16

- Baccalaureate, 4:30-5:30 p.m., Presser Hall, Gaines Chapel.

- Baccalaureate Reception, 5:30-7 p.m., Evans Hall.

Saturday, May 17

- Commencement, speaker Ann Compton, 9:30 a.m., Presser Quadrangle.

Rain location:

Presser Hall, Gaines Chapel.

- Commencement Brunch,

11 a.m.-1 p.m. Front Lawn.

Lunch Prices, Parking Fees To Increase

Health-insurance premiums, lunch prices and parking fees for faculty and staff will go up under the proposed 2004 fiscal budget outlined during the annual Spring Budget Convocation April 16.

Lunch rates will increase from \$1.50 to \$2.50, and parking fees will go from \$50 a year to \$100. Parking fees for students will also increase.

Health-insurance premiums will increase 25 percent. The College also will subsidize the PPO option at the same rate as the HMO and will no longer subsidize a vision plan for employees. This increase means the premium for a family HMO will be \$233 in employee contribution per month, while a family PPO is \$575 per month, said Bill Gailey, vice president for business and finance. The single rates are \$29 and \$143, respectively. The employee plus one HMO rates are \$150, and PPO rates are \$400.

The proposed budget does not call for layoffs and does fill four of the open faculty positions for the fall, Gailey said. Salary increases will be determined later based on the final budget, which is approved in October. He also stated temporary staff will continue to be covered by departmental budgets.

The new budget also calls for a 7.75 percent increase in tuition to \$20,470 and a 3.5 percent increase in room and board to \$7,760.

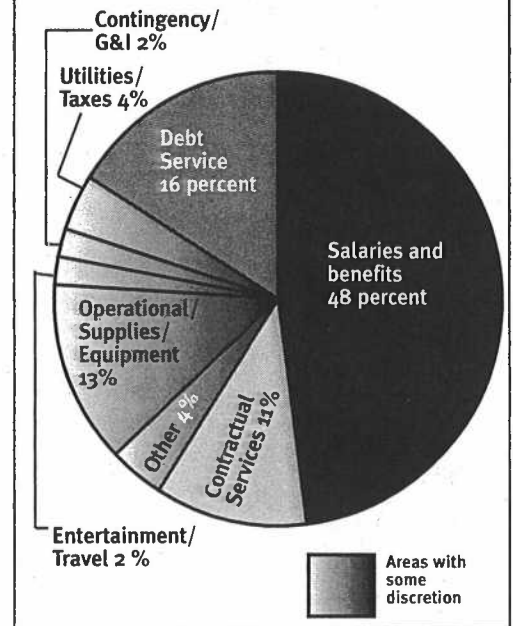
"The goal is to increase the net tuition (gross tuition minus applied financial aid), while decreasing the College's dependence on the endowment fund," Gailey said, adding the endowment was already negative for the first quarter of 2003. "The College's portfolio has been performing along the general S&P Index trends, so these losses should not be alarming."

Gailey ended the convocation by stating the trustees' goal for Agnes Scott for the next three years is to increase the revenue generated by tuition and to decrease spending in order to make up for losses and cover debt.

The Board of Trustees uses a multi-step approach to developing the budget throughout the year. The board sets tuition, room and board fees in November; revises the endowment support spending policy in January; deliberates during January and February; and approves the preliminary budget in March. Based on the current spending policy, income for the endowment for fiscal year 2004 is \$20.7 million.

—Martha Gaston '04

PROPOSED EXPENDIATURE BUDGET FOR FISCAL YEAR 2004



Mark Your Calendars: Volunteer Service Day Set for Wednesday, May 21

Building on the success of last year, College officers have elected to hold another staff day of volunteer service this year to promote team building and community outreach on Wednesday, May 21.

The day begins at 8:30 a.m. with a light breakfast in Evans Hall. Employees depart for their projects about 9:15 a.m. This year, staff members should bring their own lunch.

Projects may include weeding in Oakhurst Community Garden, serving a meal with Project Open Hand, painting and cleaning for Decatur City Parks, reading to children at Oakhurst Elementary School, flipping mattresses at Philips Presbyterian Tower and painting the foundation of Dana Fine Arts Building. Other projects may be added.

A picnic for faculty and staff will be held on Friday, May 23. This will be a time to share volunteer experiences. Lunch will be catered by Skip's Hotdogs of Avondale Estates.

FACULTY NEWS

MUSIC

• **Calvert Johnson**, Charles A. Dana Professor of Music, played an organ recital of African-American composers at First Presbyterian Church, Marietta on April 1 and a harpsichord recital of Japanese composers at the international conference "Japanese Music Today" at the University of Maryland/Baltimore County on April 4.

HUMANITIES

• **Jean K. Jackson**, mother of **Marquita Jackson Minot**, visiting assistant professor of education, died on Sunday, April 20. Contributions in lieu of flowers may be made to: Hospice of New York, 45-18 Court Square, Suite 500, Long Island City, N.Y. 11101.

SCIENCE

• **Bill Washburn**, a member of the College faculty in the 1980s and longtime friend of the astronomy department died after a long illness with cancer on Saturday, April 19. A memorial service will be held at 3:30 p.m. Saturday, April 26, at Druid Hills Presbyterian Church. Contributions in lieu of flowers may be made to: The Bill Washburn Fund for Astronomy, Office of Development, 141 E. College Ave., Decatur, Ga. 30030.

STAFF NEWS

• **LaNeta Counts** has been appointed acting director of information technology services, beginning May 1. Counts and Carol Kobayashi, administrative computing system manager, have co-managed information technology services during the past month and a half.

• The mother of **Joanne Davis**, director of annual and special gifts in development, died on Tuesday, April 15.

• **Norene Fox** is the new manager of post office and office services. She can be reached at 5449 or nfox@agnesscott.edu.

Question and Answer With Faculty on Military Action

Faculty members have recently vocalized their political positions on current world events. The following is a question-and-answer with Cathy Scott, professor of political science, who is anti-action in Iraq, and Seamus Decker, lecturer in anthropology, who is pro-action.

• **Does working in an academic environment make you more aware of current events?**

Decker: Being an educator carries with it a responsibility to be as aware as possible and to communicate the insights of such awareness when such insights are of importance to humanity.

Scott: Because I teach courses on U.S. foreign policy, I consider it a part of my job to be well informed and up-to-date on policy, particularly since 1945.

• **Are you active in any groups or protests on campus?**

Decker: I sent a response to an e-mail to participate in anti-war demonstrations. I felt a moral obligation to express an alternate viewpoint, which I feel is more realistic, responsible and wise.

Scott: I am a member of the Faculty Network for Peace, spearheaded by Richard Parry, Callaway Professor of Philosophy. We haven't held protests, but we organized a teach-in and responded positively to requests to speak at student forums and teach-ins.

• **Should teachers keep personal politics out of the classroom?**

Decker: As a biocultural anthropologist, I do not attempt to keep my views on human wellbeing out of the classroom, which verges on political policy. I tend to frame my views in terms of the factual insights of my discipline, tempered by real-world constraints and the desire to contribute to long-term sustainable change.

Scott: I think my role as a teacher is to present a multiplicity of viewpoints to students, to encourage critical examination of these and provide a number of strategies for how to make and evaluate political claims. I might offer commentary on the strengths and weaknesses of particular arguments, but I don't usually announce my own positions.

—*Martha Gaston '04*

Johnson to Retire After Many Years of Service

Jan Johnson, administrative assistant to the dean of students, will retire on June 30. Johnson's service to the College totals 29 years, though her first six months were in a part-time position. She was a secretary in the Office of Admission for her first 12 years and has served as the administrative assistant to Gué Hudson, vice president for student life and community relations and dean of students, for 17 years.

"It's been great working at Agnes Scott," Johnson said. "My husband (Edward Johnson, associate professor emeritus of economics) taught here for 30 years. I have been a part of the campus community since 1965."

Johnson said her plans include traveling to see her two daughters in San Francisco and friends in Washington and to catch up on reading and rest.

—*Martha Gaston '04*

Larry Gellerstedt Jr., Trustee Emeritus, Dies April 12

Larry L. Gellerstedt Jr., trustee emeritus, died on Saturday, April 12. Gellerstedt served Agnes Scott College as a trustee from 1969 to 1992 and as chair of the Board of Trustees for 10 years.

Gellerstedt was part of a family tradition of service to the College—his father, wife and daughter served as trustees and his son is a current Board member. In addition to his service to the College, Gellerstedt was a known civic leader and businessman in the Atlanta area.

The Gellerstedt family also contributed to the College by donating Gellerstedt Track and Field.

A memorial service was held at 3 p.m. Tuesday, April 15, in Presser Hall, Gaines Chapel.

Fox '36, Instructor Emerita, Dies

Mary Walker Fox '36, instructor emerita in chemistry, died on Wednesday, April 16. Fox directed the introductory chemistry labs at the College from 1937 to 1944 and 1952 to 1979. She also served as editor of the College catalog during the late 70s.

Fox also taught Sunday School for many years at the First United Methodist Church in Decatur.

New Policy For Voiding Airline Tickets

On July 4, the procedure for voiding airline tickets will significantly change. Airlines Reporting Corp. mandates that a consumer may void a ticket only on the day it is issued or the next day. Previously, a person had the option to void within a calendar week of issuance.

If the ticket is issued on a weekend, you can void it by the end of the business day on Monday. The time to void tickets will be extended to the next business day for holidays.