

# College Services

## Laurel Leaf

November 13, 2003

### **ANNOUNCEMENTS**

#### **Dinner and a Movie!**

As a result of Grinnell College's donation to the Grinnell Renaissance Marquee Club to restore the Strand Theatre Facade, the Office of Community Enhancement received two "Dinner and a Movie" gift certificates. The office would like to pass these on to two lucky Grinnell College employees. Full-time or part-time staff and faculty members are eligible for one of two gifts, each consisting of a movie pass to the restored Strand Theatre and a \$20 certificate for dinner at one of the following Grinnell eateries - Cafe Phoenix, Kelcy's, The Depot Crossing or Michael's. The Office of Human Resources will select two winners by random drawing.

To enter, send an e-mail to [hr@grinnell.edu](mailto:hr@grinnell.edu) or telephone ext. 4818 with your name and campus mailing address by December 2, 2003 (one entry per person). The drawing will take place the morning of December 2 and winners will be announced in an upcoming issue of the Laurel Leaf.

#### **College News Releases Hot off the Press!**

The Media Relations staff in the Office of Communication and Events distribute late-breaking information through two e-mail listservs. One list - "News Releases" - highlights major Grinnell College news and events; the other list - "Grinnell College in the News" - relays when the College is featured in major news sources.

Those who would like to receive notices as described above must opt-in to one or both lists using a valid e-mail address. Opt-in by visiting <http://www.grinnell.edu/offices/ce/>.

College news releases are also posted/archived at: <http://www.grinnell.edu/offices/ce/news/>.

### **UPCOMING EVENTS**

#### **Meetings Management Program**

Susan Wilson will present two three-hour long programs in December on managing a productive and participatory meeting. Her program is intended for those who coordinate, facilitate or participate in meetings on a regular basis. Wilson is a keynote speaker, business consultant and author of several books, including her newest title *Gourmet Meetings on a Microwave Schedule*. More details about the programs will be released by the Office of Human Resources which is coordinating the event.

#### **Final Roots of Renewal Events**

Exhibition closes December 14, 2003.

December 5, Friday, 7:00 pm

*Community dance with Contratopia*

Davis Elementary School

Contra dancing with music by this popular Minnesota-Iowa group, with "caller" to teach the dances. For all ages. Refreshments provided by the First Presbyterian Church with proceeds to benefit the

Heifer Project. Call Grinnell Area Arts Council at (641) 236-3203 for information.

December 6, Saturday, 7:30-9:00 pm

*Midwest Music Series*

Boland-Dowdall Duo

Faulconer Gallery

This Cedar Rapids-based guitar duo will explore various ethnic and artistic influences on music in Iowa, including music inspired by art, blues, and Italian immigrants.

## **INFORMATION TECHNOLOGY NOTES**

### **New Experimental Technology Facility in Support of Teaching and Learning**

A planning team, consisting of Curricular Technology Specialists, Information Technology Services (ITS) staff, and librarians, is in the process of designing an experimental technology center in which campus members can collaborate using leading edge software and hardware.

This space will open at the beginning of spring semester and will:

- Supplement and support the work done by the CTS in our academic buildings;
- Provide faculty with a place in which they can view emerging technologies and their possible application, and work with a variety of specialists on their course projects such as those using digital images from a data base or those incorporating Geographical Information Systems (GIS);
- Explore the synergies between ITS and libraries in the arena of digital information functions, taking as a model the two organizations' joint support of GIS.
- Provide students (individually or in groups) with instruction in special applications for work in courses;
- Provide students with support for special projects for courses and for MAPs.

This space will include a gallery in which projects already developed on campus will be readily available for demonstration, a project room where collaborative teams can work together, and a larger area with five workstations. This work area will be equipped to support curricular projects in a variety of ways, including faculty assistance in integrating GIS into their courses, among other project needs.

The experimental technology center, along with the Help Desk, will be located at 1233 Park (SW corner of 8th Avenue). More details about hours of operation, staffing, and the menu of services offered will be announced in December.

### **Microsoft® Office Specialist Supports XP Track**

Campus PC users with Office XP productivity software may now achieve certification through the Microsoft® Office Specialist program. Campus members who would like to test their knowledge of software included in the Office XP Suite (Word, Excel, PowerPoint, Access) may borrow study materials from and complete exams through Mark Watts, ITS Blue Team Leader. Grinnell College is an authorized testing center for the program. Mark may be reached by telephone at ext. 4901 or by e-mail at [watts@grinnell.edu](mailto:watts@grinnell.edu).

For more information about MOS certification, contact Mark or visit <http://www.grinnell.edu/its/training/mous/>.

The Microsoft Office Specialist XP Track was one of six products recently awarded a seal of alignment from the International Society for Technology in Education (ISTE). The award recognizes products, services and resources that are in alignment with ISTE's mission and its National Educational Technology Standards (NETS). For more information about the award and NETS, visit

<http://www.iste.org/standards/nets/product-review>.

#### **IT Staff Members On the Web**

Information Technology Services staff are listed along with their areas of expertise on the Web. To learn more about how IT staff assist others on campus, visit <http://www.grinnell.edu/its/staff>.

### **STAFF & FACULTY NOTES**

#### **Chenette To Serve as Associate Dean**

Jonathan Chenette, Professor of Music, will serve as Associate Dean for a three-year term beginning in the summer of 2004.

Chenette received his undergraduate degree in mathematics from the University of Chicago and his Ph.D. in music composition, also from the University of Chicago. He has been a member of the Grinnell College faculty since 1983, and holds the Blanche Johnson professorship in Music.

At Grinnell College, Chenette has served as Music Department Chair, as a member of committees for fine arts building and campus budget planning, Faculty-Trustee Relations, FOC, Instructional Support, Academic Computing, and, briefly, as Interim Director of the Center for Prairie Studies, Chair of the Humanities Division and member of the Executive Council. He has strong interests in faculty development, curricular development, interdisciplinary study, uses of technology to enhance student learning, and liberal learning.

#### **Mellon Group of 8 Awards Grinnell Faculty with Semester Leave and Summer Stipends**

The Mellon Group of 8 Selection Committee met last weekend to evaluate proposals submitted by each of the eight member institutions for semester leaves and summer stipends. Each institution was invited to submit two proposals for semester leaves and three proposals for summer stipends. From among the proposals submitted, awards were made to three Grinnell College faculty as follows:

Marc Chamberland: A Semester Leave for his proposal to work on three distinct categories of mathematical research connected to his principal area of research, dynamical systems.

Vince Eckhart: A Summer Stipend for his proposal, "The Evolutionary Ecology of Flower Color: The Molecular Basis of Adaptation." This project will involve the work of a student assistant.

Alan Schrift: A Summer Stipend for his proposal, "The Influence of the Agrégation de Philosophie on Twentieth-Century French Philosophy."

Members of the Mellon Group of 8 include: Amherst, Grinnell, Pomona, Oberlin, Reed, Smith, Wesleyan, and Williams Colleges.

#### **Staff Participate in Benefactor Webinar**

Staff of the Alumni Relations & Development Office and Campus Information Services (CIS) team members participated in a presentation and discussion of new features available in the latest Datatel upgrade to Benefactor. Melissa Isaacs, Datatel Consultant for Institutional Advancement Services, demonstrated how the Benefactor 5.1 software will provide additional functionality in the areas of communications management for document processing, e-mail correspondence, and will enhance User Interface 1.0 (UI1) functionality. Benefactor 5.1 will be installed in the test account, tested with Grinnell College's local installation, and then installed in the Benefactor live account

for use by Alumni Relations & Development staff.

Alumni Relations & Development staff attending the October 31, 2003 Benefactor 5.1 Webinar: Joyce Bergan, Nicole Braafhart, Christy Gregor, Marcia Grosenbach, Michele Jensen, Sue Martindale, Jennifer Mavin, Bonnie Primley, Julie Van Ervelde, and Laurie Wilcox. Campus Information Services Team members attending the presentation: Andy Albers, Deb Amundson, Brent Jaeger, and Wayne Twitchell. Thanks to those who participated!

Benefactor is administrative software used by the office of Alumni Relations & Development and supplied by Datatel. The Benefactor software supports alumni relations, fund raising, and gift accounting processes.

### **Staff Participate in Colleague Training**

The Student Affairs office staff and Campus Information Services (CIS) team members participated in two days of Colleague training and consulting which provided information in the areas of student records management, residential life, correspondence management, and campus organization information management. Joe Fisher, the Datatel Student Systems Trainer/Consultant, also provided instruction in the use of User Interface 1, Query Builder, and a variety of Datatel - Colleague features. With Joe's assistance, the Student Affairs Staff and CIS team members reviewed existing processes and procedures for potential modification and improvement, considering how the Colleague software might be used to better meet the needs of Student Affairs.

Members of the Student Affairs office staff participating in the training/consulting held on November 5th and 6th: Carol Ahrens, Janet Alexander, Julie Dressler, Jennifer Krohn, Dorothy Martinek, and Brenda Strong. Members of the CIS team participating in the Colleague training/consulting: Deb Amundson, Phil Bartachek, Wayne Twitchell, Carlie VanWilligen, and Brent Jaeger. Thanks to those who participated!

Colleague is administrative software used by administrative staff, faculty, and students including staff in the offices of Student Affairs, Admission, Financial Aid, Registrar, Accounting, College Services, Institutional Research, Dining Services, Facilities Management, the Treasurer, Human Resources, the Dean, Athletics, Information Technology Services, Alumni Relations & Development, and others.

### **Health Center Bees Deliver Sting-less Shots**

Health Services staff members Karen Cochran and Jean King are experienced at giving shots. So experienced, in fact, that recipients don't feel any of the pinch, stab or sting that is often associated with shot-giving. So, just to put a little fun back into the annual "flu shot drive," Karen and Jean donned the colors and, um, parts of bees - stinger bees, that is. Although each year's flu drive presents an opportunity to be costume-creative, this year may top them all.

The ladies were so popular this year, fifty staff and faculty took advantage of their office visits on the Monday of Fall Break. All shots are later recorded in the Health Services Office by Cindy Manly, Administrative Support Assistant.

The signs hanging from Karen's and Jean's necks read:  
Let This Little Bee,  
For A \$10.00 Fee  
Give your Arm a Quick Sting  
So You Can Continue Doing Your "Thing!"



If you missed Jean and Karen in costume this year, a photo is included above. Visit the Health Center at 1211 8th Ave. if you would like a flu shot (cost is a minimal \$10 for staff and faculty members).

## TRAINING OPPORTUNITIES

### Staff On-line Training from the Office of Human Resources

Sponsored by the Office of Human Resources, the Staff Training On-line program enables college staff the opportunity to enhance their workplace skills. This program operates through a web interface, allowing staff to work at their own pace, save time and expense and refer to course materials at their convenience. Details about this program, including one-click registration, are available at: <http://www.grinnell.edu/offices/humanresources/training/>.



This issue features the course: **People Styles at Work**

#### *Course Contributor*

Jim Bolton is CEO of Ridge Associates, a firm that delivers "people skills" training to Fortune 1000 companies. Since 1972, Ridge's exclusive focus has been enhancing the performance and communication skills of organizations and their employees. Clients include America Online, Citigroup, Corning Inc., Eastman Kodak Company, The Goodyear Tire and Rubber Company, Morgan Stanley Dean Witter, Oracle Corporation, Pfizer, Inc., Sun Microsystems, Time Warner, Inc. and Yahoo! As CEO for a company that teaches people skills, Jim uses the skills of this course to get results in his own organization. In addition, he works with clients as a trainer, consultant and executive coach. These roles connect him to the frontline problems of business communication. Jim has a master's degree in Human Resource Development from American University, in cooperation with the National Training Labs - Institute for the Applied Behavioral Sciences.

#### *About This Course*

Human behavior challenges most of us; however, the People Styles Model offers one way to understand and predict it. In this program, you'll refresh your understanding of the four people styles discussed in "The People Styles Model." And, you'll learn about flexing, a process you can use to help you work more effectively with other styles.

*Course Contents* (Once enrolled in the course, you may link directly to any of the topics below)

- The People Styles Model
- How to Flex
- Understanding People Styles
- Flash Flexing

#### *Questions To Consider*

Is there any correlation between my "people style" and my job?

What is Flash Flexing and how can it help me improve interactions with others?

*What's In It For Me?*

According to course contributor, Jim Bolton, people styles are ingrained consistencies present in individuals and displayed in most all settings - whether at home, in the workplace or in a public setting. Participants find it most interesting when asked to characterize themselves into one of the models - often finding the task to be more difficult than assumed! The title *People Styles at Work* has been the most popular course in the on-line training program at Grinnell College to date (see below).

**Staff Training On-line - Tidbits**

New program statistics are in! We now have 87 campus members enrolled in the staff on-line training program. Since September 4, 2003, a total of 81 courses have been completed by participants (all sub-topics of the course must be viewed to qualify for completion status).

The most popular course in the Professional Development series is *People Styles at Work* (see above). Microsoft Excel 2002 and Word 2002 are among the most popular course topics in the Desktop Computing series.

We will soon draw for a new prize from the pool of on-line course evaluations. To qualify for these prizes, a Grinnell College staff member must be enrolled in the on-line training program and turn in a course evaluation. Staff may complete multiple evaluations (one per course, please). The more evaluations, the better your chance of winning! To explore or enroll in this program visit: <http://www.grinnell.edu/offices/humanresources/training/>.

**Employee Benefits On-line - Classes**

RSVP for a Benefits Web Class being offered on the third Monday of each month from 10:00 - 11:30 am in Darby 202. Some of the issues covered include access/change capabilities on your TIAA-CREF retirement accounts, basic insurance information regarding your health and dental coverage through Wellmark Blue Cross Blue Shield and Principal Life Insurance Co., respectively, and account access to your medical and dependent care reimbursement accounts.

If you are interested in participating in an upcoming class please RSVP to Linda Folkerds at [folkerds@grinnell.edu](mailto:folkerds@grinnell.edu) or at extension 3500. The next class is scheduled for:

**December 9; 10:00-11:30 a.m.**

Questions about employee benefits or the content of these classes may be directed to Jim Mulholland or Ev Ferraz at extension 3500.

**IN THE SPOTLIGHT**

**The Campus Memo**

The Grinnell College Campus Memo provides information in a timely manner to members of the campus community. Announcements regarding important scholarship deadlines, lectures, concerts, recurring meetings, films and other events are presented each Tuesday in the Campus Memo. Consolidation of campus information has been the mission



of the Campus Memo since its inception in the early 1970's - then to reduce the number of individual notices delivered campus-wide, today to provide a central point of information for campus events, activities and programs.

This year the Campus Memo has begun primary distribution on the World Wide Web. For many years the Campus Memo was distributed in paper form. With the development of the Web on campus the information in the Campus Memo can now be delivered across campus more quickly and reliably. The College Calendar works to provide information, automatically, for the Campus Memo. Detailed information on submitting to the College Calendar and the Campus Memo is available at: <http://www.grinnell.edu/offices/ce/>.

The Campus Memo On-line features several new "views." The views contain identical information pulled from the same data source, each displayed in a unique format:

- Traditional View - [www.grinnell.edu/memo](http://www.grinnell.edu/memo)
- One Column View - [www.grinnell.edu/memo1](http://www.grinnell.edu/memo1)
- Compact View - [www.grinnell.edu/memolite](http://www.grinnell.edu/memolite)
- Category Compact View - [www.grinnell.edu/memogroup](http://www.grinnell.edu/memogroup) (the Category Compact view features an "add to Outlook" option)
- Printer Friendly View - [www.grinnell.edu/offices/ce/memo/includes/memoprn.pdf](http://www.grinnell.edu/offices/ce/memo/includes/memoprn.pdf)

Events listed in the Campus Memo are also listed on the [College Calendar](#). The College Calendar provides a day-by-day listing of activities on campus as well as a scheduling checkpoint, safeguarding all campus space reservations. The Office of Communication and Events maintains the College Calendar. Several methods for submitting to both the College Calendar and Campus Memo are available on-line.

The World Wide Web is the primary method of viewing the Campus Memo, although paper copies are available by request. If you would like to receive a paper copy of the Campus Memo through campus mail please send an e-mail to: [memo@grinnell.edu](mailto:memo@grinnell.edu).