



# Dartmouth College Finance and Administration News

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## Technology Tip

• You can save some typing when you are entering web addresses (URLs) in the address bar in Internet Explorer. For example instead of typing 'www.google.com' and then ENTER, you can just type 'google' and then hold down the CTRL key and press ENTER. The www. and .com will be filled in for you. Here are three more IE browsing shortcuts:

*Go to your Home page - ALT+HOME*

*Go to the next page - ALT+RIGHT ARROW*

*Go to the previous page - ALT+LEFT ARROW or BACKSPACE .*

• Clear space on your desk: [www.webster.com](http://www.webster.com) has an online dictionary, thesaurus, medical dictionary, and Spanish-English dictionary.

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## Letter from the EVP: Diversity at Dartmouth

We all hear quite a bit about diversity at Dartmouth, thanks to President Wright, ID&E, OPAL, the College Ombudsman, Human Resources, and many other offices and individuals. There are many training and learning opportunities, and many events that employees can attend to learn more or share their own experiences. But what does diversity mean? How does it benefit us as individuals or in the workplace?

It is difficult to define diversity because it means different things to different people. It is somewhat easier to understand the benefits of managing diversity-related issues well. What can happen in an office or program that proactively supports diversity?

First, we have a very diverse campus community—

students, faculty, and staff. We are diverse in many ways, and the College does a terrific job attracting people from around the world and from a vast array of backgrounds. The opportunity is to make campus life, the academic culture, and the work environment all richer because we take advantage of the diversity that we all bring to campus. Respect for those differences is the foundation for using diversity effectively and recognizing that there are multiple needs in a diverse population.

There are many other benefits to well-managed diversity. Employees who feel welcomed in their work environment, feel that their opinions are fairly heard, and can have open communication without fear, will have greater job satisfaction and more opportunity to contribute in a positive way. This can reduce turnover, help match an individual's talents

to needed tasks, and save time by minimizing conflict and avoidance.

Despite all the benefits, this is not always a process that happens naturally. Well-managed diversity comes about through frequent discussion, training and development programs, changes to the way things are typically done, and one-on-one assistance. Fortunately, there are many resources available to help foster a supportive environment, but each of us carries the obligation to help meet this goal.

To further assist, the Finance and Administration Diversity Plan will be released soon, and will be rolled out to offices and via the web. The plan will include goals and guidance for offices, and an overview of what is happening across the division. I hope that you find it helpful as we all move towards an even more productive and positive work environment.

## News Briefs

• On May 16, **Human Resources** began a series of employment recruiting ads that will run daily on WFRD/99 Rock (99.3 FM, [www.wfrd.com](http://www.wfrd.com)). The commercials, which are voiced by James Burger, HR Communications Manager, and Jennifer Cocklin, Employment Recruiter, include a weather intro as well as 30-second generic and job-specific spots. The campaign will run through September.

• FYO9 brings some exciting changes to digital printing at **Design, Printing, and Mailing Services**. DPMS will be replacing current analog digital equipment with a reprographic copy press system which will allow the flexibility of running a wide variety of media as well as having offset press quality at high speeds. The system is also in line with sustainability goals; with very low waste,

low emissions, and power-saving features. DPMS is extremely excited at the prospect of having a digital press which provides a high end product at a digital copier price. To review services offered by DPMS, visit <http://www.dartmouth.edu/~dpms/>.

• The 2007 **Endowment Brochure** is now available online at: <http://www.dartmouth.edu/~control/endow/ppp/annuals.html>.

## The Numbers Tell the Story- Payroll Authorizations

7,400. That's the average number of Payroll Authorizations (PAs) processed each year. Why so many? The PA is the driver in all employment-related transactions, whether for a new hire of regular or temporary employees, promotion, reclassification, transfer, or end of employment. As a result, the importance of timely PA submission can't be overstated.

The PA is central to entering the individual into the HR database, thereby expediting orientation, onboarding, benefits enrollment, wage payment, DND listing, and work location of the employee. Such information contributes significantly

to the effectiveness of the employee, the hiring department, and the College at large.

Unless there is prompt submission of a PA by the hiring department, it is likely that a new employee will miss orientation or will be without system access or e-mail on their first day. A late termination PA may result in overpayment, while in the case of a promotion, it may require a retroactive salary adjustment.

Departments can make a difference by sending their PAs to Employee Information Services (EIS) as soon

in advance as possible. New Hire authorizations should be sent at least two weeks in advance of the hire date, while I-9s and W4s should be completed within three days of the employee's start.

Payroll Authorization forms are available on line at [www.dartmouth.edu/~control/payroll/forms.html](http://www.dartmouth.edu/~control/payroll/forms.html). Should you have any questions on how to complete the form, or if you need clarification about the process, please contact EIS by phone at 646-2697 or via an e-mail to Employee Information Services.

## Employee Profile: Brenda Freeland, EHS



Brenda began her Dartmouth career in 1985, originally hired to work in Buildings & Grounds to do drafting work and manage the building plans. She eventually assumed management of the Asbestos and Lead Programs. This led to a position in the newly created Environmental Health & Safety (EHS) office in 1994.

As an Occupational Hygienist in EHS

and manager of the Facilities Environment Program, Brenda has been able to work directly with employees and managers campus-wide to improve safety awareness and ensure compliance with many regulatory requirements. She is an authorized OSHA Outreach Trainer, has earned the designation of Occupational Health & Safety Technologist, and completed a master's degree in management.

Brenda recently completed the Leadership Upper Valley Program. Although she is an Upper Valley native, she

learned about many agencies and services available to Upper Valley residents, and feels fortunate to live in a community with so much to offer. She is presently volunteering with the United Way.

Brenda enjoys traveling and has visited many national parks and local areas of interest with her husband, and visits the places her children are living. She also enjoys traveling in Europe and plans to continue learning about other parts of the world through travel.

## Dartmouth Mentor Exchange

Mentoring can be defined as an information exchange in which one person acquires practical knowledge, guidance, support, and feedback from a more experienced person.

In the workplace an effective mentoring program is a valuable resource in upgrading employees' skills and enhancing satisfaction in their careers. Traditionally, such a program involves a senior, experienced colleague (the mentor) and a less experienced

junior colleague (the mentee). However, when mentoring occurs informally and without organizational involvement, its effectiveness is greatly reduced. Research has shown that the most successful programs are those in which leadership takes an active interest in the benefits gained both by the participants and by the organization.

Offered by Human Resources, the Dartmouth Mentor Exchange is a

program designed for all segments of the workforce, with the goal of creating an open and trusting environment that facilitates acceptance and the utilization of feedback.

To learn more about the program, which is offered through HR's professional development course catalogue, visit [www.dartmouth.edu/~hrs/profldev/](http://www.dartmouth.edu/~hrs/profldev/).

## Did You Use a Credit Card Today?

A critical challenge facing us at work and home is the security of personal sensitive information. In response to the Payment Card Industry Data Security Standard (PCI DSS), a set of industry-developed requirements, Kate Lark, Director of Risk Management, Diane Houle, Director of Accounting Operations & Control, and David Bucciero, Director of Technical Services, have initiated the Card Privacy and Control (CPAC) project.

PCI DSS was created to provide common standards and a single method to safeguard confidential credit card data. These standards have 12 requirements, including controls for handling credit card information and computer and internet security. These standards

must be followed by Dartmouth College to ensure compliance as well as to provide a high level of protection for our students, customers, and donors.

The project team includes business process owners, and financial, internal control, and information technology experts from throughout the Institution. The project goal is to safeguard confidential credit card information that is processed on campus. In April, team members started interviewing departmental employees who process credit card information. The team members will complete an inventory of systems and applications that process, transmit, and/or store credit and debit card data.

The CPAC team will identify and implement changes that are needed to achieve compliance with PCI DSS. This will include changes to systems and business processes, formation of a review board and implementation of an annual self assessment process.

PCI DSS compliance will help Dartmouth provide industry sanctioned safeguards to its departments. Ultimately, how successful compliance is will depend on what *WE, as individuals*, do when processing credit card payments!

If you have any questions please feel free to call the Office of Comprehensive Risk Management, Internal Controls: Mary Fisher (6-3039) or Sandy Hsyu (6-9257).

## Serving Artful American Cuisine at the Hanover Inn

The Hanover Inn has all new menus for catering, lunch, and dinner. The overall approach to the menus is to increase the connection between the farm and the table. Countless hours are dedicated to sourcing the best ingredients for the Inn's dishes.

Executive Chef Jason Merrill and his team visit the farms where the products are produced to ensure ecologically friendly methods. The foods we serve, including those grown in local gardens, are natural, organic, hu-

manely raised, or are from ecologically sound sources.

Chef Merrill also has an array of personal dishes that he has brought to the Inn including: grilled Berkshire pork loin, wild mushroom tamal, salsa verde, mango and roasted pepper relish, and chayote squash.

In case you can't make it to the Inn to try the new menus, here is a recipe from Chef Merrill for you to try.

### Salsa Verde

2 pounds of tomatillos, husked  
1 Spanish onion  
2 Poblano chilies  
2 cups water  
1/2 bunch cilantro  
3 sprigs basil  
Cumin  
Chili powder  
Mexican oregano  
Salt and pepper to taste  
1 crusty roll

In a large sauce pot sauté the tomatillos, onions and chilies until tender, add 2 cups water, and bring to boil. Boil for 3-5 minutes. Season with cumin, chili powder, oregano, salt and pepper (about a table spoon of dried spices, and salt and pepper to taste).

Add cilantro and basil to the pot, and then puree the mixture until smooth. Serve with shredded pork, beef or chicken for a wonderful taco or tostada meal, or with bread or chips.

## The Finance and Administration Flyers

Staff in several offices of Finance and Administration are participating in this year's Prouty, in the 10K hike and in 25-, 50-, and 100-mile bike rides, as part of the Finance and Administration Flyers team. We also have members from other areas of the College, and family members. Most participants are newcomers to the Prouty, which is a great reason to feel proud of our team! Members so far are Jason Angell, Mike Blayney, Tawnia Boutin, Mark Bowman, Michael Cimis, Eric Cook, John Dadmun, Janet Gilson, Diane Kenney, Bo Petersson, Faith Terwilliger, Kevin Weinman, Diane Houle, Lisa, Dave, Camille, and Lane Celone, and Lora Wise. Please wish all of these participants well, and head out on a walk or ride with them if you can! If you want to join, or to sponsor a participant or the team in general, visit [www.theprouty.org](http://www.theprouty.org) and search by the team name.

## Finance and Administration Mission Statement

*We are proud to steward the human, physical, natural, and financial resources of Dartmouth College in pursuit of its mission.*

## Divisional Offices

Fiscal Planning and Budget  
Comprehensive Risk Management  
Controller's Office  
Environmental Health and Safety  
Facilities Operations & Management  
Hanover Inn & Minary Center  
Human Resources  
Investment Office  
Procurement & Auxiliary Services  
Real Estate Office  
Second College Grant/Woodlands Office

## Welcome New Divisional Staff

Johnathon Nadeau, Custodian, FOM, 1/2/2007  
Alberto Santiago, Custodian, FOM, 1/2/2008  
Jade Erhard, HR Consultant, HR, 1/7/2008  
Mark Bowman, HR Consultant, HR, 1/15/2008  
Blendon Salls, Custodian, FOM, 1/20/2008  
Jason Merrill, Executive Chef, Hanover Inn, 1/21/2008  
Leslie Seabrook, Assoc. Dir. Comprehensive Risk Management, 1/21  
Jeremy Wheeler, Custodian, FOM, 2/11/2008  
Derek Hussey, Oil Burner Tech, FOM 2/14/2008  
David Foster, Loss Control Manger, Risk Mgmt., 3/1/2008  
Charles Billingham, Custodian, Hanover Inn, 3/10/2008  
Patricia Hanchett, EIS Representative, Empl. Info Svcs., 3/24/2008  
Amy Walls, Managing Dir. Marketable Securities, Investments, 4/1/2008  
Karen Hautaniemi, Postmaster, FOM, 4/21/2008  
Michael Zangli, Locksmith, FOM, 5/5/2008  
Jennifer Slack, Press/Bindery Technician, DPMS, 5/19/2008  
Melissa Theriault, Tenant Coordinator, Real Estate Office, 5/19/2008

## Campus Involvement Opportunities

### Getting to Know Dartmouth

- The various libraries across the College often host interesting exhibits of various works in their public spaces, including rare books and a vast array of art and works on paper. Challenge yourself to visit each library to see what resources are available or to see the works on display.
- How does Dartmouth appear to prospective students? The Admissions Office offers campus tours open to all, where you can get the student perspective on Dartmouth and see the campus with new eyes. The schedule varies by season and is available at <http://www.dartmouth.edu/apply/visiting/campus.html>.

### Diversity-Related

- The *Black Womanhood: Images, Icons, and Ideologies of the African Body* exhibition is showing at the Hood through August 10. Information on the exhibit is available on the Hood's website, <http://hoodmuseum.dartmouth.edu/>.
- The Rassias Foundation offers community language programs open to all, in ESL, French, German, Italian, Japanese, Mandarin Chinese, and Spanish. If you have always wanted to learn a language or want to brush up, try the Rassias Method, which was first developed at Dartmouth. Employees receive a \$25 discount on course tuition. Visit <http://www.dartmouth.edu/~rassias/> for more information and schedules.

### Training and Development

- Even if you have already taken training related to Journal Entries, there is an additional "Best Practices" training available that will help reduce errors and save time for you and for the Controller's office. There are other best practices trainings available: check them out from the online HR catalog, available at <http://www.dartmouth.edu/~hrs/>.
- Saving for retirement is important for each and every employee. To help you think about your own savings strategy, listen to the stories of employees from across campus in online videos available at [http://www.dartmouth.edu/~hrs/benefits/saving\\_for\\_retirement.html](http://www.dartmouth.edu/~hrs/benefits/saving_for_retirement.html). Other retirement tools and training are available through HR as well.