



Dartmouth College Finance and Administration News

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Technology Tips

To help find emails archived to folders, take the time to forward messages with vague headers (“re: re: re: meeting”) to yourself with new, clear header topics (“re: agenda and participants for initial project meeting”).

To highlight all cells with data in a spreadsheet without having to scroll and drag, click in cell A:1. Press and hold “control” and “shift” at the same time. Still holding those keys, press the right arrow key once and the down arrow key once. Release the keys.

If you have information for the next edition of the newsletter, in May, please contact Lora Wise or Lisa Celone in the Finance and Administration Office.

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Letter from the Executive Vice President: Divisional Integrated Strategic Planning



Welcome to the inaugural edition of our Finance and Administration Division News-

letter. We decided to begin this newsletter to help staff throughout the division be better informed about initiatives taking place in various offices and in the division (and College) at large. The next editions will be published in May and September. We hope that you enjoy these and find them informative. Many thanks to staff who provided news items.

The division has been engaged in a planning effort to create an Integrated Strategic Plan

that incorporates all of the division’s functions and offices. The effort began in the fall, when divisional directors met for a retreat and planning session. After the retreat, directors returned to work with their respective offices to create plans and identify challenges and opportunities that lie ahead. After the department plans were finalized, they were integrated together into a unified strategic plan that reflects the work of the various functions of Finance and Administration, but also identified issues and objectives that impact us all. The plan will be rolled out in coming months.

The plan also includes a new Mission

Statement as well as our Divisional Core Values, which I would like to share with you. We wanted a Mission Statement that was easy to understand and remember, so that all staff can clearly articulate what the Division does: *We are proud to steward the human, physical, natural, and financial resources of Dartmouth College in pursuit of its mission.*

Our Core Values reflect *how* we do what we do.

- Respect: We value all members of the diverse Dartmouth community, encourage the contributions of every employee, and consider the individual needs of each person.

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News Briefs

- Employee Information Services now has a Blitz Bulletin with information on pay, time-keeping, and pay schedules.
- FO&M has adopted a “no idling” policy for vehicles that will result in energy and air quality savings for the College.
- The Endowment Office is reviewing restricted Scholarships and Professorship funds for donor intent of distribution of funds.
- Environmental Health and Safety Director Michael Blayney has been appointed to the NH Governor’s Climate Change Policy Task Force.
- The Real Estate Office will have completed the South Block project in summer 2008. The block (on South Street) will include retail, food service, and apartment space.
- The Minary Center has a new website. Visit www.dartmouth.edu/~minary/ to find out how you can use the Center for retreats and meetings.

Divisional Planning (cont. from page 1)

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- **Integrity:** We conduct ourselves in an ethical and authentic manner, sharing our professional expertise in a commitment to advancing the interest of the institution.
- **Stewardship:** We preserve and maximize the effectiveness of Dartmouth's many resources by ensuring their sustainable utilization.
- **Communication:** We create and maintain channels for open, honest dialogue to encourage the free and constant exchange of knowledge and to facilitate ongoing collaboration and teamwork.
- **Enthusiasm:** We strive to pro-

vide a work environment with highly satisfied, focused employees who consistently take the initiative to deliver outstanding results.

- **Reflection:** We learn from past experiences, embrace change, and apply innovative analysis to improve processes and accomplish our strategic goals.

We will be having several All-Division Staff Meetings to roll out the plan and next steps, and to discuss various other topics. The meetings are offered at various dates and times in hopes that as many staff as possible can make one of the dates. The meetings will be held at the following times:

Tuesday, February 5, 10-11:30 AM in Collis Common Ground

Wednesday, February 6, 7-8:30 AM in Alumni Hall

Wednesday, February 6, 3-4:30 PM in Alumni Hall

I hope to see you at the meeting that best fits your schedule, and I look forward to working with all of you to complete our upcoming initiatives.

-Adam Keller

Employee Profile: Gary Hill, FO&M



In November 2006, Gary Hill, a native of western Massachusetts, was hired as Dartmouth's Director of Custodial and Recycling Services in Facilities Operations & Management (FO&M). Gary's responsibilities include managing custodial, recycling and composting services (*Dartmouth Recycles*) for academic, administrative, athletic and dining facilities totaling over five mil-

lion square feet. The Custodial department consists of 140 employees providing services on three shifts, seven days a week.

Gary worked in facilities while also earning degrees in Facilities Engineering and Industrial Education. He worked at the University of Rhode Island for many years, and he founded the URI Recycling Program. He also realized he enjoyed the academic environment. Although it was a difficult decision to leave URI, Gary was excited to come to Dartmouth, where he

was impressed by the students and staff. Gary is active in APPA, an organization dedicated to excellence in higher education facilities management.

Gary also works with the Upper Valley United Way and the Humane Society. In warmer weather you'll often find him on the back roads of northern New England riding his '85 Harley-Davidson, spending time on a New England beach or just hanging with his best friend J.D. - the "Wonder Dog".

Professional Development and Training

Kerry Jones, Director of Workforce Planning and Organizational Effectiveness, is leading a campus-wide effort from within Human Resources to expand and coordinate learning and professional development opportunities.

Kerry is working with College leaders and a steering committee to identify broad job competencies and behaviors necessary to reach our institutional goals and to

determine how to align training and development opportunities with those goals. Kerry is also assessing the current opportunities that already exist across the College and whether intended results are being achieved by those programs.

Faith Terwilliger has joined the Finance and Administration Division as the Director of Professional Development, Fiscal Services. Faith oversees development

and delivery of financial services professional development for employees across the College, including accounting, internal controls, reporting, budgeting, procurement, compliance, restricted funds, and payroll.

See page 4 for more information on professional development opportunities.

Comprehensive Risk Management and Internal Controls

Many changes are occurring in the Office of Comprehensive Risk Management. Kate Lark was hired as the new Director in July. This month, the Risk Management office welcomes the addition of Internal Controls, which is moving to Risk Management from the Controller's Office. Mary Fisher, Financial Operations Analyst, and Sandy Hsyu, Internal Control Analyst, join the Risk Management staff on January 15th.

The concept of risk has evolved over the years and is no longer restricted to addressing the more traditional concepts of risk such as property and liability hazards. To adequately manage risk, we recognize the need to fully ap-

preciate and assess the diverse risks facing institutions of higher education. Dartmouth, like its peers, manages a complex array of risks, and because of this complexity, we want to reexamine how we assess risk and how we go about managing it. By joining Internal Controls with Risk Management, we are aligning the needed resources to do this. We will expand our efforts in risk assessment to all risk areas – operational, financial, strategic and reputational. By combining the functions, we will bring together complementary strategies and build a more cohesive approach to managing risk.

Internal Controls and Risk Management will also act as a liai-

son with PriceWaterhouseCoopers, a consulting firm that was selected to be Dartmouth's "Risk Identification Partner". Together we will work to identify significant risks across campus and look closely at critical areas so deficiencies may be evaluated and corrected.

Internal Controls continues to be authorized to contact the Office of General Counsel if it identifies fraud or unethical business conduct.

If you have any questions, or wish to talk with Risk Management regarding any risk concerns you may have, feel free to call Kate Lark, Mary Fisher or Sandy Hsyu at 6-2442.

Changes at the Hanover Inn

The Hanover Inn is in the early planning stages of building renovations to include the guest rooms, 1st floor conference rooms, and main floor kitchen, dining and lobby areas.

Carl Pratt, the Inn's General Manager, together with the Planning Design & Construction (PD&C) Office, initiated master planning with the architectural firm Truex Cullins & Partners in Burlington, VT to identify structural deficiencies and to develop design ideas. The Inn is working with

PD&C and the Real Estate Office to understand zoning implications for any recommended changes to the current building footprint. The goal of any renovations is to bring the facilities in line with the Inn's high quality reputation of meeting and surpassing guest expectations, and with other College facilities.

The Inn is also excited to welcome Jason Merrill, the new Executive Chef, who will be joining the Inn's kitchen staff in late-January. Jason

has been the award-winning Executive Chef at the Jackson House Inn and Restaurant in Woodstock, Vermont for the past three years. Prior to his work in Woodstock, Jason was the Executive Chef of Catering at Lon's at the Hermosa in Scottsdale, Arizona. We are very grateful to Ed Tedesco, Brent Battis, Jeffrey Smith, and the other chefs who have done an outstanding job at creating new menu options and serving the Inn's restaurant and catering guests.

The Second College Grant Bicentennial

The Second College Grant celebrates its bicentennial in 2007-2008. The State of New Hampshire made the land grant to the College in 1807, and it was finalized the following year. The Grant continues to supply scholarship funds from a sustainable timber harvest, and provides students, faculty, and staff with an amazing recreational asset and natural classroom. The

Grant is also maintained to provide high-quality habitat for a variety of native species.

A summer celebration has already been held at the Grant, which included workshops, hikes, and speakers. A winter celebration will be held in mid-February,



with workshops on reading animal sign and dog sledding. There will also be an event on campus in Hanover in the spring.

You can visit the Grant throughout most of the year. Cabin rental information is available at <http://www.dartmouth.edu/~doc/secondcollegegrant/>.

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

Budget and Fiscal Planning
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

Roxanne Baker Custodian, FOM, 12/2/07
Tonya Cameron, Cash Accounting Assistant, Controller's Office, 10/1/07
Linda Cosgrigg, Employee Information Services Representative, 9/17/07
Caroline Eastman, Custodian, FOM, 9/28/07
Mark Graveline, Custodian, FOM, 11/5/07
Megan Hammond, Managing Director of Alternative Investments, 9/24/07
Douglas Hodgdon, Table Server, Hanover Inn, 10/29/07
Scott Jandreau, Table Server, Hanover Inn, 9/25/07
Gabrielle LaHatte, Invoice Processing Assistant, Accounts Payable 11/5/07
Stephen LeBlanc, Financial Planning and Budget Analyst, 10/21/07
Robin Miller, Custodian, FOM, 10/21/07
Roy Norton, Custodian, FOM, 9/16/07
Seth Parker, Electrician, FOM Shops, 9/9/07
Shelley Reeder, Custodian, FOM, 10/15/07
Mary Scelza, Table Server, Hanover Inn, 11/25/07
Stephen Shadford, Energy Engineer, FOM, 12/6/07
Gregory Shughard, Heating Plant Operator, FOM, 12/3/07
Sofronas Demosthenes, Driver Safety Program Coordinator, 9/17/07
Gregory Stanley, Dishwasher, Hanover Inn, 12/13/07
Dana Ward, Bellperson, Hanover Inn, 10/22/07
Zachary Welch, Custodian, FOM 10/14/07
Joni Wiredu, Senior Employment Recruiter, HR 10/3/07
Lynne Young, Cash Accounting Assistant, Controller, 10/1/07

Campus Involvement Opportunities

Getting to Know Dartmouth

- Visit the Murdough Greenhouse's amazing orchid collection on the 5th Floor of Gilman Hall during lunch (<http://www.dartmouth.edu/~grnhouse/visitor.shtml>).
- Check out the Hood Museum's new Batoni portrait of Lord Dartmouth, in the first floor gallery.
- Get help quitting smoking, join in a walk, or learn to cook delicious soups in a Health Awareness Program Lunchtime Lecture. Information is available: <http://www.dartmouth.edu/~healthawareness/classes/winter/lunch.html>).

Diversity-Related

- The 2008 Martin Luther King Jr. Celebration program is online now, at www.dartmouth.edu/~mlk. With over 25 programs covering a wide range of topics and times of day, you are sure to find something of interest.
- Beyond 101: Diversity Next Steps is a new training program that follows up on Diversity 101: Campus of Difference. Find more information on this and other programs at www.dartmouth.edu/~ide/events/.
- The same link takes you to descriptions of upcoming Diversity Forums, a chance to hear informative speakers, meet colleagues, and enjoy a light lunch.

Training and Development

- Human Resources now serves as a one-stop registration portal for many campus learning opportunities, through the new registration program ABCSignup. Visit www.dartmouth.edu/~hrs/profldev/ to see the listing of available opportunities. Check back often!
- New Fiscal Administration classes include using Pivot Tables, Verifying Transactions, Labor Distribution, and Balance Sheet Reconciliation are now available.
- Management Essentials at Dartmouth (MEAD) is a new program to develop management skills through online courses and in-class sessions with College subject experts. Contact Kerry Jones if you are interested in learning more.