



Campus Profile

Buildings and Grounds Department

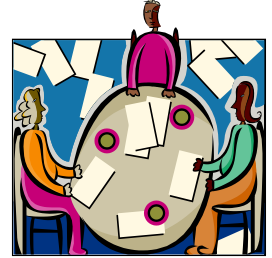


Members of the B&G Department

Jim Abbott, Lori Campbell, Andrew Brackett, Geoff Tullar, Jim McGrath, Jeff Knudsen, Will Hastings, Tom Loyzelle, and Ray Bullard

The Buildings and Grounds crew here at Vermont Law School offers the campus community a great deal of diversity: diversity in the length of time as VLS employees, ranging from 26 years to 6 months, as well as age (we won't mention years) and skills. On any one given day, members could be troubleshooting heating/air conditioning systems; addressing minor plumbing problems; gathering recyclables; moving furniture to set-up for a special event; delivering packages, copy paper, and supplies; inspecting fire sprinklers; maintaining compost bins; assisting with an office move; installing a sign; mowing lawn/moving snow; or working with architects to assist in campus building renovation and design, to name just a few of the department's responsibilities. Yes, the crew members are very diverse in their training and responsibilities; but they come together to get the varied tasks accomplished. As Director Jim McGrath says, "VLS is very fortunate to have a crew that is so dedicated to doing good work." This hard-working, fun-loving group takes the time to help out whenever requested; but please be aware that their 9:00 AM morning coffee break/planning time is sacred.

New Staff Members



Andrew Brackett



Andrew joined the Buildings and Grounds Department as general maintenance technician in mid-October. He attended Hartford Vocational Center for Building Trades and the Southern Maine Technical College, where he majored in buildings trades. He previously was

employed by Upland Construction in Woodstock, where he was responsible for all types of carpentry. Andrew currently lives in Sharon.

Patricia Briggs



Patricia joined the Financial Aid Office as associate director in November. Tricia comes to us from Boston University, where she spent eleven years in the Financial Aid Office, most recently as the senior assistant director. Prior to BU, Tricia worked in the Financial Aid Office at Kent State University. Tricia lives in

Norwich with her husband, Sekhar, who is a professor of physics at Dartmouth.

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Lori Ladd Brown

Arriving at Vermont Law School at the end of the summer, Lori works with Professor Sean Nolon, serving as the program coordinator for the Dispute Resolution Program. Lori previously worked at Granite State College and Dartmouth College, serving successfully in varied capacities. She has extensive experience in

program development, teaching, administration, student advising, and marketing. Lori's office is located in Abbott House on the first floor.

Matthew Carluzzo

As the director of Academic Success and assistant professor, you'll find Matt on the second floor of Waterman Hall. Prior to arriving at VLS, he served as dean of Cook Commons at Middlebury College, where he was in charge of an office



responsible for providing support for 450 students, working directly with the students to improve their test-taking, research, and time-management skills. Matt graduated from Dartmouth College and Georgetown University Law Center. He practiced law in Washington, D.C., with Arnold and Porter and with Gilbert LLP. He and his new spouse live in Pomfret.

Heidi Connor

In late September, Heidi joined the Cornell Library staff as administrative assistant. She is a long-time resident of Chelsea, Vermont, and a graduate of Grinnell College, where she majored in history and global development studies. She previously worked as the personal assistant to the national finance chair of the Democratic National Committee. As a fan of felines, she'll be happy to share the various escapades of her cats with you and to hear of yours.

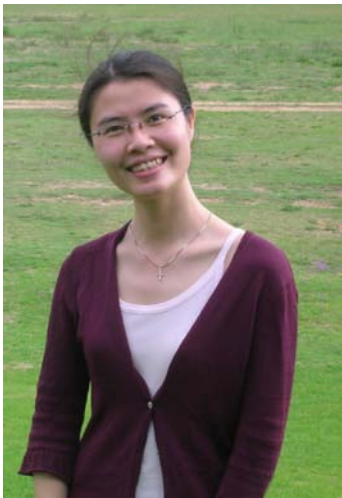
**Alex Dubreuil**

Working part-time through the summer, Alex was recently promoted to assistant network administrator in the IT Department. He is a recent graduate of Northeastern College, earning a degree in mathematics and computer science. Alex recently moved back to Vermont from Boston and is happily settling in. For relaxation he enjoys going on walks on weekends with his pooch. Yes, his mother is Lori, who also works in IT. Although they commute to VLS together, they are seldom on the same work assignment.

Yanmei Lin

Yanmei is VLS's new assistant director for the U.S.-China Partnership for Environmental Law. She comes to us from the American Bar Association Rule of Law Initiative's China Program, where she worked for more than three years managing and implementing projects in the areas of environmental law and civil society

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development in China. She also served as a lecturer and researcher for China Institute of Environment and Resources Protection in Minority Areas at the Central University for Nationalities. She holds a BA and master's in law from Fudan University and an LLM from New York

University School of Law. Before coming to VLS, Yanmei led a group of VLS students on a study tour in China and helped organize a roundtable in Beijing, bringing together two judges from EPA's Environmental Appeals Board, Chinese judges, officials from China's Ministry of Environmental Protection, and leading Chinese scholars to discuss developing a judge-training curriculum to assist in the adjudication of environmental cases in China. Yanmei and her family are currently living on campus in the Kirsch House.

Erin Mullen

Erin joined the Cornell Library staff at the end of September as the part-time serials assistant, working in the collections management office. She previously worked at Pembroke Town Library and the Lebanon Public Library. Erin earned her BA from Southern New Hampshire University.



Michelle Parent

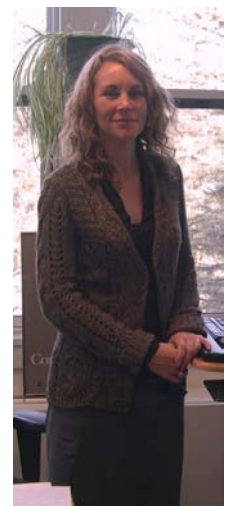


Michelle Parent joined VLS as the new program coordinator for Career Services as of November 15th after working as a temporary employee in the department for about two months. Michelle,

who lives in Chelsea, received her BA in art from the University of Southern Maine before joining the U.S. Army, where she was graphic documentation specialist supporting the troops during Operation Desert Storm. She then worked for the Vermont Army National Guard in a number of positions, including as a medical logistics and operations officer and recruiting and retention specialist. She is still active with the Guard. Michelle also worked as a computer repair technician at Apples to Apples in Rochester, Vermont, and customer service rep at Timken Aerospace in Lebanon, New Hampshire, before joining the Office of Career Services at VLS.

Rebecca Purdom

Rebecca joined Vermont Law School in the fall, appointed to the newly created position of director of the distance learning program and also assistant dean of the Environmental Law Program and associate professor of law. Rebecca is a VLS graduate of the JD and MSEL programs, a frequent adjunct faculty member, and recently directed the environmental program and distance learning program at Green Mountain College. Her office is located on the second floor of Debevoise Hall.



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Angela Vespa

Angela joins the International and Comparative Law Programs department as program coordinator. She brings several years' experience as project manager for Green Mountain Environmental, where she coordinated multiple complex projects, maintained relationships with foreign clients and international labor partners, and administered both the annual budget and weekly accounts. Previously, she served as marketing manager for the AIM Group, creating promotional materials and marketing campaigns. She speaks French and has basic Spanish comprehension. She earned a BA in professional writing and a MS in higher education administration.



Ariel Wiegard

Arriving from the Lukens Company in Arlington, Virginia, where she served as an account manager focusing on membership development, fundraising strategy, and direct marketing implementation for nonprofit and political organizations, Ariel joins the Office for Institutional Advancement as annual giving and reunion coordinator. Ariel will work with VLS's seven milestone reunion classes (5th, 10th, 15th, 20th, 25th, 30th, and 35th).



Benefits Update

by Clarke Collins, Senior Benefits Administrator

2011 403(b) Contribution Limits

The IRS has announced the contribution limits for our 403(b)

supplemental account for 2011, and they remain largely unchanged from 2010.

If you are under age 50, your contribution limit is \$16,500.

If you are age 50 or older, you can contribute an additional \$5,500 for a maximum contribution of \$22,000.

If you wish to change your salary deduction election based on this information, please complete the TIAA-CREF Salary Reduction Letter located in the "Personnel Forms" folder on the K drive or contact Clarke in HR with any questions.

Flexible Spending Changes for 2011

Effective January 1, 2011, OTC medicines or drugs are not eligible for reimbursement under an FSA unless the medication is prescribed by a physician. The only noted exception is insulin, which can still be reimbursed without a prescription. This limitation only applies to medicines or drugs—other medical supplies (such as bandages, contact lens solution, etc.) are NOT affected by this change. Again, this change will be going into effect on January 1, 2011, so any OTC medicines or drugs purchased can be reimbursed between now and December 31, 2010 as usual.

Here are some common OTC expenses that will not be eligible for reimbursement without a prescription starting on January 1: acid controllers, allergy/sinus medications, antibiotic products, anti-diarrhea/gas products, anti-itch products, baby rash ointments, cold sore remedies, digestive aids, cough/cold/flu meds, motion sickness products, sleep aids, and pain relief medications.

Here are some examples of items that WILL be eligible after January 1: Band Aids, diagnostic tests/monitors, insulin and diabetic supplies, wheelchairs/walkers/canes, birth control, contact lens solution, bandages and wraps, braces and supports, first aid supplies, and reading glasses.

The IRS has not provided an all-encompassing list, but these lists should give you examples to refer to.



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If you have any questions please contact Human Resources.

Being Safe in Winter

From, William J. Mayor, MD

One of the more picturesque images of winter is a landscape covered in a fresh blanket of snow. Beyond appreciating the beauty of such scenes, being in them can provoke joy and hardship—joy for those who love sledding, skiing, snowboarding, and ice skating; and hardship for those who shovel drives and walkways. To help ensure safe outdoor winter work and fun, be sure to follow these tips:

- **Dress for the weather**, including head covering—especially nose, cheeks, and ears prone to frostbite—and warm boots and mittens or gloves; go indoors if skin appears red and swollen or waxy.
- **When shoveling snow**, take small amounts per shovelful and use your legs to lift and turn, not your back; talk with your doctor first if you do not do regular physical activity equivalent to shoveling. Back strain and heart attacks are common causes of emergency room visits for older shovelers.
- **Sled away from trees** and other sledders and obstacles; don't sled head-first.
- **Ski and snowboard** only with proper-fitting equipment, stay in control, and always wear a helmet.
- **Test ice before you go out on it**—ice should be at least four inches thick for any activities on foot, five inches thick for snowmobiling.
- **Don't mix alcohol and outdoor winter activities.**

Taking these precautions can help you enjoy your winter wonderland without a visit to the emergency room.

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IT Corner



Making scanned documents “typable”

If you receive hard-copy documents to which you need to add information, try scanning the document to a PDF and then using the Typewriter Tool to add your text. If you have forms you need students or others to fill out, try converting that form to a PDF and Enabling the Typewriter Tool for Acrobat Reader. Here's how...

Using the Typewriter Tool

1. Convert your document to a PDF...
 - a. Scan hard copy documents using your flatbed scanner or a network printer. (If you need help with this, ask the Helpdesk.)
 - b. If your document is in electronic format, but is not a PDF, open it, click File, Print, and choose Adobe PDF. Save the PDF file on your computer.
2. Open Adobe Acrobat Professional and click File, Open, then locate the file you just saved and click OK.
3. Click Tools, select Typewriter, then click the Typewriter option. Click on the document where you need to add text. You should see the Typewriter icon (looks sort of like a Y with an A next to it).
4. Start typing! Then click in the next spot where you need to add text, and type in the info you need there. Continue until you've added everything you need.
5. Save the file on your hard drive (or click File, Save As and give it a new name if you want to keep the original as a blank template) and you're done.

Enabling the Typewriter Tool for Acrobat Reader Users

- Open your PDF with Adobe Acrobat Professional.
- Click Tools, select Typewriter, click Enable Typewriter Tool in Adobe Reader... This will add a purple bar to the top of the page, with instructions and a Typewriter button.

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- Save the file on your computer. You can then send the file to students or other users as an email attachment, or upload it to a web page (contact Lori if you need help to do this).
- Users don't need to have Acrobat Professional, just Adobe Reader. They can add information to the document by simply opening the document using Adobe Reader, clicking the purple Typewriter button, clicking on the document and typing in their info, then saving a copy on their computer. It is strongly recommended to include instructions for using the form, particularly the bit about "saving a copy on your computer," as this is the only way to save the text they've added to the document. Users can, instead, opt to print out the page as hard copy once they've added their text; this option does not save the text on the original document.

the social media guide, and the website content management system manual.

Style Guide: The VLS Style Guide, which can be accessed at K:\Common\Communications\VLS Logos & ID Standards, includes standards and guidance for writing and formatting of materials produced under the Vermont Law School name. This guide provides standards for spelling and usage of place names, departmental names, titles, and other terms commonly used in reference to the Vermont Law School community. It also provides guidance for commonly misused or misspelled words and terms. This document is frequently revised, so check for updates. Please feel free to contact Jennie Clarke if you have ideas for topics you'd like to see covered in the Style Guide.

Photos: All VLS staff and faculty now have access to the L: drive, where digital photo files are stored. A searchable, online database will be available in the coming months. In the meantime, if you need guidance in locating a particular image, please contact Jennie Clarke. Note that some images require permissions or have other usage restrictions, such as giving credit to the photographer, so it is best to check before using an image in any material for wider distribution. Such restrictions will be more clearly indicated as photos are uploaded to the searchable database. You may also upload VLS photos to the L: drive in the For Communications Review. Let Jennie know when you've done so, and a Communications staff member will move photos to the appropriate long-term storage file.

Logos: Digital files of the VLS logotype, swan seal, and bell tower graphic are available on the K:\Common drive in Communications\VLS Logos & ID Standards. Please note that the VLS logo is for institutional, not personal use. If an outside institution wants to use the VLS logo, they must ask permission to do so (and should contact Jennie Clarke or Carol Westberg in Communications). Also included in the folder on the K: drive is a PDF copy of the Identification Standards, which serves

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Style Q&A

by Jennie Clarke



Q: Where can I find information on topics such as VLS writing style, photos, and logos?

A: Communications has a web page on the VLS intranet that serves as a guide to information managed by this office. Visit www.vermontlaw.edu/admin/x11399.xml (or you can reach this page from the Faculty/Staff web portal by clicking on COMMUNICATIONS in the left navigation bar). There, you'll find out who to contact with questions about marketing, media relations, event publicity, web communications, and publication production. You'll also find links to documents to aid in planning for event publicity and publications, the style guide, the logo and identification standards guide, tips for working with the media, the VLS messaging statement,

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as a guide to logo usage and other identification standards for Vermont Law School. If you have questions about logo usage or need assistance determining which file format or graphic is most appropriate for your needs, please contact Jennie Clarke.

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PUZZLE CORNER

The fish market is selling several kinds of fish; but there aren't any prices listed. You ask about the prices, but all the seller will tell you is this:

- *a pound of salmon and a pound of bass are \$12
- *a pound of bass and a pound of swordfish are \$10
- *a pound of salmon and a pound of swordfish are \$8
- *a pound of swordfish and a pound of catfish are \$5

Each price per pound is a whole-dollar amount. How much is the price per pound for each kind of fish? Send your answers to ptrombly@vermontlaw.edu The names of the first 5 persons sending correct complete answers will be put in a hat with one drawn to receive a prize.

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From the Safety Committee

Diane Hayes, Director of Human Resources

Did you know that VLS has an active Safety Committee? The committee is comprised of students, staff, faculty, and administrators who meet to discuss safety and security issues here on campus. Recently, through the efforts of Safety Committee members, several safety and security issues were addressed:

First-aid kits, which are placed in every building on campus (check out your building's restroom), were inspected and restocked. In each first-aid kit you should find gauze, bandages, antiseptic wipes, burn ointment, medical exam gloves, triangular bandages, aspirin (for heart attack victims), and mouth barriers (for mouth to mouth). A large first-aid kit has been installed in Chase and one of the two AED units has been moved to the intersection of Oakes/Debevoise

buildings for easier access; the other remains in the lobby of the Library. AED training was conducted in October.

Emergency Preparedness Plans have also been updated and posted in every building. Check this document out to see where the fire extinguishers are in your building, where to meet if your building has to be evacuated, emergency numbers for local officials and key VLS administrators, and information on how to handle emergencies in your building or elsewhere on campus.

Campus Emergency Response Team (CERT)—VLS has a group of concerned students and employees who have undergone basic first-aid, CPR, and AED training. These individuals have agreed to assist any injured or ill student, employee, or visitor they come across on campus and to provide basic comfort and aid to these individuals until more experienced help arrives. If you would be interested in being a part of this group, please look for an announcement in the coming year.

What's coming up for the Safety Committee?

The committee is planning a campus wide fire/evacuation drill in the spring. More details to come when we get closer to the date.

The committee continues to work on updating the Emergency Preparedness Manual for use by the CERT.

- The committee continues to seek out safety and security issues. If you have any concerns or ideas, please share your ideas with any member of the Safety Committee (Diane Hayes, HR; Shirley Jefferson, Student Affairs; Michele LaRose, Library; Peg Elmer, LUC/Faculty; James Ostendorf, Student Rep.; Jeanne Eicks, IT; Kathy Maieli, Registrar; John Miller, Admissions; Jim McGrath and Lori Campbell, B&G; Lorraine Atwood, Administration; and Peg Trombly, Staff and clerk).

Fall Prevention Tips from the VLS Safety Committee

Of the more than 3 million disabling workplace injuries each year, more than 1 in 10 are due to slips, trips and falls. Here's what to watch for:

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- Hazard Obstacles in walkways, hallways and work areas.
- Prevention Clean up spills and debris immediately. Store supplies away from walkways and aisles. Remove clutter.
- Hazard Wet, slippery surfaces.
- Prevention Wear shoes or boots with slip-resistant soles. Take shorter steps when walking on slippery surfaces.
- Hazard Drawers and file cabinets left open.
- Prevention Keep an eye out for open drawers. Close drawers and file cabinets doors right away.
- Hazard Stairs and ramps.
- Prevention Use the handrails going both up and down.
- Hazard Obstructed views.

- Prevention Avoid carrying bulky objects that you can't see over.
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- Need a **"Second Wind"** during the day?
Here are some things to try:
- *refuel – have a fiber rich snack; the fiber helps control the release of glucose into your bloodstream, thus preventing energy dips
 - *breathe deeply – every 1 or 2 hours spend 5 minutes inhaling and exhaling deeply; it will help you feel calmer and more mentally focused.
 - *snap out of it – splash cold water on your face or pop a breath mint – mint flavors are stimulating.
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Upcoming Events

Check the campus calendar on the website for more information on these events.



- December 15: Exam Period Begins
 - December 17: Staff/Faculty Holiday Party
 - December 24 January 2 – Dean's Day; VLS closed
 - January 12: Spring Semester Classes begin
 - January 13: Gus Speth's E. F. Shumacher Lecture
 - January 17: Martin Luther King Jr. Day (holiday)
 - January 18: Martin Luther King, Jr. Day Program
 - January 25: Blood Drive
 - January 27 & 28: Agriculture Law & Policy Conference
 - February 3: Norman Williams Lecture
 - February 18: Trustee Visiting Day
 - February 19: Trustee Board Meeting
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Protective Tea



Several studies link drinking non-herbal green, black or white tea to a lower incidence of heart disease, certain cancers and other disorders. Results seem to be better the longer people *drink* tea, although how much for health is not clear. Decaffeinated brews contain the same protective compounds as caffeinated teas.

Flexible people never get bent out of shape!

Truce is better than friction.

