



**Campus Profile: Abby Armstrong,  
Director of Career Services**



**FAMILY STATISTICS:** I live in Sharon with my two dogs, Toots and Tango.

**PETS:** Toots is a 10-year-old collie and Tango is an 8-year-old golden retriever, but they really don't think of themselves as pets.

**FAVORITE MUSIC:** show tunes and country rock/folk music

**FAVORITE FOOD:** any meal that someone else wants to make for me

**FAVORITE VACATION SPOT:** I enjoy traveling anywhere I can go with my sister and her two

children. Over the years we have gone to Nova Scotia, Yosemite, Disneyland, Hilton Head, Mt. Tremblant, and this past March, Barcelona, where my niece was studying abroad for a semester.

**PLACE MOST WANT TO VISIT:** Alaska and the Grand Canyon

**RELAXATION ACTIVITIES:** For me, walking my dogs is very relaxing. I also enjoy playing (and preferably winning) team sports as well as crafts of all types.

**BOOKS, MOST RECENT READ OR FAVORITE AUTHOR:** I prefer nonfiction and am about to begin the autobiography of Judi Dench.

**MOVIE, MOST RECENT SEEN OR FAVORITE:** This category is easy: the *Sound of Music* is my all time favorite movie.

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**New Staff Members**

**Clarke Collins**

Clarke joined human resources as senior benefits administrator in April. He is responsible for the administration of all employee benefits. Clarke has taken on the additional task of managing benefits for the student insurance plans. Prior to arriving at VLS, Clarke spent five years at Kaiser Permanente, the largest west coast provider of health insurance, as a senior staff assistant, and two years at Liberty Funds Services, a mutual fund company.

Clarke received a bachelor of arts degree from Hamilton College, New York, and is fluent in German. He relocated to Vermont from California last fall along with his wife, Courtney. Clarke's office is on the first floor of Jacobs House.

### **Emily Simoneau**

As a member of the IT department, Emily is the new data processing technician. She is currently assisting the folks in OIA by refining the data in the Raisers' Edge database for increased efficiency. Emily reports to Ed Pelton, but works on a daily basis with Milo Cutler in OIA. A recent graduate from Vermont Technical College with a bachelor's degree in business technology and management, Emily currently resides in Bethel, Vermont. She hails from Holland, a small town in northern Vermont. During her years at VTC she worked part time at the Vermont Small Business Development Center in Randolph as an administrative assistant. Her office is located on the first floor of Abbott House.

### **Giuliana Robertson**

Giuliana joins VLS as the assistant director of the Academic Success Program and lecturer of law. She previously was a civil litigator, practicing in Philadelphia, New York City, and Burlington, Vermont. She also helped Woodbury College develop a four-year bachelor's degree program in legal education. Giuliana received her JD from Georgetown University Law Center and will be teaching Advanced Bar Studies in the fall. She lives in Burlington. Giulia is located on the second floor of Waterman Hall.

### **Cindy Wiegand**

Cindy joins the campus community as executive assistant to the president and dean, replacing Kelly Weisinger, who moved to the admissions office. Cindy supports Dean Shields and Helen McCarthy. Cindy formerly served as executive assistant to the vice president of development at Dartmouth College and is a graduate of Woodbury College's paralegal program. She and her husband live in West Hartford and have three children and two grandchildren.

### **Kimberly Harris**

Kim joins VLS as events and alumni relations coordinator in the OIA department. Reporting to Susan Davidson, Kim is responsible for planning events such as Commencement and Sports Weekend as well as supporting reunion class fund raising. Kim was formerly executive director for the Killington Chamber of Commerce. She was awarded a BA in psychology from Drew University in New Jersey, and spent a semester abroad in Chile at Valparaiso Catholic University. Kim resides in Killington and is active in many fund raising/charitable events.

### **Linda Sullivan**

Linda is the new legal administrative assistant for the South Royalton Legal Clinic, replacing Betsy Sponable who has moved across campus to the General Practice Program. Linda supports the director and attorneys at the Clinic. She comes to VLS having previously worked at Dartmouth College; the federal Department of Health, Education, and Welfare; the Department of Agriculture; and the Montessori Discovery School. Linda received BS and MS degrees from the University of Maryland in consumer economics. She currently lives in Hanover, New Hampshire.

### **Jason Czarnecki**

Jason comes to VLS as associate professor of law. He previously taught at Marquette University Law School and DePaul University College of Law. He earned a JD from the University of Chicago Law School. Jason will be teaching Federal Natural Resources in the fall.

### **Timothy Duane**

Tim joins VLS from the University of California at Berkeley as associate professor of law. He has experience in water law, energy, land use, conservation and marine systems and is particularly interested in land use and natural resources law. He evaluated the USDA Forest Service's proposed Revised Draft Environmental Impact Statement for a California

spotted owl management strategy on federal forests in the Sierra Nevada. Tim will be teaching Land Use Regulations in the fall. He received a JD from Boalt Hall School of Law, University of California at Berkeley, and PhD from Stanford University.

**Stephanie Farris**

Stephanie comes to VLS as the new director of the International and Comparative Law Programs and professor of law. She previously taught at Penn State-Dickinson School of Law, Oxford, George Washington, and American universities. She formerly served as legal director of Amnesty International working closely with numerous United Nations human rights bodies. Stephanie earned her JD from The American University.

**Hillary Hoffmann**

Hillary comes to VLS as assistant professor of legal writing. She has been a law clerk in the Vermont trial court system for Judge Matthew Katz and clerked at the Vermont Environmental Court for Judges Merideth Wright and Thomas Durkin. She earned a JD from S.J. Quinney College of Law at the University of Utah and a BA from Middlebury College. Hillary will be teaching Appellate Advocacy in the fall.

**Sean Nolon**

Sean serves as director of alternative dispute resolution and associate professor of law. He earned his JD from Pace University School of Law and served there as director of the Land Use Law Center and executive director of the Theodore W. Kheel Center of Environmental Solutions. Sean has also taught at the Yale School of Forestry and Environmental Studies and at the Pace University School of Law.

**Kate Spence**

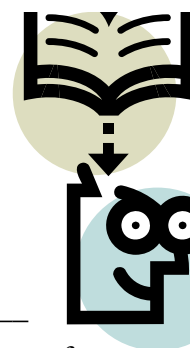
Kate joins VLS's legal writing program as its newest assistant professor of legal writing. She has worked the past eight years as an attorney at Vermont Legal

Aid's Poverty Law and Disability Law Projects. Kate earned her degree from Northeastern University Law School and her undergraduate degree from Columbia University where she majored in French. She lives in Burlington.

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**Our Civic Minded Staff and Faculty Members**

**Cheryl Hanna** currently serves on the Council on the Future of Vermont. The Council is currently holding a series of meetings across the state seeking public input regarding Vermont values and the future of our state.



**Peg Elmer** is vice president— incoming as president in September— of the Northern New England Chapter of the American Planners Association. Peg also has been appointed by Governor Douglas to the Vermont Downtown Board. The board is responsible for designating “downtowns,” “village centers,” “new town centers,” and “growth centers.”

Representing the Vermont Law School Land Use Institute, Peg serves on the legislative study committee on housing and smart growth.

**Diane Derby** serves on the state Judicial Conduct Board, a nine-member panel that investigates complaints brought against judges. The board is comprised of three judges, three lawyers, and three laypersons, of which she is one.

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**Thoughts to Ponder**

*It's never too late to be who you might have been.*

George Eliot (1819-1880)  
Writer

*A child's life is like a piece of paper on which every person leaves a mark.*

Chinese Proverb

## Benefits Update

Please remember that there is a service provided by Working Advantage to VLS employees that provides discounts of up to 60% on tickets to movie theaters, theme parks, sporting events, family events, water parks, ski resorts, Broadway theater, hotel stays, online shopping, and more! If you are interested, visit <http://www.workingadvantage.com>, and click on "register" in the orange box at the top of the page. Enter Member ID #803535408 and create your own account. You may also order by telephone, 1-800-565-3712. Contact Clarke Collins if you have any questions or need additional information.



Mark your calendars! On Wednesday, August 27th from 10:00 A.M. to 2:00 P.M. in the Chase Breezeway, we will be holding a Wellness Fair to promote education and stimulation of a healthier lifestyle. Presenting vendors include Blue Cross and Blue Shield, Gifford Medical Center's smoking cessation program, Northeast Delta Dental, and many others. There will also be a raffle for some nifty wellness oriented prizes and organized walks to stimulate your interest in exercising! Stay tuned for more information, as the day draws closer.

Also at the Wellness Fair, a brand new benefits website will be debuted that will allow employees to sign in and get information regarding their benefits offered through VLS in addition to a large variety of links to helpful websites.

In the news for benefits, Act 160 requires insurers to cover the full cost of a mammogram, less a co-

payment, and bars insurers from subjecting mammography services to deductibles. The new law takes effect on Oct. 1, 2008, and applies to all health benefit plans on and after that date.



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## Upcoming Events

Check campus calendar on the website for times and locations.



- July 31:** Future of Vermont Public Forum
- August 2:** Final Exams for Summer Sessions
- August 15:** Faculty Workshop and Luncheon
- August 18–22:** JD and MSEL Registration and Orientation
- August 18:** Welcoming Ceremony
- August 21:** Campuswide Diversity Training Sessions
- August 21–22:** LLM Registration and Orientation
- August 25:** Classes Begin
- August 27:** Wellness Fair
- August 29:** Website Launch Party
- September 1:** Labor Day Holiday

## Style Q & A

Did you know that VLS has official standards for fonts, color, and logo use?

- Official VLS color = Green PMS 576
- Official VLS font = Adobe Garamond Pro for text and Avenir LT Standard for publication names and subheadings
- Official VLS logo = bell tower

Official VLS seal = the "fighting swan" (generally reserved for use on diplomas, commencement materials, and other official documents)

## Quick Proofreading Tips:

Proofreading is an important task, especially in an academic institution. To improve your proofreading skills, consider these tips:

- Read the text you're proofreading aloud.
- Read the text backwards.
- Read the text again after taking a break.
- Read in a different light.
- Read in a different place.

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## IT Corner

### Keyboard Shortcuts



- *Windows key* - access **Start** menu
- *Windows key + Pause* - open System Properties
- *Windows key + D* - minimize/restore windows
- *Windows key + F* - open Search window
- *Windows key + F1* - open Help and Support Center
- *Windows key + E* - open Windows Explorer window
- *Windows key + M* - minimize all windows
- *Windows key + TAB* - move through open windows on Taskbar
- *Windows key + SHIFT + M* - restore all windows
- *Hold CTRL while dragging* - make a copy of selected item
- *Hold CTRL + SHIFT while dragging* - make a shortcut to selected item
- *CTRL + ESC* - open Start menu
- *CTRL + C* - Copy
- *CTRL + X* - Cut
- *CTRL + V* - Paste
- *CTRL + A* - Select All
- *CTRL + Z* - Undo
- *CTRL + B* - Bold highlighted text
- *CTRL + U* - Underline highlighted text
- *CTRL + I* - Italicize highlighted text
- *CTRL + Plus key* - increase **browser** text size

- *CTRL + Minus key* - decrease browser text size
- *CTRL + ALT + DELETE* - open Task Manager
- *ALT + underlined letters in menus* - open menu item
- *ALT + ENTER* - show Properties of selected object
- *ALT + F4* - close current window or **program**
- *CTRL + F4* - close window within program
- *ALT + TAB* - switch between open windows or programs
- *TAB* - move forwards through control items or links in current window
- *SHIFT + TAB* - move backwards through control items or links
- *ENTER* - **click** selected control item or link
- *BACKSPACE* - move up one folder level
- *HOME* - go to start of current line or web **page**
- *END* - go to end of current line or web page

## Tips from Staff for Improving Job Skills

Submitted from Namita Thomas and Katrina Munyon

### Color Coding Appointments in GroupWise

**When making a new appointment:** Go to File, New, Appointment. Enter your appointment information. Then click on the Send Options tab at the top. Click on Edit Categories at the right. At the bottom of the text box, you will see New Category. Type the name of the new category (ex: meetings). Click on Add at the right. The new category will now show up among the choices on the left and be checked. Click on Edit Color to choose the color you wish to assign to the category. When you are done making color and any other edits, click on OK. You will be back in the Send Options tab. Click on the Category drop down box and check the appropriate category for your appointment. Click on the Appointment tab and then click on Send.

**In an existing appointment:** go into the day view of the appointment. Right click on the appointment and choose categories. You can then click on an existing category or click on more to set up a new category as described above.