



Campus Profile

Kathy Hartman, Associate Dean for Enrollment Management



FAMILY STATISTICS:

I have one husband (Lew), one son and daughter-in-law (John and Shannon), and

six grand-dogs. The kids live in Orlando.

FAVORITE MUSIC:

I love most music. Depending upon my mood, I listen to new age, southern rock, classic rock from the 70s and 80s, and classical. Queen is probably my favorite band, and Buxtehude is my favorite classical composer.

FAVORITE VACATION SPOT:

We don't take vacations because I travel so much for my job. My perfect vacation day is to stay home and do anything that does not require getting in the car. As relatively new Vermonters, Lew and I enjoy exploring the state.

RELAXATION ACTIVITIES:

Relaxation activities include reading, quilting, knitting, and playing the piano or organ.

FAVORITE AUTHOR/BOOK:

Again, it depends on my mood, and I always have 3 or 4 books going at a time. Current favorites are the Mary Russell/Sherlock Holmes books by Laurie King and anything written by David McCullough or Fareed Zakaria. My Kindle currently has about 20 books on it— and they range from current fiction to political.

FAVORITE FOOD:

My absolute favorite food is true Southern pecan pie.

However, on a regular more healthy basis I enjoy experimenting with new tofu and soy dishes.

PETS:

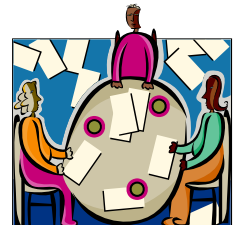
We have one 5-year-old dog, Orca, who is half golden retriever and half border collie. We also have a 14-year-old Quaker parrot, Penn Parrot. We found her in our front yard in Florida when she was a fledgling. She had a deformed claw and had been pushed out of the nest.

PLACE MOST WANT TO VISIT:

I would love to spend time in Asia.

MOVIE, MOST RECENT SEEN OR FAVORITE:

Lew and I saw *That's Entertainment* on our first date 35 years ago this month. We watched it again over the weekend—it's still special. I love the old Hollywood musicals.



New Staff Members

Tammie Johnson

Tammie joins the Legal Writing department as program coordinator for Legal Writing and also serves as housing officer for VLS. Beginning work here in July, Tammie was previously employed by Vermont Pure in Randolph, Vermont, as distribution manager.

Jeffrey Knudsen

Jeff joins the buildings and grounds crew as maintenance security assistant, covering the weekend shift. He grew up in Royalton, graduating from South Royalton High School and the Randolph Area

Vocational Center. He is an active member of the South Royalton Fire and Rescue Squad and currently serves as captain of the South Royalton Fire Department. He lives in Royalton with his wife and teenage daughter.

Siu Tip Lam

Sui Tip is the new deputy director for the U.S.-China Partnerships for Environmental Law and is also an assistant professor of law. She comes to VLS from the Massachusetts Attorney General’s Office, where she served as an assistant attorney general. While there, she enforced state environmental laws and litigated throughout the Massachusetts court system, including the Massachusetts Supreme Judicial Court. Sui Tip is a graduate from Harvard-Radcliffe College with a BA in East Asian studies and a JD from Northeastern University Law School. She arrived in the U.S. as a child from Hong Kong and speaks Mandarin Chinese and Cantonese.

Michele LaRose

Prior to joining the VLS workforce as library access services manager, Michele served as the head of access services for Western New England College School of Law Library. Michele earned a BA and a master of library science from State University of New York at Buffalo.

Yuling Liu

Yuling joins the U.S.-China Partnerships for Environmental Law as a program assistant. Prior to joining VLS full time, she worked for the program as an independent contractor offering translation services. She is a partner of a 2L student.

Amanda McAdams

Amanda joins the U.S.-China Partnerships for Environmental Law as a program assistant. She is a recent graduate of Norwich University with a BS in business administration and management. Amanda has provided clerical assistance to a property management firm and was a design service

representative for a copy and design business. She and her husband live in Royalton.

Hilary Robinson

Hilary is serving VLS as assistant professor in the Legal Writing department teaching Legal Writing II and Appellate Advocacy. She graduated from Harvard College in 2003 and Harvard Law School in 2006. Before coming to VLS, Hilary served as the Reginald F. Lewis Fellow for Law, teaching at Harvard Law School from 2006–07. She is on leave from MIT where she is a PhD candidate.

Pamela Vesilind

Pamela Vesilind ’08 joins VLS as the assistant director of the Academic Success Program and a lecturer of law. Before coming to VLS, Pamela served as a law clerk to the Honorable Dennis R. Pearson, Chittenden Superior Court.

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Benefits Update

from

Clarke Collins, Senior Benefits Administrator



Blue Cross and Blue Shield of Vermont announced on October 9, 2009, that they will cover the cost to administer the H1N1 vaccine for its members to help ensure that as many people as possible are vaccinated. BCBS members will be able to receive the H1N1 shot without paying a copayment, coinsurance, or deductible regardless of the plan benefit design. BCBS will pay the allowed administrative cost while the federal government will pay for the vaccine itself as it becomes available this fall.

The spread of the H1N1 influenza virus can most effectively be controlled through vaccination, according to the Centers for Disease Control and Prevention (CDC). The CDC has recommended that certain groups of the population receive the 2009 H1N1

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vaccine first. Vaccination efforts will initially focus on five target groups including:

- Pregnant women
- People who live with or care for children younger than 6 months of age
- Healthcare and emergency medical services personnel
- Persons between the ages of 6 months through 24 years
- People ages 25 through 64 years who have chronic health disorders or compromised immune systems

Additional information about the H1N1 vaccine and related materials can be found on the CDC website at www.cdc.gov or at the Vermont Department of Health at www.healthvermont.gov.

The **SWAN Wellness Program** recently wrapped up the first ever 10,000 Steps Challenge. Six teams of four employees attempted over a 10-week period to increase their individual steps per day up to 10,000, which is the anecdotal amount of steps you should take to gain health benefits from walking. Everyone put in an A+ effort and prizes were awarded in four categories.

- Angie Poulin won for the most individual steps, surpassing the 1,000,000 step mark and averaging over 15,000 steps per day.
- John Miller won for the most improved individual by increasing his average number of steps per day by 3,000.
- The A-Team, led by Angie, won for the most team steps. Michelle Chamley, Pauli Barnes, and Deb Becker rounded out the rest of the team.
- Swans With Babes, led by Anne Mansfield (training for a marathon), won for the most improved team. Courtney Collins, Jane D'Antonio, and Helen McCarthy also added their steps to the cause.

Congrats to the winners! All told, the group took 13,375,087 steps, which translates roughly to 6,330

miles. Those are pretty staggering numbers, and HR gives thanks to everyone for such amazing participation.

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Important Note from IT

In accordance with Vermont Law School's flu pandemic plan, the responsibility for recording classes has been shifted to administrative assistants. To facilitate possible need, they can assist faculty members with recording and posting the link of the recording to faculty members' TWEN or Blackboard sites. The IT department will continue to provide support in an emergency.

IT Facts

- VLS faculty and staff can call IT to arrange a personal tutorial on printer/copiers directly from Océ.
- If your printer jams first thing in the morning, turn the paper in the drawer over to prevent further jamming during the day.



Upcoming Events

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

- October 24:** McGill-VLS Water Workshop
- October 28:** Lunch & Learn, Vermont Button Up Domestic Violence Discussion Panel
- October 29-31:** Oktoberfest
- November 1:** EST returns
- November 3:** Election Day
- November 4:** Lunch & Learn, Benefits of Naturopathic and Homeopathic Care
- November 6:** ELC Land Use/Takings Conference
- November 9:** American Red Cross Blood Drive
- November 11:** Veterans' Day Panel
- November 14:** Admissions Open House
- November 23:** Vegan Thanksgiving

November 26: Thanksgiving Day Community Dinner
November 30: World AIDS Day Program
December 4: Last Day of Classes Party

Style Q & A



Q: I try to carefully proofread all my written communications, but errors still slip through. Do you have any tips for effective proofreading techniques?

A: There are many proofreading techniques that writers and editors find effective. You may find helpful the editing and proofreading information at the following websites.

[The Writing Center at the University of North Carolina at Chapel Hill](#) offers some good editing and proofreading tips. While aimed primarily at academic writing, the tips are relevant to most business writing.

[The Online Writing Lab \(OWL\) at the University of Purdue](#) offers tips on catching common errors.

Knowing some basic proofreader’s marks can help quickly mark copy for corrections. Refer to charts at www.merriam-webster.com/mw/table/proofrea.htm and www.chicagomanualofstyle.org/tools_proof.html. Proofreading marks are not just for proofreaders, as explained on [About.com’s desktop publishing pages](#).

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IT Corner



It is Our Shared Responsibility to Stay Safe Online

“Our Shared Responsibility” is the theme of National Cyber Security Awareness Month 2009. This promotes the message that all computer users, not

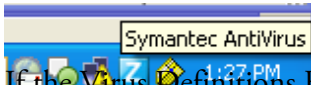
just industry and government (or the IT department), have a responsibility to practice good “cyber hygiene” and to protect themselves and their families at home, at work, and at school.

What can I do to help protect myself and the network?

1. Use strong passwords and change them periodically.
 - a. What are the characteristics of a strong password?
 - i. At least 8 characters long
 - ii. Includes a combination of upper and lower case letters, numbers, and special characters
 - b. How do I create a strong password that I can remember?
 - i. Make up a sentence about something that makes you feel good.
 - ii. Use the first letter of each sentence to create the password.
 - iii. Substitute numbers for words (4 for ‘for,’ 8 for ‘ate,’ etc.).
 - iv. Add special characters in place of words (& for ‘and,’ @ for ‘at,’ etc.) or for emphasis.
 - v. Capitalize some extra words to mix it up.
 - vi. Type out the password four or five times while saying the sentence out loud— this will associate it in your memory.

EXAMPLE:

“Vermont Law School is number one in environmental law” becomes: VLSi#1iEnvLaw!

2. Keep software updated
 - a. Periodically check to be sure the Symantec Antivirus software has updated definitions.
 - i. Double-click on the diagonal yellow shield at the bottom right of your screen by the clock.
 - ii.  If the Virus Definitions File version is more than a week old, click ‘LiveUpdate’ to run the updater for the software.
- b. Restart the computer at your earliest convenience if you get a message that your

computer needs to be restarted to complete a Windows or Microsoft Update.

- c. Choose to install Java updates when you see this icon and message:



- d. Do Not install other updates from popup messages—contact the HelpDesk first to verify.

- 3. Avoid clicking on suspicious links in email or online.
 - a. If you receive a suspicious email, forward it as an attachment to BadEmail@vermontlaw.edu for review.
 - b. Think twice about clicking on links posted on Facebook or other social networking sites.
 - i. Many types of malware (malicious software) are spread through infections of other people's accounts—their 'account' posts a link to your wall and the link downloads the infection to your computer.
 - ii. Never choose to install an updated version of Flash, a video codec or anything else that pops up when you click on these links.
 - 1. Go directly to the software installation page and check to see if you really need the update.
 - 2. Contact the HelpDesk if you are not sure.
- 4. Report suspicious files or pop-ups.
 - a. If you receive a file that you think may be infected, forward it to BadEmail@vermontlaw.edu.
 - b. If you see a window pop-up saying that your computer is infected, STOP!

- i. DO NOT CLICK ON ANYTHING, even to close the window or say no to an installation.
 - ii. Back up anything you are currently working on by clicking on the application button down in the taskbar (Word, Groupwise, etc.).
 - iii. Restart your computer.
 - iv. Call the HelpDesk for further instructions.
 - c. If you see a popup message saying that your Firewall is turned off, report this to the HelpDesk.

- 5. Keep your data backed up.
 - a. If you have backed-up copies of your data, you can recover much more easily from a computer infection
 - b. What are my data backup options?
 - i. Anything stored on our network drives (J: and K:) are backed up by the IT department
 - ii. Your 'My Documents' folder should be in your J drive, or in your iFolder if you have one.
 - 1. Check with the HelpDesk if you are not sure.
 - iii. iFolder is automatically backed up on our servers.
 - 1. This is a technology that we are implementing in stages across campus.
 - 2. Double-check that you can access your files by logging into your online File Access at <https://ifolder.vermontlaw.edu/NetStorage/>.
 - iv. Anything stored on your desktop or on the C: drive is NOT BACKED UP.

Resources for more information:

- Stay Safe Online Home Page: <http://www.staysafeonline.org/>
- Page for Higher Education Administrators: <http://www.staysafeonline.org/content/for-administrators>

- Department of Homeland Security
- National Cybersecurity Awareness Month:
http://www.dhs.gov/files/programs/gc_1158611596104.shtm
- LooksTooGoodToBeTrue.com is a website funded by the Federal Bureau of Investigation (FBI) and the United States Postal Inspection Service. The site offers tips and defenses on how to avoid Internet scams:
<http://www.lookstoogoodtobetrue.com/index.aspx>

108 Cherry Street, PO Box 70
 Burlington, VT 05402
 802-863-7205
 FAX 802-863-7483
<https://VERV.Vermont.Gov>

Making VLS Safer For You

Did you know that VLS has two groups dedicated to making your on campus experience safer? VLS has a Safety Committee and a new group, the CIRT (Campus Initial Response Team). The VLS Safety Committee was established to address campus safety issues and concerns, to inform and educate the VLS community about safety issues, and to ensure compliance with federal and state health and safety standards. The committee meets approximately quarterly and its members are: Lorraine Atwood, VP of Finance and Administration; Jeanne Eicks, Director of IT; Will Hastings, Facilities/Grounds Supervisor; Diane Hayes, Director of HR; Shirley Jefferson, Associate Dean for Student Affairs and Diversity; Michele LaRose, Access Services Librarian; Nina Thomas, Registrar; Peg Trombly, Administrative Assistant; and Professor Joan Vogel. We are in need of a student representative, so if you know of a student who would be interested, please let us know. There is also a Safety Bulletin Board located to the right of the main entrance to Oakes Hall. Check it out for updated safety information. If you have any safety or health concerns, please feel free to speak with any member of the Safety Committee.

The recently established Campus Initial Response Team is made up of employees and students who have volunteered to assist employees, students, and visitors who request or are in need of medical aid. Members of this team have received Basic First Aid and CPR training, including AED training, and are ready to assist if an individual needs basic medical services. These services could be something as simple as application of ice packs or burn creams, or could be of a more serious nature, in which case they will call 911 and stay with the individual to give comfort and

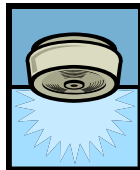
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IT Fact

Streaming radio can consume as much as 1% of our overall internet connection, Skype consumes up to 2%, and streaming video (CNN, Netflix, YouTube, etc.) consumes up to 4% per person. On campus, please listen to a radio via the airwaves.

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VLS Safety Committee



Printed here by request from the Vermont Department of Health

The coordinator for the statewide VERV (Vermont Emergency Response Volunteers) Registry System, Karen Crampton, is asking people to sign up and register to provide their contact information and skills so that they can be contacted when an emergency occurs and volunteers are needed. This registry will be used by the Vermont Department of Health and Vermont Emergency Management to alert volunteers for a local, state, or federal request for volunteers.

For more information or to register, please contact Ms. Campton at the Office of Public Health Preparedness
 VT Department of Health

reassurance until an ambulance arrives and/or assist with scene control once an ambulance arrives.

Members of this team include employees Jennie Clarke (Communications), Clarke Collins (HR), Milo Cutler (OIA), Lori Dubriel (IT), Jeanne Eicks (IT), Will Hastings (B&G), Diane Hayes (HR), Shannon Leach (SiP), David Myette (Fin Aid), Peg Trombly (Dean's Ofc), Jett Vaden (ELC), and MaryAnn Zavez (SRLC), and students Sarah Buxton, Emily Cobb, Lise Daniels, Adam Dumville, Anna Ellis, Melissa Erikson, Viktorya Kovalenko, Paul Mayo, Genesis Wren Miller, and Patrick Wymes.

In addition, each member of the VLS community must do their part as well:

- Get to know the campus and the buildings in which you work. Each building has a customized Emergency Response Plan with important information to help you should an emergency arise. Look them over.
- Be on the lookout for anything that seems out of place or unusual. Contact the B&G or HR departments, or a member of the Safety Committee or administration to report your concerns.
- Develop your own personal Family Disaster Response Plan including creating a family disaster kit. Planning workbooks have been provided to us by VT Emergency Management. Contact HR for your copy.
- Be sure to provide updated emergency contact information to the HR department.
- Join the VLS Safety Committee or Campus Initial Response Team.

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Halloween Safety Tips

One of the most popular holidays, Halloween requires careful attention to safety precautions.



Make sure you follow these tips for avoiding fire-related and other injuries:

Halloween Fire Safety

A recent report from the National Fire Protection Association (NFPA) (<http://www.nfpa.org/>) lists Halloween as the fifth highest day of the year for candle fires (behind the Christmas Eve, Christmas, New Year's Eve, and New Year's Day). If you use candles, make sure you do the following:

- Keep jack o'lanterns and other decorations containing lighted candles away from flammable materials. Cornstalks and hay bales are highly flammable!
- Use jack o'lanterns and other decorations containing lighted candles outside the home, if possible. Battery-powered lights and flashlights are good alternatives to candles.
- Avoid placing candle-lit luminaries along pathways where trick-or-treaters' costumes may brush the luminaries and possibly catch fire.
- Supervise children around lit candles.

Other fire safety tips:

- Remember that light bulbs also generate heat and can cause fire if they come in contact with flammable materials. Keep cornstalks and hay bales away from bulbs. Never drape a fabric ghost or other figure over a light bulb.
- Buy costumes, wigs, and props that are labeled flame resistant or flame retardant.
- Teach children the "stop, drop and roll" technique in case their clothing catches fire. (Stop immediately, drop to the ground covering your face with your hands, and roll over and over to extinguish flames.)

Halloween Injury Prevention



Parents or other adults should accompany small trick or treaters.

- Older children who trick-or-treat without parents should follow a planned route within their neighborhood. Make sure they travel with a friend,

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never alone, and that they understand they never should enter homes or automobiles.

- Be extra careful on Halloween to obey all traffic rules; children should stay on sidewalks and cross only at corners—never between parked cars.
- Trick-or-treaters of all ages should carry flashlights or light-sticks so they are visible to motorists.
- Costumes should be short enough to deter tripping, and masks should provide full vision while not interfering with breathing. If a dark colored costume is worn, reflective tape can be added to enhance visibility after dark. Shoes should be sensible for walking.
- Treats should inspected at home before they are eaten. Discard anything that looks as though it may have been tampered with.

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IT Facts

- Powering off your computer every night saves electricity and may improve the function of your computer.
- Color printing costs 10 times more than printing in black and white.
- Save email space and keep your email available in Groupwise by using the archive feature.
- Facebook is a top way to acquire viruses and spyware on the Internet.

