

# Spring 2011 Work Program Student Handbook

## Work Program Office Information

### Location:

The Log Cabin

### Phone Numbers:

Main Office: extension 3743

Ian Robertson, Dean of Work: extension 3019

Karen Huntley, Assistant Dean of Work: extension 2007

Ellen Graves, Administrative Assistant to the Dean of Work: extension 3018

Terry Blackwell, Director of Occupational Safety and Training: extension 3017

### Office Hours:

Monday – Friday

8 a.m. – 12 noon and 12:30 p.m. – 5 p.m.

### Mailing Information:

CPO Box 6325

**Webpage:** [www.warren-wilson.edu/~wpo](http://www.warren-wilson.edu/~wpo)

### **Work Program Mission Statement**

The mission of the Work Program is to provide students with productive work that creates opportunities for the Warren Wilson College community to acknowledge, examine, and celebrate the ethics and value of work in the educational process. The Work Program fulfills its mission by

- Providing a work force that operates the College in a way that benefits students both educationally and financially while serving the community.
- Fostering a positive work ethic, respect for the dignity of labor, and the importance of serving others.
- Strengthening the students' sense of community through common endeavor and giving students the opportunity to participate in all aspects of operating the College.
- Offering experiential learning that helps to fulfill and enhance the educational mission of the College.
- Providing students with an evaluation of their work, opportunities for reflection on the meaning of their work, and career guidance that encourages all students to make informed choices in planning their lives and work.
- Providing opportunities and resources that enhance supervisors' roles as mentors and teachers.

**Work Program Office**  
**Spring 2011 Schedule**

- ❖ **January 13 - 16** . . . . . **Orientation**
- ❖ **January 17** . . . . . **Classes Begin/MLK Day**
- ❖ **February 10 and 11** . . . . . **Spring Break Work Sign-up**
- ❖ **March 12 –20** . . . . . **Spring Break**
- ❖ **March 25** . . . . . **WPO Job Fair**
- ❖ **March 31 and April 1** . . . . . **Summer Break Work Sign-Up**
- ❖ **April 1** . . . . . **Day Student Contract Applications Due**
- ❖ **April 6** . . . . . **WORK DAY !!**
- ❖ **May 13** . . . . . **Last Day of Class**
- ❖ **May 14** . . . . . **Commencement**

**Warren Wilson College**  
**Martin Luther King Jr. Celebration Schedule**  
**January 17, 2011**

- 8:00 - 8:50 am** . . . . . **Classes that normally start at 8:00 am**
- 9:00 - 9:50 am** . . . . . **Classes that normally start at 9:30 am**
- 10:00 - 10:50 am** . . . . . **Classes that normally start at 11:00 am**
- 11:00 - 11:50 am** . . . . . **Classes that normally start at 1:00 pm**
- 12:00 - 12:50 pm** . . . . . **Classes that normally start at 2:30 pm**
- 11:30 - 1:30 pm** . . . . . **LUNCH**
- 1:30 - 3:00 pm** . . . . . **JOIN ASSIGNED WORK CREW**
- 3:00 - 5:00 pm** . . . . . **MLK Jr. Day Workshops**

Work hours available for attendance at workshops

\*\*4:00 pm classes will meet at 4:30 and evening classes will convene at the normal hour\*\*

- 5:00 - 6:30 pm.** . . . . . **Dinner – Gladfelter only**
- 5:15 – 6:30 pm.** . . . . . **Martin Luther King Jr. Day Celebration – Canon**

**Spring 2011 Semester - Work Week Schedule**

<b>WEEK</b>	<b>STARTING</b>	<b>ENDING</b>
<b>1</b>	<b>1/17</b>	<b>1/23</b>
<b>2</b>	<b>1/24</b>	<b>1/30</b>
<b>3</b>	<b>1/31</b>	<b>2/6</b>
<b>4</b>	<b>2/7</b>	<b>2/13</b>
<b>5</b>	<b>2/14</b>	<b>2/20</b>
<b>6</b>	<b>2/21</b>	<b>2/27</b>
<b>7</b>	<b>2/28</b>	<b>3/6</b>
<b>8</b>	<b>3/7</b>	<b>3/11</b>
<b>Spring Break</b>	<b>3/12</b>	<b>3/20</b>
<b>9</b>	<b>3/21</b>	<b>3/27</b>
<b>10</b>	<b>3/28</b>	<b>4/3</b>
<b>11</b>	<b>4/4</b>	<b>4/10</b>
<b>12</b>	<b>4/11</b>	<b>4/17</b>
<b>13</b>	<b>4/18</b>	<b>4/24</b>
<b>14</b>	<b>4/25</b>	<b>5/1</b>
<b>15</b>	<b>5/2</b>	<b>5/8</b>
<b>16</b>	<b>5/9</b>	<b>5/13</b>

### **Pet Policy**

College policy states all dogs must be on a leash on campus (not tethered). Therefore, students are not permitted to bring their personal pets to the work place.

### **Cell Phone Use**

Answering phone calls and/or text messages on work time is not permissible - break time should be used to make and/or receive phone calls and text messages. We suggest students either silence their phone ringers or have their calls sent directly to their voice mail.

### **Web Based Time-keeping System**

1. Go to the WWC homepage (<http://www.warren-wilson.edu/internal/index.php>), click on Campus Web (middle of page next to facebook)
2. Use your student ID number and PIN (issued by the college and/or registrar) to log in.
3. On the left side of the page, click on “My time Cards” - this will open up the program and will show all of your time cards (open/available to be submitted, previously approved and submitted).
4. When the page opens you will see five (5) columns: department, pay period, time card number, status, and notes.
5. Once you click on the time card that corresponds with the week you plan to enter, complete the hours etc. You will enter the start time, am or pm, and the end time, am or pm. Click "add" after each shift entered - this will automatically save your time card until it is complete and you submit it for approval.
6. When done completing your time card, first check the box that says “confirm submit” and then click the submit button. This sends the time card to your supervisor who will review it and then approve or reject the card.
7. If your supervisor rejects your time card, a note should be attached explaining why. Then, simply open up the card, fix the error and re-submit the time card.

Know that, at any time, you can call the WPO at extension 3743 with questions.

### **Semester Under/Over Time**

All students are expected to work 15 hours per week - for a total of 240 hours by the end of the semester. Each student is given credit at the beginning of the semester from the college toward their tuition/room and board charges for the hours they will work during the semester. If a student does not end the semester with 240 hours, the following applies:

#### Undertime:

- Uvertime occurs at the end of each semester (240 hours are expected)
- You are billed for hours the you do not work (the college already gave you this money toward your tuition, if you don't work the hours, you must repay the funds)
- If you are undertime by more than 12 hours:
  - You must pay back the hours you did not work (i.e. # of hours X minimum wage)
  - You will be placed on Work probation (See Student Handbook for more information on probation)

#### Overtime:

- There is no charge or penalty for being “overtime” (over 240 hours at the semester’s end) - however the budget does NOT provide for overtime and the WPO will ask supervisors who have workers with overtime to reduce their work load.

## Crew Assignments

All residential students are assigned a work crew each semester. The work assignment you receive in the fall is for a one-year period. Students may request a crew change for the spring semester; however, the **WPO does not guarantee crew changes between semesters**. Mid-semester crew changes will be reviewed on a case-by-case basis. The college has some work crews that require a two-year assignment because of extra training necessary for that crew (i.e. plumbing, auto shop, electric, locksmith, etc.).

During the spring semester, students are sent a *Fall Crew Request* form to complete and return to the WPO. This form allows students to tell the WPO their top 4 choices for a work crew assignment in the fall. The student's request is matched with the crew supervisor's request as assignments are made for the fall semester.

## Crew Change Procedures

A crew change may be necessary when:

- A student is terminated from their current crew:

If terminated, you will need to come to the WPO for reassignment by the Assistant Dean of Work. Termination will place you on work probation (length to be determined by the Dean of Work) and limit your extra-curricular activities on campus.

- Temporary/permanent assignment due to an injury:

If you become injured during the semester, a medical note stating your limitations must be brought to the WPO; the Dean and Director will review the medical information and place you on a different crew, if necessary, until the injury is healed.

- New Academic Year:

At the end of the Spring semester, you will receive a *Fall Crew Request* form (see attachments) in your mailbox. This form assists the WPO in fall crew assignments; this is YOUR way to communicate your desire for crew placement. If you do not complete this form, the WPO will assume you want to remain on your current crew.

- College Need:

If a crew becomes understaffed during the year, the WPO may relocate students from one crew to another to assist with the upkeep of the college. If this should occur, both the crew supervisor and student will be informed of this change.

- **Crew changes may ONLY be approved and assigned by the WPO**

**Q: Can a student quit their work crew and begin working on another crew?**

**A: No, students may not quit their work crew. If a student stops going to work, he/she will be terminated from their work crew and will be reassigned to another work crew by the WPO.**

### Non-Medical Crew Change Request

Students may apply for a crew change during the semester or at the end of the semester. However, the WPO does not guarantee any crew changes during the academic year. There are times when a student knows of an opening on another crew and hopes to replace that student. In order to apply for this position, the student begins by completing the crew change Form.

The process for completing a non-medical crew change request is:

- Pick up the form at the WPO
- Students must complete their section of the form and then speak with their current crew supervisor regarding the request
- The supervisor must complete their section of the form (the back page) to inform the WPO if they agree with the change
- The WPO will review the request and note the supervisors needs as stated on the form by the supervisor
- If the change is approved by the supervisor, and there is an opening, the student may be reassigned
- All supervisors involved will be notified by the WPO
- **Crew changes MAY ONLY be approved and assigned by the WPO**

### Medical Crew Change Request

During the semester, students have the ability to request a crew change for medical purposes that may arise (i.e. allergic to paint fumes, chemical reactions, bodily injury, etc.).

The process for completing a medical request is:

- You must complete a *Crew Change Request* (medical) form and **attach medical verification**
- If you have been injured and need temporary reassignment to a light duty position – this form must be completed
- Return the completed form to the Work Program office for review
- If necessary, you will be reassigned crews and will be notified by phone and email
- All supervisors involved will be notified by the WPO
- **Crew changes MAY ONLY be approved and assigned by the WPO**

### **Work Credit Request**

Work Credit for missed hours due to a documented illness, athletic injury, workers' compensation, or family emergency is requested by completing the *Work Credit Request* form. This form may be picked up at the WPO during regular office hours.

- In the case of an illness, the form must be completed by you and a health professional (i.e. college nurse, hospital or a private physician)
- The first 3 hours of all medical leave must be made up
- The maximum number of credit hours for illness students may receive each academic year is 27
- For Workers Compensation, the first 3 hours do not need to be made up and there are not a maximum number of credit hours for Workers Compensation; the Occupational Safety and Training Manger will review each case independently.
- If the form is for emergency leave, you need to complete the form and return it to the WPO for review. You will not have to make up the first 3 hours for emergency leave
- After approval from the Dean of Work and/or Director, the hours will be entered into the computer and will reflect in your total hours worked
- Please apply for the credit in a timely fashion to avoid undertime issues

### **Day Student Contracts**

Each semester a limited number of day student contracts are awarded by the Work Program Advisory Committee (WPAC). Below is the process a student MUST complete to be considered for an off-campus work contract.

- An application may be picked up at the WPO during normal office hours
- The form must be completed by both you and the prospective crew supervisor
- All requests for the Fall Semester must be received in the Work Program Office by April 1<sup>st</sup> of the previous academic year
- All requests for the Spring Semester must be received in the Work Program Office by November 7<sup>th</sup> of the fall semester
- The WPAC committee will discuss and vote on the applications received
- The following criteria is utilized in the selection process:
  1. In the case of transfer day students: Is the contract needed to meet graduation requirements (480 if entered as a freshman or sophomore; 240 if entered as a junior or senior)?
  2. Crew/supervisor need
  3. Skill level of student
  4. Number of available contracts
- The contract may be renewed each semester if you have a satisfactory work record and are still needed by your supervisor
- Day students are expected to work 15 hours each week – totaling 240 hours at the end of the semester
- Day students receive a pay check; this money is not applied to tuition
- Day students are subject to the same Work Program performance and accounting procedures as resident students
- The WPO will announce awarded contracts by the 15<sup>th</sup> of April and/or November

### **Work Program Attendance Procedures**

- If you are scheduled to begin work at 8 am – you should arrive at 8 am ~ not 8:15 am.
  - Supervisors will notify the Work Program Office of students who continue to arrive late to work
  - A written warning will be issued if tardiness becomes a problem
  
- If you are sick – you must call your crew supervisor, or the Work Program Office, **BEFORE** your scheduled shift begins:
  - Supervisors are required to notify the WPO when a student is absent for more than one shift
  - If you are sick, please see the college nurse or a health professional ~ their signature will be needed to verify your medical condition if you seek work credit
  
- Any student who does not report to work AND does not call in before their scheduled work shift:
  - A written warning will be issued
  - Termination from the crew may occur if a student continually comes to work late and/or misses shifts without notifying their supervisor

### **Guest Worker**

#### **During the Academic Year:**

Guest working on work crews gives students the ability to experience the daily operations of specific crews and it gives supervisors an opportunity to evaluate their skills and aptitude before they join the work crew.

Students may “Guest Work” on crews for a maximum of nine (9) hours per academic year - no matter the number of crews they volunteer on. When they complete their time on a crew, the supervisor should complete the evaluation form and return it to the WPO for the student file.

#### **During Breaks:**

Students may not volunteer on any work crew during a break period.

## WORKERS' COMPENSATION

- Students are covered under Worker's Compensation for injuries or work related illness incurred during work hours
- Students are covered **only** while working on their assigned crew or when working to make up hours on a Work Program assigned crew
- All accidents and injuries **must** be reported to the Work Program Office within **five (5)** calendar days from the day of injury. The student should notify the supervisor immediately. A *First Report of Injury* form is available at the WWC health center, the WPO and online at [www.warren-wilson.edu/~safety/report\\_forms.shtml](http://www.warren-wilson.edu/~safety/report_forms.shtml) Students **must** report the incident to the WPO regardless of whether they receive medical attention from the WWC health center or from another medical professional
- Under North Carolina State law, the employer has the right to select the health care provider. No payments will be made to unauthorized health care providers. The student **must** have a referral from the Work Program Office before obtaining an evaluation or treatment **other** than emergency treatment
- The college will reimburse the worker for out-of-pocket expenses as required by the authorized health care provider
- The Work Program Office will assign the student to work that will accommodate any physical restrictions outlined by the treating health care provider
- The Work Program Office will issue work credit under the provisions of the work credit policy

## Work Crew Safety

Warren Wilson College strives to provide the safest work environment possible and everyone has a stake in our safety program. Student workplace safety is a cooperative effort among the Work Program Office, Work Crew Supervisors and students. The Campus Safety Committee is responsible for establishing policies and procedures for general safety rules and crew supervisors outline specific safety requirements for their crews.

### **Job Safety Policy and Training**

All students receive OSHA training during freshman orientation. Your work crew supervisor gives safety training specific to your work crew assignment when you begin work or new duties are assigned. Supervisors will instruct students in the proper use of all required safety equipment. The college provides student workers with personal protection equipment (PPE) for job tasks. It is **required** that students use the designated PPE at all times and follow the safety rules while on the job. Failure to do so can compromise your safety and safety of your fellow workers.

All accidents and injuries must be reported to the Work Program Office immediately and the Campus Safety Committee will conduct an investigation. Disciplinary action may be recommended if safety procedures were not followed or the student worker did not utilize appropriate PPE.

### **Campus Driver's Licenses**

Campus driver's licenses are issued to students prior to operating any WWC vehicle. The student must possess a valid state driver's license for the types of vehicle/s the student will operate. The college may review a Drivers History report on any student applying for a campus driver's license. Specialized training is required to drive a 14-passenger van, fork life truck, golf cart, farm machinery and heavy equipment. The student's crew supervisor must recommend the student for a campus license.

## Break Work

There are 5 break periods during each academic year: Summer, Fall, Thanksgiving, Winter, and Spring. During each of these periods, the college recruits students to work. The following process is followed for work sign-up:

- A date will be set for sign-up
- Every student will receive a notice in their mailboxes giving them the date/s of sign-up/s, the hourly wage offered and the pay date/s
- Notices will also be posted online (Student-1/all-1) and in the mailbox area in Gladfelter
- On sign-up day: students sign-up for work in the Work Program Office during regular work hours
- If you receive notification of a job offer, you **MUST** come back to the WPO and sign a break contract. Any contracts not signed will be offered to students on the wait list.
- Each break period, the WPO has a limited number of positions available for students. The following criteria is used to determine job assignments:
  1. **Good record with Work Program Office and Student Life (no violations or warnings)**
  2. Supervisor request/need
  3. Work History
  4. Distance from home
  5. Seniority
  6. Financial Need
  7. Service Hours (is the student current with hours)
  8. Academic Grades
  9. Residential needs during break (living on or off campus)
  10. For summer positions – wpo reviews the length of contracts
- Students who sign up for work *late* will be placed on a waiting list
- There is no sick leave and/or credit available during breaks; workers' compensation will cover any injury that occurs on the job
- Work injuries must be reported to the WPO within 5 days in order for the person to be covered by workers compensation insurance
- During Winter break students will receive 2 paid holidays: Christmas and New Years Day; Summer workers will receive 1 paid holiday: 4<sup>th</sup> of July
- Students on work or student life probation **may not** work during break periods
- Students placed on academic suspension will lose their work contract and be asked to leave the college
- There are NO worker and/or supervisor initiated crew changes during break periods
- If a student is fired from a crew during a break period, they will not be reassigned to another position and will lose their entire work contract. In addition, students will need to vacate on-campus housing
- Any student who is fired or breaks their work contract will not be eligible for break contracts for a period of two breaks
- Students living on campus will be charged for room and board - this is automatically deducted from the paycheck
- All students living on campus must have a 40 hour per week contract

## **Work Day!!**

### **Work Day is April 6, 2011**

What is Work Day? On Work Day, the community comes together to accomplish a number of work projects on campus organized by students, staff and faculty. The day begins with students spending the morning hours with their crew – after lunch, everyone meets in front of Gladfelter to begin the tasks ahead.

The work is hard, fun, and fulfilling! After we work – we then eat, listen to music, dance and play!

Work Awards are presented during the supper/music hours – door prizes are drawn – and everyone has fun!

Projects from Work Day 2010 included:

- o River Clean up
- o Plant native grasses
- o WWC Cemetery clean up
- o Plant trees at a variety of site
- o Farm landscape

WORK CREDIT REQUEST FORM  
WWC Work Program Office

IMPORTANT: This form MUST be completed by the student AND the attending health care professional before submitting to the Work Program Office.

Student Section:

Name: \_\_\_\_\_

Crew Name: \_\_\_\_\_

Supervisor: \_\_\_\_\_

\*\*\*\*\*

Type of Credit:

\_\_\_\_\_ Authorized Sick Leave

\_\_\_\_\_ Authorized Emergency Leave  
(Please explain: \_\_\_\_\_)

\_\_\_\_\_ Athletic or Workers Compensation Leave

Circle Days Absent from Work for each week (one incident per form):

Week Number: \_\_\_\_\_ M T W TH F SA SU = \_\_\_\_\_

Week Number: \_\_\_\_\_ M T W TH F SA SU = \_\_\_\_\_

Week Number: \_\_\_\_\_ M T W TH F SA SU = \_\_\_\_\_

Total Scheduled Work Hours Missed = \_\_\_\_\_

Student must make up first 3 hours = - 3

Total hours requested (maximum of 27 per academic year) = \_\_\_\_\_

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Work Program Office Section:

Credit Given by Work Program Office \_\_\_\_\_

\_\_\_\_\_  
Dean of Work and/or Assistant Dean of Work

\_\_\_\_\_  
Date

**Authorized Sick Leave:**

Students unable to work due to sickness and/or injury must make up the first 3 hours of work lost from the illness/injury. The medical verification section on the bottom of this form must be fully completed by the College's Health Center, an attending physician or attach a medical verification note to this form.

**Emergency Work Leave:**

Students needing to leave school for a period of time due to a sudden emergency (i.e. death in the family) will receive full credit for hours missed.

**Athletic and or Workers Compensation Leave:**

Students who are injured while participating in a college sponsored athletic event or injured while on the job will receive full credit for hours missed at work due to the injury.

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**Medical Verification** (to be completed by the College's Health Center or an attending physician):

I certify that \_\_\_\_\_ was under my care for the following time periods and was unable to perform in any area of the College's Work Program.

Week Date (first Monday) \_\_\_\_/\_\_\_\_/\_\_\_\_ M T W TH FR SA SU = \_\_\_\_\_ hours

Week Date (first Monday) \_\_\_\_/\_\_\_\_/\_\_\_\_ M T W TH FR SA SU = \_\_\_\_\_ hours

Week Date (first Monday) \_\_\_\_/\_\_\_\_/\_\_\_\_ M T W TH FR SA SU = \_\_\_\_\_ hours

Attending Physician/Nurse Signature: \_\_\_\_\_

Date: \_\_\_\_\_



**SUPERVISOR SECTION**

\_\_\_\_\_ has requested to transfer crews, please indicate the following information.

I am:

\_\_\_\_\_ Willing to release this worker without a replacement.

\_\_\_\_\_ Willing to release this worker only if a replacement is provided.

\_\_\_\_\_ Not able to release this worker at this time.

Additional comments:

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\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

**TO:** Students *EXAMPLE*  
**FROM:** Work Program Office  
**RE:** *FALL CREW REQUEST*

It is time to decide which crew the student might like to work on when the student return in the Fall. If the student has a specific crew in mind, the student will need to meet with the supervisor of that crew before May 10.

- **April 15 - May 3:** Call supervisor's voicemail and leave a message indicating their interest in being part of the crew in the Fall. Remember to leave their extension number so that they may be contacted to set up an interview.
  - **May 6 - May 10:** Meet with and introduce themselves to the supervisor of the crews they are hoping to join. Show responsibility towards work by showing up for the interview on time. Remember that crew supervisors are very busy and it may be the **only** chance the student has to talk to them.
  - Tell your current supervisor that the student are thinking about changing crews
- \*\* Remember that talking to the supervisor **does not** guarantee placement on that crew, therefore it is recommended that the student meet with and talk to more than one supervisor. **If the student wish to remain on your current crew**, the student must still talk to the student's supervisor and return this form to the WPO.

It is now **the student's** responsibility to return this form to the Work Program Office before the last day of classes, **Friday, May 17, 2006. Thank you!**

**How crews are assigned for returning students:**

- Supervisors indicate which students would be returning to their crews for the next year.
- Supervisors list in order of preference your that they want on their crew for the following year.
- Supervisors indicate the number of students needed to fill their Fall needs
- Students are matched with the needs and requests of the supervisors.

NAME \_\_\_\_\_

Current crew \_\_\_\_\_ Length of time on crew: \_\_\_\_ semesters

Class standing in Term I, 2002-2003 \_\_\_\_ Fresh \_\_\_\_ Soph \_\_\_\_ Jr. \_\_\_\_ Sr.

Expected dorm placement: \_\_\_\_\_

Will the student have a 3-hour block? \_\_\_\_\_ YES \_\_\_\_\_ NO

I would like to remain on my current crew \_\_\_\_\_ YES \_\_\_\_\_ NO

Campus Drivers License? \_\_\_\_\_ YES \_\_\_\_\_ NO

Work Crew Assignment Choice:	Have talked to supervisor	If yes, Supervisor's initials
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1st _____	YES	NO	_____
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2nd _____	YES	NO	_____
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3rd _____	YES	NO	_____
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If the student does not get any of the above choices would the student like to remain on the same crew? YES NO

Student Signature \_\_\_\_\_

Date \_\_\_\_\_

**WORK PROGRAM CREWS PHONE LIST**  
**Fall 2010**

<b>Crew Name</b>	<b>Supervisor</b>	<b>Box Number</b>	<b>Ext.</b>
3-D Studio	Karen Powell	6067	3020
Academic Dean's Office	Susan Huey	6346	2083
Academic Building Services	Scott Fair	6353	5822
Academic Research	Allyson Hettrick	6351	2024
Academic Support	Lyn O'Hare	6322	3012
Accounts Payable	Betty Freel	6362	2059
Accounts Receivable	Carli Damien	6362	2062
Administrative Computing	Omega Hodges	6213	2043
Admission Office	Richard Blomgren	6375	2073
Advancement Office	Phil Leonard	6376	5807
Anthropology	Ben Feinberg	6065	3709
Aquatics	Andrew Pulsifer	6023	3005
Archaeology/Collections	David Moore	6076	2013
Athletic Training Crew	Charlie Wright	6203	3736
Athletics	Rob Shook	6321	3001
Auto Shop	Ray Cockrell	6353	5890
Blacksmith	Tom LaMuraglia	6353	3753
Building Services I	Bill Baunack	6353	3763
Building Services II	Thomas Hodges	6353	3075
Business Assistant	Emily Quinn	6363	2056
Design and Construction Crew	TBA	6353	3032
Campus Store	Hazel Moncrief	6343	3024/3026
Campus Support	Doug Bradley	6353	3757
Career Services	TBA		3033
Carpentry	Norm Propst	6353	3077
Chapel	Donna Eagle Joslin	6355	2097
Chemistry	Joseph Young	6127	3779
College Press	Bob Lamb/Pat Willever	6232	3086/3084
Computing Services	JT Wagner	6357	3094/2009
Communications Crew	John Bowers	6356	7004
Community Bike Crew	Brit Farthing	6218	2040
Conference Office	Liz Brace	6361	3761
Cowpie Café	Craig Schulz	6341	298-1547
Dining	Brian O'Loughlin Osborne Guy	6341	298-1041/ 298-1532
Echo Newspaper	Mark Essig	6128	3740
Education Assistant	Nancy Hofmann	6372	7088
Electric	John Griffith	6353	3081
EMPOWER	Laura Vance	6206	5851
English Research Assistant	David J. Bradshaw	6068	3719
Environmental Justice Crew	Steve Norris	6258	777-7816

<b>Crew Name</b>	<b>Supervisor</b>	<b>Box Number</b>	<b>Ext.</b>
Environmental Leadership Program	Stan Cross	6323	3782
Environmental Studies/Biology	Natasha Shipman	6226	3096
Facility Management Customer Serv	Mae Deel	6353	3074
Facility Management Technical Serv	Paul Braese	6353	3074
Farm	Chase Hubbard	6255	3014
Fiber Arts	Melanie Wilder	TBA	TBA
Financial Aid Office	Eleanor Will	6342	2082
First Year Programming	Katie Buehner	6152	3726
Forestry Crew	Shawn Swartz	6131	2068
French Assistant	Angela Phillips	6134	2010
Garden	Kathryn Skelly-Watts	6081	3066
GIS (Global Information) Crew	David Abernathy	6043	3707
Guest Housekeeping	Jim Miller	6304	299-8184
Hair Studio	Karen Huntley	6214	2007
Health Care Center	Pat Parker	6256	2053
History/Political Science Assistant	Dongping Han	6072	3723
Holden Arts Crew	Bette Bates	6045	3034
Horse Crew	Kathryn Skelly-Watts	6081	3066
HVAC	Hoyt Barnes Mike Galloway	6161	3076
Information Assistant (Public)	Ben Anderson	6356	3758
Instructional Technology Crew	David Harper	6357	2025
International Programs Office	Sharon Withrow	6371	3057
International Student Coordinator	Lorrie Jayne	6094	3056
Landscaping	Tom LaMuraglia/ Renee Fortner	6016	3753
Local Foods Crew	Brian O'Loughlin	6341	298-1041
Lead Poisoning Prevention	Linda Black	6135	5821
Library Archives	Diana Sanderson	6358	3055
Library Circulation	BK Segall	6358	3064/3058
Library - Interlibrary Loan	Heather Stewart Harvey	6358	3062
Library - Periodicals	Martha McLean	6358	3060
Library - Technical Services	Teresa Imfield/ Joy Pastucha	6358	3063
Locksmith	James Damien	6122	3764
Master of Fine Art	Alissa Whelan	6365	3717
Mathematics Crew	Holly Rosson	6053	3099
Motor Pool	John Verba	6212	3082
Mountain Area Child & Family Ctr	Pat Tuttle	6372	3009/298-0808
Mountain Bike Crew	Art Shuster	6262	3773
Mountain Green Crew	Phil Gibson	6323	3781
Multicultural Affairs	Gerald Spates	6246	3766
Music Department	Steve Williams	6012	3048

<b>Crew Name</b>	<b>Supervisor</b>	<b>Box Number</b>	<b>Ext.</b>
Network Services	Sloan Poe	6357	3097/3094
OGG Maintenance	Rowena Pomeroy	6374	2070
Outdoor Programs	Jason Michaels	6086	3754
Paint	Jason Lackey	6353	3079/3074
PEAL	Gary Hawkins	6253	3718
Physics Assistant	Don Collins	6017	3702
Plumbing	Chris Hanson	6144	3078/3074
Psychology	Kathryn Burleson	6124	2093
Public Safety	Terry Payne	6185	3029/4357
Purchasing	Deborah Anstrom	6373	3750/2098
Recycling/Solid Waste	Jessica Wooten	6353/6216	2035/3074
Registrar	Marion Yeager	6345	2086
Religion Crew	Tsering Wangchuk	6102	2005
Residence Hall Maintenance	Thomas Wilder	6351	2033
R.I.S.E.	Kelly Kelbel	6111	3799
Safety and Training	Terry Blackwell	6325	3017
Sage Café	Margot Jebb	6305	TBD
Service Learning Program	Karen Kyle	6326	3065
Social Science Assistants	Ben Feinberg	6065	3709
Social Work Assistant	Lucy Lawrence	6046	3708
Spanish Assistant	Christine Swoap	6037	3728
Spanish Crew	Luis Arevalo	6173	3729
Spirituality and Social Justice	Leah McCullough	6284	3747
Student Activities	Dan Seeger	6333	3748
Student Caucus	Deborah Myers	6344	3800
Student Life Office	Angela Dowdy	6163	3800
Student Services	Jim Lauer	6352	3025
Swannanoa Gathering	Liz Brace	6361	3761
Swannanoa Journal	Phil Gibson	6323	3781
Switchboard/Reception	Emily Quinn	6363	2056
Theatre	Don Baker	6022	3042
Water and Energy Conservation	Paul Braese	6353	3753
WEB Crew	Morgan Davis	6006	5820
Wellness/Activities Crew	Charlie Wright	6203	5848
Work Program Office	Karen Huntley	6325	2007
Writing Assistant	Gary Hawkins	6253	3718
Writing Program	Julie Wilson	6114	5899
Yearbook	Melissa Morgan	6105	5811

**WORK PROGRAM CREWS LOCATION LIST**  
**Fall 2010**

<b>Crew Name</b>	<b>Supervisor</b>	<b>LOCATION</b>	<b>Phone #</b>
3-D Studio	Karen Powell	<b>Sculpture Studio</b>	3020
Academic Deans Office	Susan Huey	<b>Laursen - 2nd Floor</b>	2083
Academic Building Services	Scott Fair	<b>Ransom House - Basement</b>	5822
Academic Research	Allyson Hettrick	Laursen - upper level	
Academic Support	Lyn O'Hare	Laursen - lower level	3012
Accounts Payable	Betty Freel	<b>Ogg Building - 2nd Floor</b>	2059
Accounts Receivable	Carli Damien	<b>Ogg Building - 2<sup>nd</sup> Floor</b>	2062
Administrative Computers	Omega Hodges	<b>Ogg Building First Floor</b>	
Admission Office	Richard Blomgren	<b>Orr Cottage - Lower Level</b>	2073
Advancement Office	Phil Leonard	<b>Orr Cottage - Upper Level</b>	5807
Anthropology	Ben Feinberg	<b>Jensen - Room 304</b>	3709
Aquatics	Andrew Pulsifer	<b>Pool - DeVries Gym</b>	3005
Archaeology/Collections	David Moore	<b>Jensen - 2nd Floor</b>	2013
Athletic Training Crew	Charlie Wright	<b>DeVries Gym</b>	3736
Athletics	Rob Shook	<b>DeVries Gym</b>	3001
Auto Shop	Ray Cockrell	<b>FMTS</b>	3082
Blacksmith	Tom LaMuraglia	<b>Blacksmith Shed</b>	3753
Building Services 1	Bill Baunack	<b>Ransom House - Basement</b>	3763
Building Services 2	Thomas Hodges	<b>Ransom House - basement</b>	3075
Business Assistant	Emily Quinn	<b>Ogg - Room 206</b>	2056
Business and Economics	Janice Jackson	<b>Spidel 208</b>	3714
Design and Construction	TBA	<b>FMTS</b>	3032
Campus Store	Hazel Moncreif	<b>Gladfelter - Lower level</b>	3024/3026
Campus Support	Doug Bradley	<b>FMTS</b>	3757
Career Services	TBA	<b>Dodge - upstairs</b>	3033
Carpentry	Norm Propst	<b>FMTS</b>	3077
Chapel	Donna Eagle-Joslin	<b>Chapel Office</b>	2097
Chemistry	Joe Young	<b>Witherspoon - Room 203</b>	3779

<b>Crew Name</b>	<b>Supervisor</b>	<b>LOCATION</b>	<b>Phone #</b>
College Press	Bob Lamb/ Pat Willever	<b>Log Cabin</b>	3086/ 3084
Computing Services	JT Wagner	<b>Bannerman Lab</b>	2008
Communications Crew	John Bowers	<b>Ogg Cottage- upper</b>	7004
Community Bike Crew	Jason Michaels	<b>Schafer</b> Basement	3754
Cowpie Café	Craig Schulz	<b>Gladfelter</b>	298-1547
Dining	Brian O'Loughlin	<b>Gladfelter - Main Floor</b>	298-1041
Dining Office	Tammy Adams	<b>Gladfelter - Main Floor</b>	298-1041
Echo Newspaper	Mark Essig	<b>Gladfelter - Lower Level</b>	3740
Education Office	Nancy Hofmann	<b>Carson - Room 13</b>	7088
Electric	John Griffith	<b>FMTS</b>	3081
English Research Assistant	David J. Bradshaw	<b>Jensen - Room 206</b>	3719
Environmental Justice	Steve Norris	<b>TBD</b>	777-7816
Environmental Leadership Center	Stan Cross	<b>Carson - Third Floor</b>	3782
Environmental Studies/Biology	Natasha Shipman	<b>Morse - Room 202</b>	3096
Facility Management Customer Service (FMCS)	Mae Deel	<b>FMTS</b>	3074
Facility Management Technical Service (FMTS)	Paul Braese	<b>FMTS</b>	3074/3080
Farm Crew	Chase Hubbard/ Jed Brown	<b>Farm</b>	3014
Financial Aid Office	Eleanor Will	<b>Ogg - First Floor</b>	2082
Fine Woodworking	Doug Bradley	<b>FMTS</b>	3757
Fire Safety Office	Terry Payne	<b>Ogg - Security Office</b>	3029
First Year Programming	Katie Buehner	<b>Sunderland- Main Floor</b>	3726
Forestry Crew	Shawn Swartz	<b>Forestry Shed</b>	2068
French Assistant	Angela Phillips	<b>Jensen - Room 303</b>	2010
Garden	Kathryn Skelley-Watts	<b>Garden Cabin</b>	3066
GIS (Geographic Information)	David Abernathy	<b>Jensen - Room 104</b>	3707
Guest Housekeeping	Jim Miller	<b>Guest House</b>	299-8184
Hair Studio	Karen Huntley	<b>Schafer B</b>	2007
Health Care Center	Pat Parker	<b>Health Care Center</b>	2053
History/Political Science Assistant	Dongping Han	<b>Jensen - Room 210</b>	3723
Holden Arts Center	Bette Bates	<b>Holden -</b>	3034
Horse Crew	Kathryn Skelley-Watts	<b>Garden Cabin</b>	3066
Housing Office	Sherolyn Hopkins	<b>Dodge - upper level</b>	2071
HVAC	Hoyt Barnes/ Michael Galloway	<b>Next to Recycling</b>	3076
Instructional Technology Crew	David Harper	<b>Bannerman Lab</b>	2025

<b>Crew Name</b>	<b>Supervisor</b>	<b>LOCATION</b>	<b>Phone #</b>
International Programs Office	Sharon Withrow	<b>Laursen - lower level</b>	3057
Landscaping	Tom LaMuraglia/ Renee Fortner	<b>Landscape Shed - Next to Bryson</b>	3753
Library Archives	Diana Sanderson	<b>Library Lower Level</b>	3055
Library Circulation	BK Segall	<b>Library – Main Floor</b>	3064/3058
Library - Interlibrary Loan	Heather Stewart Harvey	<b>Library Lower Level</b>	3062
Library - Periodicals	Martha McLean	<b>Library Lower Level</b>	3060
Library - Technical Services	Teresa Imfield/ Joy Pastucha	<b>Library Lower Level</b>	3063
Locksmith	James Damien	<b>FMTS</b>	3764
Master of Fine Arts Office	Alissa Whelan	<b>Sunderland - Lower Level</b>	3717
Mathematics Crew	Holly Rosson	<b>Spidel - Room 210</b>	3099
Media Relations	Ben Anderson	<b>Orr Cottage – Upper Level</b>	3758
International Programs	Sharon Withrow	<b>Laursen - 2<sup>nd</sup> floor</b>	3057
Motor Pool	John Verba	<b>FMTS - Auto Shop</b>	3082
Mountain Area Child & Family Ctr	Pat Tuttle	<b>MACFC - Riceville Road</b>	298-0808 or 3009
Mountain Bike Crew	Art Shuster	<b>DeVries Gym</b>	3773
Mountain Greening	Phil Gibson	<b>Carson - room 23B</b>	3781
Multicultural Affairs	Gerald Spates	<b>Ogg - Main floor</b>	3766
Music Department	Steve Williams	<b>Kittredge - Room 129</b>	3048
Network Services	Sloan Poe	<b>Bannerman Lab</b>	3097
OGG Maintenance	Rowena Pomeroy	<b>Ogg - Room 200</b>	2070
Outdoor Programs	Jason Michaels	<b>DeVries Gym</b>	3754
Paint	Jason Lackey	<b>FMTS</b>	3079
PEAL	Gary Hawkins	<b>Jensen - Room 204</b>	3718
Physics Assistant	Don Collins	<b>Spiedel - Room 205</b>	3702
Plumbing	Chris Hanson	<b>FMTS</b>	3078
Psychology	Bob Swoap	<b>Jensen 103</b>	3706
Public Safety	Terry Payne	<b>Ogg - Security Office</b>	3029/4357
Purchasing	Deborah Anstrom	<b>FMTS</b>	3750
Recycling/Solid Waste	Jessica Wooten	<b>Recycling Shed</b>	2035
Registrar	Marion Yaeger	<b>Laursen - Room 206</b>	2086
Religion Crew	Tsering Wangchuk	<b>Carson – Room 22</b>	2005
Residence Hall Maintenance	Thomas Wilder	<b>Ransom House - Lower Level</b>	2033
RISE Crew	Kelly Kelbel	<b>Dodge House</b>	3799
Safety and Training	Terry Blackwell	<b>Log Cabin</b>	3017
Sage Café	Dan Seeger	<b>Sage Dorm - Basement</b>	3748
Service Learning Program	Karen Kyle	<b>Ransom House - Main Level</b>	3065

<b>Crew Name</b>	<b>Supervisor</b>	<b>LOCATION</b>	<b>Phone #</b>
Social Science Assistant	Ben Feinberg	<b>Jensen - 304</b>	3709
Social Work Assistant	Lucy Lawrence	<b>Jensen - 105</b>	3708
Spanish Assistant	Christine Swoap	<b>Jensen - Room 305</b>	3728
Spanish Crew	Luis Arevalo	<b>Jensen - Room 306</b>	3729
Spirituality and Social Justice	Leah McCullough	<b>Gladfelter - lower</b>	3747
Student Activities	Dan Seeger	<b>Gladfelter - Lower Level</b>	3030
Student Caucus		<b>Dodge House - First Floor</b>	3762
Student Life Office	Angela Dowdy	<b>Dodge House - First Floor</b>	3800
Student Services	Jim Lauer	<b>Gladfelter - Lower Level</b>	3025
Swannanoa Gathering	Liz Brace	<b>Sunderland - Lower Level</b>	3761
Swannanoa Journal	Phil Gibson	<b>Carson - room 23B</b>	3781
Switchboard/Reception	Emily Quinn	<b>Ogg - Reception Area</b>	2056
Theatre	Don Baker	<b>Kittredge Theatre</b>	3042
Water and Energy Efficiency	Paul Braese		3080
WEB Crew	Morgan Davis	<b>Orr Cottage - Lower Level</b>	5820
Wellness/Activities	Charlie Wright	<b>Bryson Gym - Upstairs</b>	3736/5848
Work Program Office	Karen Huntley	<b>Log Cabin</b>	2007
Writing Assistant	Gary Hawkins	<b>Jensen - Room 204</b>	3718
Writing Program	Julie Wilson	<b>Sunderland - Lower Level</b>	5300
Yearbook	Melissa Davis	<b>Gladfelter - lower level</b>	5811