GUIDE TO HWS SERVICES

“Things We Wish We Had Known Sooner”

Whether you are new or familiar with Hobart and William Smith Colleges, sometimes even simple tasks seem impossible when you don’t know where to begin. This guide provides “how to” information regarding a variety of services and day-to-day needs for employees of HWS.

ADMISSIONS
“Who do I contact to get a campus tour?”
Campus tours are given daily by the Office of Admissions. To schedule a campus tour, please call Admissions at ext. 3472.

BUILDING AND GROUNDS
“Do I need a parking permit?”
YES. Fill out a form at the Security Office and they will give you a sticker for your car. There’s no fee for HWS employees. You must renew your parking permit every year.

“How do I create a Work Order?”
Sodexho Campus Services has enjoyed providing full facilities service to HWS since 1988. The responsibilities include maintenance, custodial, grounds services, construction project management and programs support. To place a work order for facilities and maintenance, please call B&G at ext. 3660 or submit a work order form electronically by going to http://www.hws.edu/offices/facilities/workorder.aspx.

BUSINESS OFFICE
“How do I receive a reimbursement?”

Purchases, Travel Reimbursements and Entertainment
Many of the policies and guidelines for supply purchases, travel reimbursements and entertainment can be found on the Business Office Web page at http://www.hws.edu/offices/business/index.aspx or if you have any questions please call the Business Office at ext. 3344 or email them at businessoffice@hws.edu.

“Who do I talk to about my pay?”

Payroll
Timesheets for hourly employees’ payroll processing can be downloaded from the Business Office Forms page at http://www.hws.edu/offices/hr/payroll/index.aspx. Instructions for turning in timesheets can be found at the top of the sheets. Paychecks are issued every other Friday. Checks are sent directly to the department but if you wish to have your check sent to your home address, please call ext. 3342 or ext. 3312. Direct deposit is available.
CAMPUS SAFETY

“Who do I contact with safety concerns?”

Emergency Situations
For all emergencies on campus dial “3333” on any campus phone. Dialing “911” will also reach Campus Safety, who will respond accordingly. Please state your name, location and the nature of the emergency. For non-emergency situations, please call ext. 3656. Campus Safety is located in the northeast corner of Medbery parking lot.

Safety Escorts
If you feel uncomfortable walking alone to your car or another office and you would rather have a ride, please call Campus Safety at ext. 3656 for a safety escort.

CENTER FOR COMMUNITY ENGAGEMENT AND SERVICE LEARNING

“I would like to volunteer, who should I contact?”
CCESL offers a variety of service opportunities to students, faculty and staff. Programs range from our annual “Celebrate Service, Celebrate Geneva – Day of Service” during the fall semester to ongoing service options including Community Service House, Jumpstart Geneva and the America Reads Program. CCESL also organizes blood drives during the year and staffs the Community Lunch Program on Thursdays during October and February. For information on how to become involved with any of the programs or get connected with existing student clubs, please call the office at ext. 3825, or visit http://www.hws.edu/academics/services/index.aspx.

COLLEGE STORE

“Can I charge at the College Store?”
The College Store stocks all required and recommended textbooks and supplies, and a variety of imprinted gifts and collegiate clothing for both schools, as well as HWS imprints, a wide range of general reading titles (special orders are welcomed), cards, posters, jewelry, general gifts, school and art supplies, convenience food and health and beauty supplies.

Hours
The College Store hours during the academic year are 9 a.m. to 5 p.m., Monday through Thursday, and 9 a.m. to 4:30 p.m., Friday and Saturday. Summer hours are 9 a.m. to 4 p.m., Monday through Saturday. The College Store is open to the public.

HWS Employee Benefits
Employees of the Colleges receive a 10-percent discount (some restrictions apply) at the College Store. Employees can pay for purchases by cash or charge, by payroll deduction, or pay in-full to the Business Office. You must show your College ID to receive discount.

Services
• Check cashing: up to $20 anytime; $20 up to $100 3 - 4 p.m. Monday-Friday, as funds allow.
• Dry Cleaning
• Laundry
• Quarters for vending machines
• Faxes
• Balloon bouquets
• Gift Certificates

COMMUNICATIONS
“What is there to do in Geneva?”
During the academic year, there are all kinds of activities on campus—including lecture series, art exhibitions at Houghton House, concerts in the Dance Department, concerts by the various HWS musical groups, and so on…impossible to list them all here: suffice it to say that you will be very busy if you try to go to everything. Off-campus, there are plenty of things to do outdoors (cross-country and downhill skiing, ice skating, hiking, biking, sailing and more), and of course the Finger Lakes are famous for their wineries. You can see art-house-type movies, plays, and concerts at the Smith Opera House on Seneca Street. (Movies are also shown at the Geneva Movieplex on Routes 5 & 20). In the summer there are local festivals.

“Where can I find activities/events to attend or participate in?”

Daily Update
The Communications office maintains an online newsletter called the Daily Update, found at www.hws.edu/dailyupdate. The Daily Update gives announcements and current events, and appears as the Colleges’ home page for internal browsers. The events calendar (found on the Daily Update) is searchable for events. To publicize a major public event such as an invited speaker or a concert, check the online calendar to avoid conflicts, and visit the publicity page on the HWS Web site (www.hws.edu/news/publicity.aspx). Deadlines for event submissions are on the publicity page, as is the online submission form for the Daily Update. The Office of Communications staff (located in Durfee House, 639 S. Main St.) notifies newspapers, television and radio stations of HWS happenings and can advise you about promoting your event.

“Where can I find phone numbers for colleagues and other departments?”

Campus Directory
Human Resources publish the campus directory and is available at the bottom of the main webpage. The directory includes the names, addresses and phone numbers of faculty and staff. The directory gives telephone and fax number for campus offices and student residences, and lists the alumni and alumnae councils, Hobart Student Government and William Smith Congress officers, the HWS Board of Trustees, and the campus office hours and academic calendar. Please contact the Office of Human Resources at ext. 3312 to make any changes to your information during the course of the year.

DEPARTMENTAL QUESTIONS
“How do I get keys to my office?”
Your supervisor must send authorization to the Security Office in Buildings and Grounds office; check with her/him. You can also call Security to see if it’s been done (x3656).
You can pick the key up at the Security Office yourself. (From Pulteney Street, enter the main Medbery Parking Lot and look for the red building at the back to your left; watch for signs).

“How do I find my office phone number and get it listed?”
Talk to your Department. They can notify the IT Services Help Desk. You may be taking over an old number or assigned a new one. Alternatively, you can call the IT Help Desk with questions (x4357).

“How do I use voicemail, and how does the phone work?”
The voicemail on your phone should have been cleared so that it’s the standard greeting template and so that your password is the same as the number (If not, call the Help Desk, x4357). Change your password immediately, and re-record your internal greeting (for calls from within campus) and external greeting (for calls from off-campus), too. If there’s no voicemail manual already in your office, access the manual online at (http://www.hws.edu/itservices/training_programs.aspx). You can also create temporary messages (useful for when you’re on trips). IT is happy to help you with all this.
The Campus Telephone Directory is online (http://www.hws.edu/offices/e-mail.aspx). If you want a hard-copy directory, click on the printable directory. You can search by entering part of a name, or go to the bottom right of the page for department and other listings.

**DINING**

“Where can I eat lunch?”

*On-Campus Locations*
Hobart and William Smith Dining Services provide a great variety of dining options to meet all tastes.

**The Common Room**, in the Scandling Center, is open from 11:45 a.m. to 1 p.m., Monday through Friday, and serves an upscale buffet lunch menu. The cost is $7.20 per person.

**The Café**, in the Scandling Center, is open from 7:30 a.m. to midnight Monday through Fri, noon to 11p.m. Saturday and noon to 10:30 p.m. Sunday. The Café menu consists of traditional on-the-go items including sandwiches, salads, chili, soup, grilled items, snacks and fountain and bottled beverages.

**The Cellar Pub**, in the basement of Coxe Hall, is open Monday through Friday 8 a.m. to 9 p.m. The menu includes appetizers, bistro-style entrees, sandwiches, personal pizzas, desserts and bottled beer.

**Café de Cordova**, in de Cordova Hall features Starbucks coffee and espresso beverages as well as sandwiches and snacks. Café de Cordova is open from 8 a.m. to 4 p.m. and 7:30 to 11:30 p.m. Monday through Thursday, 8 a.m. to 4 p.m. Friday and 7 a.m. to 10 p.m. Sunday.

**Saga Hall**, in the Scandling Center, is the largest dining area on campus and features an all-you-can-eat menu. The menu includes made-to-order deli and grilled sandwiches, pizza, traditional entrees, soup and salad bar, display cooking, and a large variety of desserts including ice cream. The cost is $7.20 per person.
Catering Services
Dining Services also provides personalized catering services. Take the worry out of your next event and call ext. 3509 or in person.

Off-Campus Locations
Most of us head for downtown spots like Parker’s or Eddie O’Briens (burger/beer spots on Seneca Street). Around the corner on Main Street is The Beef and Brew (burger/beer spot). Opus Expresso and Wine Bar (breakfast and lunch) is located on Exchange Street. Going north on Genesee Street (the street almost across from the Geneva Post Office), out a few blocks you’ll find Uncle Joe’s on the left, with basic family Italian fare. Highways 5&20 going west out of town offer standard strip options, like Garcia’s Mexican (in Town and Country Plaza), Ling Ling’s all-you-can-eat Chinese buffet and Bagels & Cakes (a bagel-sandwich place on the right, halfway up the hill) and of course McDonalds, Tim Hortons, Dunkin’ Donuts, Subway, et al. Up past the top of the hill you get a Taco Bell/KFC and Pizza Hut, and just past that you’ll see on the right a small sign for the Cedar Inn, a real-item sports bar (first right after Headley’s Liquor Barn). These are just some ideas to get started.

For fancier fare and dinner, try the atmospheric Belhurst Castle (about a half-mile south of campus on South Main/Rt. 14, on the left just past the American Legion, great view of the lake) or Ports (about two miles south of town on Rt. 14, on the right). A wide variety of wineries dot the Finger Lakes and many of these have excellent restaurants- for a complete listing and maps stop by the Chamber of Commerce (http://www.genevany.com/content/view/eat.html) building located on the lake just east of the Ramada Inn. And, downtown, try Red Dove Tavern on Castle Street and Halsey’s on Seneca Street.

HUBBS HEALTH CENTER
“Does HWS offer flu shots?”
Hubbs Health Center primarily provides services to students but does conduct a Flu Shot Clinic once a year (usually in November or December) for staff and faculty for a fee. The time and locations of when the clinic will be is announced on the Daily Update. For more information please call ext. 3600.

HUMAN RESOURCES
“How do I set up my salary payments, medical coverage, retirement payments, etc.?”
You will need to contact Human Resources (x3312) directly to set up your employment orientation meeting. This meeting is very important since they will explain in detail the payroll procedures and benefit options such as direct deposit and TIAA-CREF retirement accounts. Payroll and benefit forms will be given to you to complete in order to start receiving a paycheck and to begin your coverage with the benefits of your choice. TIAA-CREF is reputed to be one of the best retirement programs in the country, offering the best rates of returns even in tumultuous financial times. Also, be sure that you understand when the deadline is for submission of your medical insurance forms. After a certain date, even as early as September, you may not be eligible for medical coverage.
HR does send employees an e-mail informing them that they are eligible for a 10% contribution, regardless of whether they contribute; however they must complete the retirement application.

“How do I get a campus ID?”
You will receive an authorization card from Human Resources during your employment orientation and they will direct you the Registrar’s Office (Gulick Hall, x3649). This ID card is also your library card, your pass to the athletic events and facilities, and you can put your lunch credit on it, too. If you should lose your card, Human Resources will issue you another card.

“I need a new computer for my own home use and maybe software… any help from HWS?”
**Hardware.** The Colleges provide NO-INTEREST LOANS (two-year-maximum payback) for the purchase of a personal computer or related equipment. It’s a great deal. The loan goes up to $3500, and no-interest payments are taken out of your paychecks. Go to the following URL and download the pdf forms at http://campus.hws.edu/adm/hr/forms/ComputerLoanProgram.pdf. You can buy your own computer or buy one through the Colleges. Any questions: contact Deb Jerome (Jerome@hws.edu, x3066).
**Software.** HWS licensing agreements allow you some very cool and inexpensive software, for your laptop or home computer. IT Services offers some software at Educational pricing. You can get the most current information at the IT Services Web site. Contact the Help Desk (x4357) for prices and media. (They don’t have the staff resources to do home installations, but if you need help, you might be able to hire one of their student workers to come to your house.) Additional information on computer policies can be found on the IT website at: http://www.hws.edu/itservices. You should be aware of the HWS Acceptable Use Policy. The policy can be found at http://www.hws.edu/itservice/policies.aspx.

“Where do I see what positions are available on campus?”
The Office of Human Resources posts all open positions, both hourly and exempt, on the Human Resources Web site, http://www.hws.edu/offices/hr/employment/index.aspx. Please contact the HR department with any additional questions at ext. 3312.

“Is there someone I can talk to about personal issues I am having?”
The Employee Assistance Program (EAP) offers employees up to 3 sessions free, per issue, through the Family Counseling Services of the Finger Lakes, located on South Main Street in Geneva. Human Resources can provide assistance with contacting their office for an appointment.

**INFORMATION TECHNOLOGY**
“How do I get my HWS e-mail account, and can I access it from off-campus?”
You get an HWS e-mail account automatically, and it’s a good idea to start checking this regularly, as important notices will be sent to you on it. To create your account Human
Resources will have contacted the Information Technology Services Department to tell them your name. IT Services then sets up your e-mail account and will mail you your network username and password. If you don’t hear from them, call HR. To access this account from off-campus, go to Webmail (http://webmail.hws.edu) and enter your username and password.

Be sure to reset your password as soon as you get it. IT Services offers a web-based service to do this. Go to password.hws.edu. If you want to use your regular e-mail program from off-campus (instead of webmail) contact IT Help Desk (X4357) for more information. All instructions are also available on the IT Website.

“What if I need help with my computer or assistance with a piece of software?”
Information Technology Services offers a single point of contact for all of your technology needs. The Support Center is located in the Library Learning Commons and is open the same hours as the Library. They can be reached by calling the help desk at ext. 4357 (HELP). In addition, non-critical requests can be placed through the IT Services Web site at http://www.hws.edu/itservices/index.aspx, or via e-mail at helpdesk@hws.edu. Information Technology Services is dedicated to continuous improvement. In that spirit, please check our Web site for the most current service offerings (http://www.hws.edu/administration/itservices/) or for the latest instructions, training, and guides (http://www.hws.edu/itservices/training_programs.aspx).

LIBRARY
“What services does the Library offer?”
All employees are welcome to use the library. You may use your Colleges ID card to check out items. Library hours may vary and are available at http://library.hws.edu. You can search the Catalog on-line, as well as ebooks, databases, journals, and journal articles. Please check the website to reserve items as well.

PEOPLESOFT
“What is HWS PeopleSoft Web site and how do I get access to it?”
To log into the system, go to the Daily Update and scroll down Quicklinks to the HWS Peoplesoft Portal. At the login, enter your user ID and password (which is the same as your HWS Network ID and password). At the “Enterprise menu”, click on “Campus Solutions and HR”. Click on “Self Service” option and view available web services.

POST OFFICE
“Where do I get my mail… and get stamps….?”
The HWS Post Office offers a wide range of services including Express Mail, Priority, 1st class, certified, insured, and delivery confirmation.

Mail Delivery is generally delivered to all HWS mail boxes in the Scandling Center by noon. Deliveries to offices on campus are completed by 1:30 p.m. Intra-campus mail is distributed after all of the USPS mail is done, and is ongoing throughout the day. Intra-campus mailings to students should be arranged in numerical box order and tied. All
intra-campus mailings must be items pertaining to or sponsored by Hobart and William Smith Colleges. If you don’t know how many pieces you need for your mailing, please call the Post Office at ext. 3504. If you have a large student mailing, it is helpful to send a student worker (if you have one) to distribute it, as the Post Office staff is not always able to distribute such mailings as quickly as one would like. It is always a good idea to give the Post Office a heads up if you are planning a large mailing.

**Metered Mail** You are asked to put your department postage account number on all of your outgoing mail, preferably under your return address. It is advised that all outgoing mail have your name and or department name included in the return address.

**Addresses** If you have a mailbox at the Post Office in the Scandling Center then your address should read: Your Name, Your Box #, Scandling Center (only use your 4-digit box number), Geneva, NY 14456. All other offices should use 300 Pulteney St, Geneva, NY 14456 as that is the address for the Post Office. All students should use their Scandling Center address; not using the proper address will cause a delay in the delivery of the mail.

**Hours** The Post Office Hours during the academic year are 9 a.m. to 5 p.m. Monday through Friday, 9 a.m. to noon Saturdays. Summer hours are 9 a.m. to 5 p.m. Monday through Friday, closed from noon to 1 p.m. for lunch and closed on Saturdays.

**PRINT SERVICES**

“I need to have copies made, where do I go?”

Print Services is open to the public, but priority is given to campus requests. Print Services can usually complete same day or next day service, depending on the size of the request and time of day. To send a request please e-mail printservices@hws.edu, or take a hard copy to Print Services, located in the lower level of Scandling Center. Both color and black and white copying can be done on a variety of paper colors, sizes and cardstock. Print Services also offers spiral binding, laminating, cutting/folding, stuffing envelopes, collating and occasional labeling. Print Services processes automated standard and first class mail, which qualifies for a discounted mailing rate by sorting and printing barcodes on envelopes (250 needed to qualify for standard rate, 500 needed to qualify for first class rate). For questions regarding services or requests, please call ext. 3520 or ext. 3519 for ordering supplies or package information.

**Hours**

Hours during the academic year are 8:30 a.m. to 5 p.m. Monday through Friday. Summer hours are 9 a.m. to 4 p.m. Monday through Friday, closed from noon to 1 p.m. for lunch.

**Supplies**

Print Services stocks the Colleges standard letterhead stationery and envelopes, plain envelopes, small and large intra-campus envelopes, paper and cardstock in a variety of sizes and colors, NCR paper, three-hole punched, and continuous feed computer paper.
UPS, FedEx, Airborne, DHL
Print Services receives UPS, FedEx, Airborne and DHL packages. Campus packages can be shipped out UPS, and charged to appropriate departments. Faculty and staff may pay cash for personal packages. A FedEx drop off box is located in the Medbery parking lot driveway, for those who have their own FedEx account numbers (the drop-off time is 5 p.m. sharp).

RELIGIOUS LIFE OFFICE
“What services does the Religious Life Office provide to employees?”
Weekly on-campus religious services in the Quaker, Roman Catholic, Episcopal, Buddhist and Jewish traditions are open to all members of the HWS community. Check the web site [http://www.hws.edu/studentlife/religious_worship.aspx] for current times and locations. The web site also lists area religious services.

Lesley Adams, Chaplain, and Lorinda Weinstock, director of the Abbe Center for Jewish Life, are available to provide pastoral care to employees as well as students. The best way to contact them is by email. You may also call the office at x3671 and leave a message.

Employees and their dependents may use St. John’s Chapel for weddings on Saturdays in the summer. Wedding policy information may be found at [http://www.hws.edu/studentlife/religious_weddings.aspx] Call the Events Office to make a reservation. Contact the chaplain directly if you wish her to officiate at the wedding.

SPORT AND RECREATION CENTER
“Where can I go to exercise?”
This 66,000-square-foot facility includes a fitness center, group exercise room (and classes), racquetball and squash courts, locker rooms and a multi-purpose floor that is used for tennis, basketball, and many other activities. The pool is in Bristol Gymnasium and can be used by staff and faculty as well. As an employee, your membership is free and assistance is available if you need it. There is also athletic equipment available at the front desk for you to use. Just bring in your college ID card and inform the front desk monitor that it’s your first visit. The staff will be happy to assist you.

The Sport and Recreation Center is on Hamilton Street on the western end of the campus (just west of the football field). For more information about the facility and its programs please call ext. 3901 and/or visit http://www.hwsathletics.com/sports.

MISCELLANEOUS
“I have a child, and I see children around… is there a campus daycare?”
We do not (yet) have campus daycare. A group of faculty and staff (all parents, of course) has worked recently to get campus daycare: if you are interested in contributing your energy to the Child Care Initiative (and if you want to meet newer parents, a good
supportive community), contact Nan Crystal Arens of Geoscience (arens@hws.edu, x3930).

In the meantime, you can call Child Care Council of the Finger Lakes (568-0945 or toll-free 866/226-2418) for leads on childcare in the Geneva area. In addition, many students (mostly William Smith) have nanny experience and are enthusiastic to earn some extra money.

“Is there after school childcare?”
Discovery’s Playground is a new afterschool academic enrichment program on campus. It includes children in grades 1-6. Students attend from 2:45-5:30pm and can register to attend the program anywhere from one to five days per week. There is a fee and the tuition is on a sliding scale. Contact http://www.discoverysplayground.com/ for further information.

“I do not have a car and wonder about alternative transportation?”
Zipcar, a car-sharing network, has two vehicles on campus to use for a fee. There is an annual fee and rates per hour or day. Gas, insurance, reserved parking spots and roadside assistance is included. Contact www.zipcar.com/hws for further information.

The C.A.T.S. (County Area Transit System) bus also provides local transportation for a small fee. Contact them at 585-396-4174.

“What is the coordinate system?”
While students share faculty and staff, they have separate deans, athletic programs, and student governments. They also receive separate degrees (Hobart for men, William Smith for women). If you are in the Education program and remain at HWS for your Masters degree you will receive a degree from Hobart and William Smith Colleges (they do not separate for the Masters).

“Who are the Deans?”
There are separate Deans offices as well. They are in charge of student well-being including their academic achievements. Their goal is to keep students on academic track and functioning at their best. They do a lot of supportive counseling and problem-solving. The Dean of Hobart and the Dean of William Smith are deans of students, and the Provost is the Dean of Faculty. The Deans are located in Smith Hall.

“What does a Provost and Dean of Faculty do?”
The Provost is second in command to the President of the Colleges. The Dean of Faculty deals with any and all faculty issues in and out of the classroom.

ATM Locations
“Where can I find ATMs?”
There are three ATMs on campus. One is serviced by Five Star Bank and located in Scandling Center. The second is serviced by First Niagara Bank and is located at The College Store. The third ATM is at the Sport and Recreation Center and is serviced by Seneca Falls Savings Bank. There is a service fee if you are not a member of the machine’s banking network.

**Forms Page**
Many forms that are frequently used for departments and offices at the Colleges can be found on the Colleges Web site at [http://campus.hws.edu/offices/forms.aspx](http://campus.hws.edu/offices/forms.aspx).

**HWS Vehicle Use**
“How do I rent a campus vehicle?”
To rent an HWS van or vehicle you will need to complete a van request form. Please call ext. 3103 for more information or submit a van request form by going to [http://www.hws.edu/offices/pdf/vanrequest.pdf](http://www.hws.edu/offices/pdf/vanrequest.pdf).

**Notary Public**
“I need to have a document notorized, where can I have that done?”
The following HWS staff members are certified New York State Notaries Public:
- Linda Breese, assistant registrar, Gulick Hall
- Susan Campbell, assistant to the vice president for finance, Coxe Hall
- Tabatha Spinner, human resources administrator, Coxe Hall
- Laura Sposato, faculty secretary, Gulick Hall (a.m.)/Eaton Hall (p.m.)
- Val Vistocco, assistant to the president, Coxe Hall

**Ordering Business Cards/Notepads**
“How do I order business cards?”
Business cards and notepads can be ordered by faxing the order form to the Printing Center, a local Geneva business. The order form can be found at [http://campus.hws.edu/offices/forms/pdf/business_Card_Order_Form](http://campus.hws.edu/offices/forms/pdf/business_Card_Order_Form); the fax number is on the order form.

**Room Reservations**
“How do I reserve a classroom/space on campus?”
Classroom reservations can be done online by going to the registrar’s Classroom Reservation System at [http://www.hws.edu/](http://www.hws.edu/) and click on the Registrar’s Office. There you can view room availability and submit a request to reserve the room you need. If you have any questions regarding room reservations please contact the Registrar’s Office at ext. 3652.

To reserve a room for overnight stay, please e-mail events@hws.edu or call the Conferences and Events office at ext. 3103.
In addition to the employee benefits offered through Human Resources, HWS employees have many discounts available to them on goods and services – both on- and off-campus. Some things are even FREE!

**Discounts on Campus**

**College Store**
Receive a 10% discount and the ability to set up a charge account. You will receive a monthly bill, and will not be charged interest.

**Sporting Events**
The only sports where admission is charged are Hobart varsity football, lacrosse and ice hockey. Any HWS employee can receive two complimentary tickets to each contest with ID. Due to NCAA regulations, discounts may not apply for post-season tournaments.

**Sports and Recreation**
HWS offers a wide variety of recreation and wellness programs available to staff. The [http://www.hws.edu/studentlife/wellness.aspx](http://www.hws.edu/studentlife/wellness.aspx) link is updated regularly and summarizes facility hours and wellness options. Many of the facilities and programs are located in the Bristol Field House.

**Wellness**
The HWS Wellness Program is located in Bristol Field House and emphasizes eating a healthy diet, exercising moderately and practicing various relaxation techniques to improve your lifestyle.

The Field House is home to a fitness center, indoor track, squash and tennis courts and group exercise rooms. Various fitness and wellness related programs and contests, group exercise classes, and other activities are offered routinely. Some equipment (basketballs, tennis racquets, etc.) are available for loan with a valid ID.

Related physical education class offerings include fitness, CPR and first aid, and total body conditioning. The Wellness Schedule link on the website displays times and further information on free classes currently offered. Many of the classes are ongoing and available on a first come first serve basis.

For further information, contact Russ Hess by phone (781-3901) or e-mail at hess@hws.edu. Russ is also available for consultation on nutrition, exercise programs, and workplace ergonomics.

**Aquatics**
A swimming pool is located in Bristol Gymnasium. Open swimming is offered routinely. Related physical education class offerings include swimming, lifeguarding,
water safety, and scuba. For more information, contact Kelly Kisner by phone at 781-3567 or by e-mail at kisner@hws.edu.

**ORAP**

The Outdoor Recreation Adventure Program (ORAP) sponsors student excursions and activities throughout the school year. Camping equipment, cross country skis, and snowshoes are available for daily rental to faculty and staff. Please refer to [http://people.hws.edu/orap/rentals/](http://people.hws.edu/orap/rentals/). For more information, contact Aliceann Wilber by phone at 781-3933 or by e-mail at wilber@hws.edu.

**Waterfront**

Kayaks and paddleboards are available for staff use in the fall. For further information contact Scott Iklé by phone at 781-3938 or by e-mail at ikle@hws.edu.

**Off-Campus Discounts**

**AT&T**

20% savings on “qualified charges”. Discount available at One Solution, 446 Exchange Street, Geneva, (789-0180). Must provide HWS ID or paystub and mention code 4680404.

**Belhurst Castle/Isabella Spa-Salon**

10% discount throughout Bellhurst including overnight accommodations, meals at Stonecutters and Edgar’s restaurants, Bellhurst Estate Winery & Gift Shop.

20% on spa and salon services at Isabella Spa.

Present ID to receive discounts; can not be combined with any other special offer.

**Geneva Family YMCA**

The YMCA gives a 10% discount on membership fees as well as waiving the joining fee to all faculty and staff of HWS.

**Verizon Wireless**

19% off main line of service of $34.99 and higher; available at many Verizon Wireless retail locations.

**Outlet Mall**

Free discount booklet ($5 value) at the service desk at the food court when you present HWS ID.
STAFF COMMITTEES

Administrative Advisory Committee
The AAC’s mission is to provide a forum for discussion of policy; develop and communicate recommendations to Senior Staff, the President and the Trustees; and to facilitate communication among staff and between staff and members of the Colleges community. More information about AAC can be found at [http://www.hws.edu/offices/aac.aspx](http://www.hws.edu/offices/aac.aspx).

Administrative IT Committee
The committee is made up of 12 administrative staff members who each represent and work specifically with different campus departments on their technology needs, in order to help facilitate their annual technology needs request. For questions please contact Peggy Ferran at ext. 3311 or Ferran@hws.edu or visit [http://www.hws.edu/administration/people/aitc.asp](http://www.hws.edu/administration/people/aitc.asp).

Commencement Committee
The responsibility for planning and coordinating the graduation ceremony is assigned to the Registrar of the Colleges. If you have questions about participating, please contact Peter Sarratori at Sarratori@hws.edu or ext. 3647.

Committee on Inclusive Excellence
This group includes students, staff and faculty to consider ways to advance a more inclusive community at Hobart and William Smith. They created a strategic plan to help HWS build and strengthen a campus community of inclusive excellence.

Orientation Committee
This committee is the primary working group that plans and oversees the logistics and program for Orientation weekend for all in-coming first-year students and their families. For more information please contact Lisa Kaenzig in the William Smith Dean’s office at Kaenzig@hws.edu or ext. 3467.

Safety Committee
To ensure a safe working and learning environment for all students, faculty and staff, the Safety Committee meets periodically to discuss and review the Workers Compensation program in regard to cost, incidences and how to reduce the number of accidents on campus. For questions or comments please contact Human Resources at ext. 3312.