



Colonial Williamsburg News

COLONIAL WILLIAMSBURG'S PEOPLE AND PROGRAMS
Online at intranet/cwnewsonline/index.htm

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Human Resources Offers New Benefits; Easier Online Access, Too



In response to feedback on last year's benefits survey, the Foundation is offering two new savings options to Foundation employees.

The **Roth 401(k) Retirement Plan** allows employees to contribute to their accounts after taxes are withheld.

At retirement, money can be withdrawn tax-free. Distributions without penalty are allowed after age 59½.

The **Vanguard 529 College Savings Plan** may be started with only a \$50 initial investment, provided employees enroll online and contribute to their accounts through automatic bank withdrawals.

HR is also going digital, for personnel records and timekeeping. The first phase of our KRONOS Workforce Ready timekeeping system is targeted to

To find out more about your benefits, go to <http://intranet/humanresources> and **HRConnection.com**.
USERNAME: CWF
PASSWORD: Benefits1

launch June 10, offering mobile and web access for nonexempt (hourly) employees, who will be able to clock in, submit time off requests, and view their work schedules using their mobile devices with the new system.

This will be the first phase in the launch of the new **Human Resources Information System (HRIS)**. The new system will allow employees to view and edit personal information, enroll in benefits, and view pay stubs.



Frank Batten Jr. Elected Foundation Trustee

The Colonial Williamsburg Foundation board of trustees has elected Frank Batten Jr., chairman, president and CEO of Landmark Media Enterprises LLC and Dominion Enterprises, to serve as a trustee of the Foundation.

Batten served beginning in 1998 as chairman and CEO of Landmark Communications, known since 2008 as Landmark Media Enterprises LLC, a Norfolk-based media company that owns daily and community newspapers including *The Virginian-Pilot*. In August 2017 he became president of Landmark and its largest subsidiary, Dominion Enterprises, an electronic media firm.

Introducing Dana Tomlin



The Foundation recently welcomed Dana Tomlin as Director, Compensation, Benefits and HRIS, in our Human Resources division.

Tomlin joined the Foundation in

January, bringing a wealth of experience in human resources leadership, most recently serving as Human Resources Manager for the City of Chesapeake. Her prior experience also includes work in human resources for The New York Times Company and Murphy-Brown, LLC, the livestock production-subsiary of Smithfield Foods.

Tomlin brings the added benefit of her bilingualism, having taught Spanish at the middle and high school levels.

In this position, Tomlin oversees compensation, benefits, and UltiPro, our new HR software system, as we automate our processes and migrate employee records to a digital format.



Plan to Make A Difference!
Details about our campaign
coming soon to the CW Intranet.
<http://intranet/>

Behind the Scenes

You may not see them, but their work is vital



Left to right, nurseryman Scott Hemler, arborist Charles Gardner, and horticulturalists Patrick Nee and Melody Mosburger.

It's showtime for Mother Nature. But the lushness of the trees and flowers isn't all nature's doing. This beauty was months in the planning and is the culmination of work by a dedicated team in the Landscape Department.

With a staff of 15, Director of Landscape Services Laura Viancour says maintaining the natural beauty of the Historic Area is a large task, but one with value beyond the appearance of the plantings and grounds. Viancour says, "Guests expect our gardens and plantings to be exceptional and hold them up as inspiration for their own yards. Every day is an adventure in the gardening world because Mother Nature has the last word."

Members of the landscape staff perform the horticultural tasks in the iconic pleasure and kitchen gardens, including the planting and maintenance

of trees, flowers, herbs, vegetables, and turf. Landscape managers supervise the work of contracted employees who maintain the remaining sites and other Foundation properties, including Merchant Square, Bruton Heights, and the Visitor Center.

The landscape staff (horticulturists, an arborist, an integrated pest management technician, an irrigation technician and a nurseryman) all hold professional certifications specific to their areas of expertise.

Many of the tasks performed in Colonial Williamsburg require skills beyond that of most modern landscape professionals. For example, plants in the Historic Area are pruned using special techniques with a long history, such as cordoned fruit trees trimmed to grow as a single stem, pleached or interlaced arbors, including the arbor in the Palace Garden, and pollarded trees, such as the sycamores at Francis and Nassau Streets.

Since many of the plants used here are not readily available commercially, the department propagates the types of plants that were grown in the 18th century in its greenhouses at the Landscape Nursery.

Our landscaping staff also is involved in the planning, coordination, and administration of many programs, including garden tours, the annual Garden Symposium, and decorating



the Historic Area for Christmas.

It can be a challenge to maintain an 18th-century atmosphere while using some modern equipment and techniques. Work when guests are present is done in the least intrusive way possible, but there are times when power equipment is necessary. Quieter electric-powered equipment is used to reduce disruption.

In addition to their horticultural tasks maintaining the gardens, members of the landscaping staff also tackle major projects ranging from installing irrigation systems to garden restorations and renovations. A recent project involved the renovation of the Palace Maze. Guests have a habit of taking shortcuts through the hedge, making it necessary to replant more than 150 shrubs in the maze each year.

Installing the fences to enforce the maze boundaries will allow the maze to remain open without as much recovery time. The maze will reopen this summer.



*Landscape Services Director Laura Viancour
Photo courtesy of Kristi Hendricks*

Your Story: Melissa Sharifi

by Chuck Reusing

POSITION: Integrated Pest Management Technician (IPM) in the Landscape Department

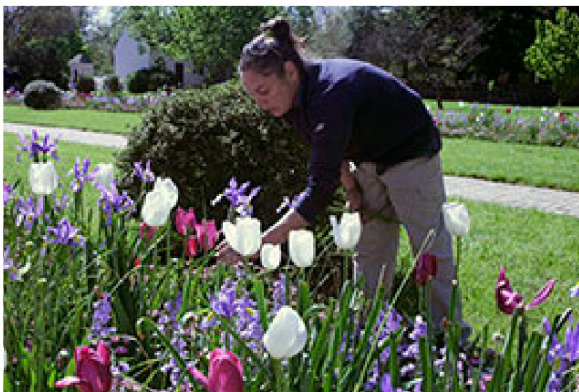
YEARS OF SERVICE: I've been with the Landscape Department since 2013. I was a senior gardener for two years before moving into my current position as an Integrated Pest Management Technician.



WHAT I DO: I focus on the eradication of all weeds and pests on Colonial Williamsburg properties (other than the hotels and golf courses) including roadways, wooded areas, and waterways.

I work year-round, but I am very busy once it's warm. I stay current on pest management and monitor the health and chemical treatments of our waterways and retention ponds. I target exotic and invasive plants with an organic spray schedule that's gentle on pollinators and helps us fight back against wisteria, poison ivy, bamboo and kudzu with only a drop of herbicide. In winter, I assist with snow removal.

WHAT I DO TO IMPROVE THE GUEST EXPERIENCE: The preservation of our plant life and landscaping benefits all of our visitors.



MEMORABLE EXPERIENCES: When I began with Colonial Williamsburg about five years ago, Lance Street was my foreman and I learned so much from him. We had a great team working together.

I live on a 750-acre farm in Charles City County and every day when I drive into work, I travel down a very long driveway on the property. I feel lucky to live and to work in such beautiful places.

BIGGEST ACCOMPLISHMENT: I will soon be certified as a Master Naturalist through the Virginia Tech extension program. The program takes about a year to complete and it will help me better understand the ecology of Colonial Williamsburg. I'm also proud that we have peaches, plums, apples, apricots, cherries and grapes all coming along well this year.

INTERESTS/HOBBIES: I love horses and we have two Tennessee Walking horses at our farm. My husband and I have three children: a son, 19, who graduated from high school last year; a daughter, 15, who is a high school freshman; and a 5-year-old son in kindergarten.



Boxwood Blight: A Serious Threat to Shrubs

Boxwood blight, an easily spread fungus fatal to the popular shrub, has been found in nearby neighborhoods. Disease development and complete leaf loss can occur swiftly, particularly in warmer temperatures.

With our approximately 8,000 boxwoods, an outbreak of blight in Colonial Williamsburg would be tragic.

If boxwood blight is suspected in a garden, physical barriers will be placed to prevent entry into that specific garden until lab samples are cleared. A positive diagnosis of the disease from the lab will result in the prompt removal and disposal of the plants and then burning of remaining debris onsite.

You can help prevent the spread of boxwood blight by asking guests to respect any barriers placed in gardens and explaining that we are following best practices specifically developed to help prevent and control this very damaging disease.

Volunteers Serve with Dedication...



More than 900 volunteers contributed some 100,000 hours of support for The Colonial Williamsburg Foundation in 2017. Independent Sector, a nonprofit advocacy group, recently calculated the average value of volunteers' work at \$24.69 per hour. In addition to saving money for an organization, volunteers widen the institution's reach into the community and generate goodwill that can't be measured monetarily. Our volunteers range in age from 12 to 95! Here are a few of our volunteer friends.



Clockwise from top left: Mary Drew makes bobbin lace. Sisters Lisa and Judy Corcoran assist with Development mailing. Carol Fryer prunes a topiary. Joan Childs scans a barcode on the new archives shelves. Ora Avery assists with Development mailing. Roger Hall (seated) works with Senior Furniture Conservator Albert Skutans. Charles "Pops" Ward is a military artificer. Chip and Doris Bixler assist in the Colonial Garden.

Throughout the Foundation



Clockwise from top left: Hank Kozek volunteers in the apothecary. Harriet Parsons pots tomatoes in the greenhouse. Frank Megargee assists in St. George Tucker House. John Wailes serves at the military information desk. Carol Harrison, Jane Bergstrahl, Mary Lou Rowe and Nan Losee quilt for the Wythe House. Carol Fryer (center) and Sheila Nigro assist in the gardens. John Nichols is a military artificer.





The Goodwin Building: A Rich History of Its Own

The Goodwin Building, which has served as the primary administrative headquarters for The Colonial Williamsburg Foundation since its dedication in 1941, will soon be made available for lease. Several departments and offices have already moved and more will be moving before summer.

The building is named for the Rev. Dr. William Archer Rutherford Goodwin, the man Williamsburg remembers for his role in persuading John D. Rockefeller, Jr. to take on the restoration of the Colonial city. When the building was dedicated in 1941, two years after Goodwin passed away, his sons Rutherford and Howard attended the ceremony honoring their father.

Since then, it has served as the admin-

istrative home for seven Foundation presidents.

Early photos of the building reveal many features still visible today: the checkerboard tile, rounded corners, Deco-styled light fixtures and the portrait-lined boardroom, for example. The exterior of the Federal-style building was designed to appear as three separate buildings to give the structure a “domestic flavor,” even though it was an “official” building. The building was fully air-conditioned, with its H-shape designed to offer optimal natural light. It was finished two months ahead of schedule – complete with a small soundproof booth where Mr. Rockefeller could safely conduct confidential stock trades. (You may

have read about this bit of Colonial Williamsburg history in *Forbes*.)

During World War II, the Goodwin Building was designated not just as a bomb shelter, but also as an air refuge center equipped to be a full-service surgery, complete with operating table and assigned physician.



The Big Move: An Update

The move of administrative offices from the Goodwin Building should be complete by May 31. Here is an overview of planned relocations for divisions within The Foundation:

- **Finance**, other than the Chief Financial Officer, has moved to the **Franklin Street Offices**.
- **Marketing and Public Relations, Real Estate and Development**, as well as the offices of the **President, General Counsel, Chief Financial Officer and Senior Vice President**, have moved to **Bruton Heights School**.
- **Archives and Records** have moved **John D. Rockefeller, Jr. Library**.



Archives Move to Library



The vault in the Goodwin Building housed Board of Trustees records going back to the 1920s.

Perhaps the most complex move from the Goodwin Building this spring has been relocation of the Foundation’s corporate archives to the Rockefeller Library. The archive serves the repository for the Foundation’s history, and includes items ranging from board meeting minutes to the telegram John D. Rockefeller, Jr. sent to the Rev. Dr. W. A. R. Goodwin launching the restoration of Colonial Williamsburg. The move was made possible by a grant awarded last fall by the Institute of Museum and Library Services to fund the purchase and installation of high-density shelving. Additional funding for the project was provided by a generous private donor.

While the move coincided with moves of other offices from the Goodwin Building, plans for this relocation were already well underway. Basement conditions are not ideal for preservation, and the new location in the Rockefeller Library is brighter, more spacious, and offers better climate control. The addition of a new electronic finding aid provides intellectual control over the collection and helps bring the history of the Foundation into the modern world.

The Archive Move

by the numbers

7,748

Boxes and volumes, indexed, barcoded, scanned and moved

14

Moving days

31

Trips from Goodwin to Library

600–1,000

Boxes moved per day

18,264

Total scans (box leaving, box arriving, shelf in new location)



The new shelves in the Rockefeller Library can be cranked open and closed to save space.



Spring Gonzales Award Winners Announced

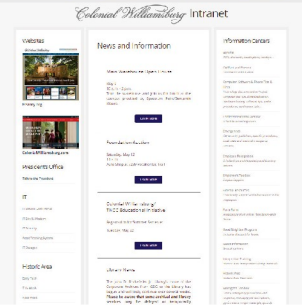
The Mary and Donald Gonzales Field Experience Fund has awarded grants to four Foundation employees. The grants are awarded for continuing education projects and may be used for travel or tuition expenses. March recipients are:

- **Amanda Doggett**, Apprentice Joiner, Historic Trades;
- **Tiffany Fisk**, Apprentice, Historic Foodways;
- **Mark Sperry**, Journeyman Blacksmith, Historic Trades; and
- **Bonnie E. Roane**, Apprentice Cooper, Historic Trades.

See Gonzales Award recipients’ reports detailing their experiences on our intranet under *Employee Recognitions*.



Intranet Redesign Unveiled



The first stage of a redesign for our Intranet site went live in early April. The homepage at <http://intranet/> is just the start of a conversion to a more user-friendly layout. While most links from the new homepage still connect to the familiar, older design, updates continue and other pages will soon be redesigned.

For an example of the new design as it will work for departments, please view the Coach and Livestock page at <http://intranet/cch&live/index.htm>

Warehouse Open House



The Main Warehouse hosted its open house in May. Attendees met vendors, learned about the resources available and were treated to a cookout. Above left, C. E. Thurston of Empire Machinery shares information with Jason Marten, Alan Purrington, and Anthony Martin of Mechanical Trades Support Services. Above right, Ric Cook of materials management and Jim Scherger of building trades welcomed warehouse visitors.



Photographer Tom Green and the publications staff ignored W. C. Fields' advice never to work with children and animals and staged a photo shoot featuring both. Photos were taken on the Palace Green for the summer issue of Trend and Tradition.

Give Blood; Save Lives

The Colonial Williamsburg Foundation Hospitality & Courtesy Committee and the City of Williamsburg will co-host the Mayor's Cup Blood Drive on Thursday, June 14 from 10 a.m. to 3 p.m. at the Williamsburg Community Building at 401 N. Boundary St. Appointments are encouraged, but walk-ins are always welcome. Remember, just 1 pint of blood may save up to three lives.

To make an appointment or for more information, please contact Jessica Tarr at 220-7025 or jtarr@cwf.org.



New Addition



Congratulations to Hazel Wong, assistant general counsel, on the birth of her daughter Angela on March 28, 2018.

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Editor in Chief Catherine Whittenburg, x7726

Editor Kerri Albertson, x7174

Contributors Katie Appel, Patricia Barner, David Bjorkman, Joanne Chapman, Carl Childs, Donna Cooke, Mary Ann Goode, Thomas Green, Tracey Gulden, Kristi Hendricks, Jay Howlett, Sue Liddell, Jane Lloyd, Jody Macenka, Marianne Martin, Katherine McDonald, Sarah Nerney, David O'Dell, Joe Poole, Chuck Reusing, Wayne Reynolds, Katie Ross, Melissa Sharifi, Angela Taormina, Dana Tomlin, Laura Viancour

SEND YOUR NEWS

including information about marriages, family additions, as well as about items to sell—
to Kerri Albertson at kalbertson@cwf.org by June 30 for inclusion in the next issue of CW News.