Spirit Day 2008 is scheduled for Tuesday, August 5 from 11:30 a.m.—3:00 p.m. Preparations are underway and the committee is working hard to not only make this year’s event fun but also “green.” As you can see from the logo above, the committee is blending the theme of the Colgate Olympics with recycling symbols as a reminder to its commitment of incorporating ways to be friendlier to the environment by reducing our carbon footprint.

Based on last year’s survey results we will bring back Bingo and Name that Tune, continue to hold the event on Whitnall Field, and have food that fits the theme. Will Cotter of White Eagle will serve an Olympian Greek feast! Jane Jones, along with her team, will provide mocktails. Shelly Harris of Center Stage DJ & Entertainment Services will fill the air with music and challenge us to compete in contests, including a toga and torch relay!

This year’s department/division contest is to design a flag to fit the theme. Flag kits with instructions will be available at a later date for those wishing to participate. Flags will be on display throughout the day and will be judged by members of the President’s Staff.

With Olympics as the theme, it’s time to start thinking about what competitions you want to participate in and who you want on your team. Prizes will be awarded to teams taking the Gold, Silver and Bronze.

Spirit Day t-shirts will be available for purchase in the very near future. The logo (see above) will be placed on the back of a white t-shirt and the motto in small lettering on the front. Instead of flyers you will receive an email announcement that will contain instructions on how to place your paperless order.

Spirit Day Committee Members are: Dave Augustine, Jackie D’Amore, Beth MacKinnon, Marni Manwarren, Rhonda Pancoe, Lorie Riedl, Abby Rowe, Jen Servedio and Dave Turner. Please feel free to contact them with suggestions or questions.
Over the summer, Colgate students will be transitioned to a new e-mail system based on Google’s Apps for Education. This action is in response to specific concerns raised by the Student Government Association, and the goal is to provide a more robust and flexible messaging service to our student body. Faculty and staff e-mail addresses will remain unchanged, but there are important considerations for those faculty and staff members who regularly converse with students by e-mail.

The change from on-campus “Microsoft Exchange” accounts to off-campus “Google GMail” accounts will necessitate a few changes in the way faculty and staff interact with students by e-mail. Most importantly, student addresses will no longer take the form of (Username)@mail.colgate.edu, but rather (Username)@students.colgate.edu. Some students have been transitioned as part of a pilot test group. The remaining student(s) are expected to be transitioned to the new system by the end of July 2008. Old student e-mail addresses will continue to work through January 2009, though will be transitioned to the new system by the end of July 2008. Old student e-mail addresses will continue to work through January 2009, though most important, student addresses will no longer take the form of (Username)@mail.colgate.edu, but rather (Username)@students.colgate.edu.

You will receive more e-mails on this subject as the old addresses are deactivated. You will be permanently unusable. You will receive more e-mails on this subject as the transition process continues and as we get closer to January. What does this mean for faculty and staff? 

1. Any mail that is sent to a student at an @mail.colgate.edu address will bounce back to the sender. E-mails sent to students MUST use addresses ending in students.colgate.edu. 
2. All personal address books or student groups lists must be changed to reflect the new addresses. For example, if you have set up a custom class list within Microsoft Outlook, each student address must be changed from @mail.colgate.edu to @students.colgate.edu. Owners of group distribution lists must check each list to ensure that the new addresses are added and the old addresses removed. Address lists created in the Colgate Portal will continue to function normally and the addresses in Portal lists will automatically change. It is recommended that the Portal be used whenever possible to create such lists as it allows for easier alterations during these types of transitions.

3. Recently used addresses in your e-mail program (such as Microsoft Outlook, Microsoft Entourage, or Apple Mail) must be changed. For example, if you have e-mailed a student before their address will “auto-fill” as you type their name into the “To:” line when sending an e-mail. You must make sure that the address shown is the new (Username)@students.colgate.edu format and not an old cached address. By typing the new address in its entirety when sending e-mail, you can be sure that the message will be sent correctly. Should you accidentally type the wrong address, the e-mail will be returned to you by the server without being sent.

More information will be forthcoming as we approach the transition date. If you have any questions or concerns regarding the move to a new student e-mail system, please contact the Colgate Helpline at 228-7111 or use our web form at http://computing.colgate.edu/help.asp. They will direct your question to the appropriate ITS staff member. Thank you.

What is ergonomics? –Part 1

Ergonomics is a discipline/science that relates to humans and their work environment. More specifically, it is proper arrangement of the environment to fit the person within that setting. This is accomplished by designing tasks, work spaces, controls, displays, tools, lighting, and equipment to fit the employee’s physical capabilities and limitations.

Why is ergonomics so important? When ergonomic principles are applied correctly in the work environment, visual, muscle fatigue, joint discomfort, associated injuries and disorders are reduced significantly.

This is part one of a two-part article dealing with this very important subject. Within this article proper lifting techniques and lowering tasks will be addressed. Part two will address proper office ergonomics.

Proper lifting and lowering techniques utilize the following principles:

1. Optimize material flow through the workplace by — reducing manual lifting of materials to a minimum, — establishing adequate receiving, storage, and shipping facilities, and — maintaining adequate clearances in aisle and access areas.
2. Eliminate the need to lift or lower manually by — increasing the weight to a point where it must be mechanically handled, — palletizing handling of raw materials and products, and — using unit load concept (bulk handling in large bins or containers).
3. Reduce the weight of the object by — reducing the weight and capacity of the container, — reducing the load in the container, and — limiting the quantity per container to suppliers.
4. Reduce the hand distance from the body by — changing the shape of the object or container so that it can be held closer to the body, and — providing grips or handles for enabling the load to be held closer to the body.
5. Convert load lifting, carrying, and lowering movements to a push or pull by providing — conveyors, — ball caster tables, — hand trucks, and — four-wheel carts.
6. When lifting/moving loads never twist or turn at the waist, take the appropriate steps to accomplish the task.

Retirees Breakfast
Retirees and their guests were treated to a delicious breakfast at the Merrill House on Wednesday, April 2. Special thanks to Chef Mike Stagnaro and Sodexo for an outstanding meal. President Chopp was there to welcome those attending and to give them an update on happenings at the university.

Annual Campus Steam Shutdown
The boilers at the central heating plant will be turned off to perform the required annual maintenance to the plant and several steam manholes throughout the campus. They will be shut off from Monday, June 2 through Monday, June 16. The following buildings will not be affected by the shutdown:

- Chapel House
- All College Street residences
- Conant House
- 88 Hamilton Street
- Sanford Field House
- Cultural Center
- All Broad Street residences
- French/Italian House
- Human Resources
- Watson House

This will impact the supply of hot water to the main campus, Huntington Gym and Reid Athletic Center. Lineberry Pool will have a limited supply of hot water.

If you have any further questions, please call the heating plant at x7468. Thank you for your patience and cooperation during this necessary maintenance task.

FlexAmerica Updates
Effective April 7, 2008 the FlexAmerica threshold for the debit card will increase from $40 to $65.

Employees who have elected a healthcare spending account are able to use their FlexAmerica debit card for point of sale expenses. Using the card avoids the need to submit claims and wait for reimbursement, as with traditional reimbursement plans. Purchases such as prescription drugs, qualifying over-the-counter items, dental visits and medical co-pays can be placed directly on your flex debit card. However, the use of the card is subject to rules published by the IRS. Employees are responsible for keeping all receipts for these pre-tax purchases for income tax purposes. Under certain circumstances, FlexAmerica is required to validate claims to comply with IRS requirements. These proof of purchases are required for all purchases over $65 with the exception of multiples of prescription co-pays (i.e. two prescriptions with a co-pay of $40 each do not require validation).

For recurring expenses that require validation (i.e. three prescriptions that are filled monthly for a total of $75.25) you can fax your validation of claim to FlexAmerica and contact Sam in the debit card department at 301-530-9400 x113 to request the documentation be reviewed as an exception. If approved, a request for validation of claim would not be required for that exact expense for the remainder of the calendar year.

Reminder: The flex debit card should not be used to purchase non-qualifying items (personal care, candy, etc). Under IRS guidelines, FlexAmerica will request reimbursement for any non-qualifying expenses and could result in permanent inactivation of your debit card.

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NEW HIRES

William LaRuffa accepted the position of leadership gifts officer of the parent’s fund effective March 24. He was previously employed by Christmas and Associates Land Company, a licensed real estate firm. He received his BS from Rochester Institute of Technology. Bill and his wife Lindsay have two children: Lauren, 8, and Ashley, 5. He enjoys camping, boating, and basketball and volunteers with the Hamilton Fire Department.

Shelley J. Robertson accepted the position of GM Clerk at the bookstore on March 31. She was previously employed at Roger’s Market. Shelley and husband Gary have two children, Gary Jr. and Nicole. Shelley enjoys sports, working out and people.

MAY ANNIVERSARIES

30 Years
Jim Stone - Physical Plant

20 Years
Di Keller - Geology

10 Years
Doug Chiarello - Advancement
Robin Summers - Alumni Affairs

WANTED

Home: 9-year-old female Tabby cat, Aya, seeks a new, loving, single-cat family to take her in. Her current person has recently moved in with other cats and the multi-cat environment is not ideal for her. Aya is healthy, very sweet, loveable and low key. Please contact her current person at 750-6317.

QUOTE OF THE MONTH

Our lives are not determined by what happens to us but by how we react to what happens, not by what life brings to us, but by the attitude we bring to life. A positive attitude causes a chain reaction of positive thoughts, events, and outcomes. It is a catalyst, a spark that creates extraordinary results.

— Anonymous

Reminder: Information about Job Postings

For complete information on position vacancies and to submit an application visit our website at: https://careers.colgate.edu

Due to technical issues, this link is not available on the portal.

[Note: Bargaining Unit positions will continue to be handled in accordance with the Collective Bargaining Agreement.]

BIRTH ANNOUNCEMENTS

Cassandra Newlun and Anthony Tsardakas welcomed twins Sofia Alice (3 lbs., 6 oz.) and Angela Lynne (4 lbs., 4 oz.) on March 26. Jean Getchonis, administrative assistant in philosophy, religion and Jewish Studies is the proud grandmother.

Woolim Cho and John Palmer welcomed Jonathan Minhoo (7 lbs., 21 1/4" long) on April 4. He joins big brother David Mingyu, 2. John is an assistant professor of educational studies.

Tanya and Jeff Davis are proud parents of Gabrielle Alysse (7 lbs. 3 oz., 20.5" long) born April 9. Thomas and Barb Springer are proud grandparents. Barb is an environmental services superintendent in the physical plant.

FOR SALE:

- 3-Way 300W/100W/100W Tri-Amped Active, $350
- Yamaha Vmax SX 1999 Excell. 2 Mackie SR1530z PA speakers (15" 3-Way 300W/100W/100W Tri-Amped Active), perfect working and very clean condition. Asking $1500 for the pair. Call 794-6318 or 893-7080, leave message.
- 2005 Devinci Apex road bike with computer, 57cm medium frame. Ridden one season; great condition Asking $700. Other accessories: trainer, Louis Garneau shoes (ez. 44), Profile design aero bars. Asking $150. Call 749-6258 or 893-7080, leave message.
- Comic books (sz. 44), Profile design aero bars. Asking $150.
- Colgate University makes no warranty, expressed or implied, about the nature or condition of items advertised and accepts no responsibility for any transaction or item. The University reserves the right to suspend or terminate the program at any time.