America’s Greatest Heart Run & Walk 2007
Saturday, March 3, 2007
33rd Anniversary Event
submitted by Heather Payne

“Team Colgate” is once again participating in America’s Greatest Heart Run & Walk. Faculty, students and staff, as well as family and friends, are welcome and encouraged to join “Team Colgate.” This is a great opportunity to share some Colgate camaraderie, to get some healthy exercise, to serve our community, and to have FUN.

Please join us in Utica on Saturday, March 3 as “Team Colgate” shows its commitment to prevention of the disease and the care and treatment of those afflicted by it. If you did not receive a pledge/sign up form from the Heart Association, email one of the contacts below for a form, get a minimum of $30 in pledges (or $60 and receive a “Team Colgate” hoody sweatshirt) and then pre-register at Reid Athletic Center on Tuesday, February 27 from 5:00 p.m. to 7:30 p.m.

“Team Colgate” raised over $8,000 for this important cause last year with 57 participants. Colgate was awarded first place for the highest average pledge in the team category of Colleges and Higher Education.

Our goal this year is to raise $13,113.13 and have 113 participants. If every returning member recruited one new member for “Team Colgate,” we would surpass our goal of 113 participants.

Colgate community members have participated in the Heart Run & Walk for many years. “Team Colgate” NEEDS YOU to be a part of the best team in America’s Greatest Heart Run & Walk 2007; we hope you will be able to participate. So sign up now and join the fun! Transportation from the Student Union to Utica College will be provided.

If interested, or for more information contact either:
Betsy Busche, ebusche@mail.colgate.edu
Annemarie Papandrea ‘08, apapandrea@mail.colgate.edu
Sarajane McMahon ’10, smcmahon@mail.colgate.edu
**SUMMER EMPLOYMENT**

Children of employees who are interested in summer employment can now apply at Careers @ Colgate our online recruitment site: https://careers.colgate.edu. They can apply to any or all of the three summer postings listed: SUMMER—Office; SUMMER—Maintenance/Laborer; and SUMMER—Lifeguards and Boathouse Monitors.

Preference is first given to employees who occupy less than 12 month positions, Colgate students who are on campus for the summer, and children of Colgate employees. In most cases, children must be 18 years or older, however, younger children are hired on occasion.

Departments should coordinate all summer hires through HR by contacting Nancy Callahan at x7565. Funds must be available in your department casual wage line (account 141). It is not appropriate for departments to hire children/relatives of their employees.

Employees who hold less than 12 month positions and are interested in summer employment should contact Nancy at x7565 as soon as possible so that every effort can be made to find employment for the summer months. Employees who will not be working should coordinate arrangements for payments of normal deductions while in a no pay status with Jill Burdick at x6668. HRD must be informed of your last day on campus, use of vacation time, as permitted, and your anticipated return to work date before you leave for the summer.

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**University Wide On-Line Requisition (E-Requisition System)**

submitted by: Art Punsoni

The Purchasing Office has been charged with the responsibility to oversee the expansion and completion of on-line requisition on campus. E-Requisition training for department personnel, those who have not been trained or would like to be retrained, will begin after Spring break. The system can be viewed on the University portal. It is simplified and easy to learn, training time is generally 15 - 20 minutes. Members of our purchasing staff will be contacting departments to set up a date and time. Each department will be provided one-on-one training in their office.

Any inquiries can be directed to Art Punsoni, x7477, Connie St. Hilaire, x 7474 and John Nelson, x7826.

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**STAFF DEVELOPMENT & TRAINING**

Colgate University supports the professional development of its staff by offering training opportunities both on and off campus. Throughout the year, employees are invited to attend workshops and seminars brought to campus to enhance the development of skills and provide professional growth opportunities.

**Seminars for Support and Technical Staff**

As part of the support for professional and technical development, Colgate has established a fund to provide technical and support staff with assistance to attend off-campus conferences, workshops, seminars or courses that enhance individual skills. A request form can be obtained at http://offices.colgate.edu/hr and clicking on the staff development link, or by calling the Human Resources Department at x7565.

The following websites list workshops in our area:

- Fred Pryor and CareerTrack - http://www.etrain.com/
- SkillPath Seminars - http://www.skillpath.com/
- CompuMaster - http://www.compumaster.net/
- National Seminars Group Padgett-Thompson - http://www1.natsem.com/

Some upcoming seminars include:

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<thead>
<tr>
<th>Fred Pryors seminars</th>
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<tr>
<td>Managing multiple priorities, projects &amp; deadlines</td>
<td>Feb. 27, Binghamton</td>
<td></td>
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<tr>
<td>Managing the front desk</td>
<td>Mar. 8, Syracuse</td>
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<td>Communicate with tact and professionalism</td>
<td>Mar. 13-14, Syracuse</td>
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<tr>
<th>SkillPath seminars</th>
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<td>Conference for women</td>
<td>Mar. 1, Syracuse</td>
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<td>Conference on customer service</td>
<td>Mar. 22, Binghamton</td>
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**Professional Development**

Professional development funds, budgeted by individual departments/divisions can be used for staff to attend conferences, administrators’ attendance at workshops and for staff memberships in professional organizations. The following websites list general management seminars for administrators:

- Cornell University School of Industrial and Labor Relations - http://www.ilr.cornell.edu/mgmtprog

Members of the technical and support staff are also encouraged to join their professional organizations. Links to several are included below:

- National Association of Executive Secretaries and Administrative Assistants - http://www.naesaa.com
- International Association of Administrative Professionals - https://www.iaap-hq.org

Staff should contact their supervisors for funding.

**Contact human resources if you need assistance.**
ASK AN ADMINISTRATOR

Q. Can you update us on the catastrophic leave pool?

A. Colgate University maintains a catastrophic leave pool to assist non-exempt employees who are faced with a catastrophic illness of their own, or that of a family member, and have exhausted their own leave balances. The medical catastrophe must be severe enough that it requires continuous, long-term medical treatment by a licensed medical practitioner. The employee requesting leave must complete an application which requires a detailed explanation of the reason for the request. The supervisor is consulted to ensure that the need for catastrophic leave is not due to an employee’s history of sick leave abuse. The Associate Vice President for Human Resources manages the leave pool and requests donations from employees on an annual basis, each December, although donations are accepted at any time. Staff may donate either vacation or sick time to the pool in increments of not less than one day and not more than one week, provided that they maintain a minimum balance of 60 days of sick leave after the donation.

This past December, 15 employees donated a total of 280 hours to the catastrophic leave pool, including donations from employees who have benefited from the pool in the past. Leave from the pool that is unused by an employee due to changing circumstances is returned to the pool (i.e. return to work sooner than anticipated, etc.). In 2006, donations from the pool were provided to one employee. Below is a chart that shows the breakout by year of all donations and withdrawals from the pool.

<table>
<thead>
<tr>
<th>Year</th>
<th># of Hours Donated to Pool</th>
<th># of Hours Granted to Employees</th>
<th>Balance</th>
</tr>
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<tbody>
<tr>
<td>1999</td>
<td>367</td>
<td>0</td>
<td>367.00</td>
</tr>
<tr>
<td>2000</td>
<td>312</td>
<td>183</td>
<td>496.00</td>
</tr>
<tr>
<td>2001</td>
<td>340</td>
<td>0</td>
<td>836.00</td>
</tr>
<tr>
<td>2002</td>
<td>344.25</td>
<td>300</td>
<td>880.25</td>
</tr>
<tr>
<td>2003</td>
<td>315.5</td>
<td>292.3</td>
<td>903.45</td>
</tr>
<tr>
<td>2004</td>
<td>317</td>
<td>429.5</td>
<td>790.95</td>
</tr>
<tr>
<td>2005</td>
<td>343.25</td>
<td>217.7</td>
<td>916.50</td>
</tr>
<tr>
<td>2006</td>
<td>280</td>
<td>70.95</td>
<td>1125.55</td>
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<tr>
<td>Total</td>
<td>2619</td>
<td>1493.45</td>
<td>1125.55</td>
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Catastrophic leave remains in the pool from year to year. Contact Human Resources for further information.

FOCUS ON FITNESS

submitted by: Jackie D’Amore

Human resources sponsors a number of wellness classes for employees and their spouses/partners during the lunch hour and after work. Class offerings include aerobics, deep water exercise, power toning and stretch, spinning and yoga. Our instructors are excellent and our participants are serious about their health and wellness. What impresses me the most is the camaraderie and play that often goes on during classes. Pausing by the classroom, you might hear groans of pain as well as laughter. For a lot of us it proves to be much more fun to workout in a group.

Currently, most of the classes have wait lists, but there are a few openings. If you are interested in registering for a class or getting on a wait list, please contact call me x6702 or email: jdamore@colgate.edu.

The aerobics class thanks Jessica Descartes for the t-shirts!

SCAM ALERT!

submitted by: Art Punsoni

Please be advised of a new twist of an old scam that has been perpetrated against the Colgate University community.

The subject is “Copier Supplies”. This is how the scam works:

The caller utilizes different aliases such as “Copy Com Distribution”. He claims to be a representative of our regular vendor for copier supplies. He falsely states that records show that your department is due to have a toner shipment. He states that he has been authorized to offer your department, as a regular customer, a significant discount if you place your order today. An order form is faxed and then if you respond, you receive goods and are billed at a rate greatly exceeding the normal market price.

Please note that Colgate University offices do not purchase individual copy supplies. All consumable supplies except paper are provided by our copier contractor, Usherwood, through the University cost per copy program.

If you are contacted by this company or any company that you feel might be scamming you, please inform them that purchases are negotiated through the Colgate University Purchasing Department.
EMPLOYEE NEWS

NEW HIRES

Danielle Bikowsky has accepted the position of career services coordinator effective February 1. She was previously employed by CDC Publishing LLC as senior editor. Danielle and husband, Marc, have two children; Benjamin, 7; and Brynn, 5. Bethany Harren ’07 has accepted the position of administrative assistant, bookstore effective January 10. Amanda Kalal has accepted the position of assistant director, alumni affairs, anticipates receiving her M.S. from Canisius College this May. Amanda enjoys softball, skiing, running, music, and baking. Shannon Roher has accepted the position of student records assistant, registrar’s office, effective February 2. She received her AA from SUNY Cobleskill and is currently pursuing her BA from SUNY Morrisville.

TRANSFERS

Kathy Head has transferred to the position of alumni records assistant effective January 22. Bonnie Kupris has transferred to the position of electronic reserves Coordinator, Case Library effective February 16.

PROMOTIONS

Dan Roberts was promoted to assistant director of residential life effective February 1.

BIRTH ANNOUNCEMENTS

Chip and Jean Schroder are proud parents of Cortland Charles Schroder, “Charlie,” (8 lbs. 2 oz., 21.5” long) born on January 6. Chip is an associate director career services, and Jean is regional advancement director, capital support.

Molly and Josh Baker are proud parents of Charles Barron (7 lbs., 14 oz., 20” long) born on January 15. Charlie joins big brother Luke, 3 1/2; and Josie, 22 months. Mollie and Josh were formerly co-directors of outdoor education.

Nicole and Brendt Simpson are proud parents of Katelyn (8 lbs. 3 oz., 21” long) born January 21. She joins big brother, Thomas, 2½. Brendt is director of advancement services and Nicole is an assistant professor of economics.

Shannon Bunting and Adam McCracken are proud parents of Owen James (7 lbs. 8 oz.) born January 21. Adam McCracken works part-time in Reid Equipment Center. Proud grandparents are Retta and Gary Bunting, B&G.

Randy and Tracy Hull are proud parents of Nicholas Robert (7 lbs. 12 oz., 21½” long) born January 28. He joins big brother, Matthew, 8. Tracy is bookkeeper, physical plant.

CLASSIFIED ADS

POSITION VACANCIES

Administrative Assistant, Residential Life Administrative Coordinator, Service Learning Initiatives (p/t - no benefits) Assistant Director Residential Marketing and Technology, Residential Life Athletics Event Staff (p/t - no benefits) Barge Customer Associate/Cashier (p/t, no benefits) Campus Safety Dispatcher/Officer (p/t—no benefits) Curator, Picker Art Gallery Environmental Health & Safety Tech (p/t, no benefits) Golf Course Superintendent Laboratory Animal Care Assistant (p/t, no benefits) Senior Administrative Assistant, DOC Supervisor, Coffee House -nights/weekends

For complete details on how to apply visit: http://careers.colgate.edu

COLGATE UNIVERSITY IS AN EO/AAE Developing and sustaining a diverse faculty and staff to further the University’s educational mission.

MARCH ANNIVERSARIES

25 Years
Clara Lantz—Chapel House

20 Years
Harold Comfort—Physical Plant

5 Years
Kevin English—Physical Plant David Gregory—ITS Karen Meyer—Physical Plant

SELL & SWAP


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.

DEFENSIVE DRIVING COURSE OFFERED

Do you need to reduce your violation points on your driving record; reduce your auto insurance rates; or sharpen yours or a young driver’s driving skills? If so, the Campus Safety Department will be holding a six hour Defensive Driving Class on February 21 and 22 for the community. Classes will be from 6 p.m. to 9 p.m. both nights, in 114 Little Hall, at Colgate University. Cost is $35 per person.

Please call the Campus Safety Department at (315) 228-7333 for an application.