America’s Greatest Heart Run & Walk 2008
Saturday, March 8
34th 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 8 as “Team Colgate” shows its commitment to prevention of cardiovascular 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 $25 in pledges and then pre-register at Reid Athletic Center on Tuesday, March 4 from 5:00 p.m. to 7:00 p.m. “Team Colgate” raised over $10,000 for this important cause last year with a record breaking 129 participants. For the second time Colgate was awarded first place for the highest total pledge in the team category of Colleges and Higher Education; beating 6 other colleges (including Utica College).

Our goal this year is to raise $13,113.13 and have 140 participants.

If every returning member recruited one new member for “Team Colgate,” we would surpass our goal of 140 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 2008; 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:
Heather Payne hepayne@colgate.edu, Carly Weil cweil@colgate.edu,
Julia Romero jromero@colgate.edu, or Jason Beck jbeck@colgate.edu.
Mark your calendars for these 2008 upcoming events

- March 12—New Hire Orientation - spring
- March 17—CPR Anytime Courses
- March 18—New Hire Technology Workshop
- April 2—Retirees' Breakfast
- April 15—New Hire Technology Workshop
- April 25—Administrative Assistants' Day
- May 20—New Hire Technology Workshop
- May 20—Service Awards Dinner
- May 28—5 & 10 Year Reception
- June 17—New Hire Technology Workshop
- July 3—Celebrate Summer
- July 15—Retirees' Luncheon
- July 9—New Hire Orientation - summer
- July 15—New Hire Technology Workshop
- August 5—Spirit Day
- August 19—New Hire Technology Workshop
- October 21—New Hire Technology Workshop
- November 18—New Hire Technology Workshop
- December 16—New Hire Technology Workshop

Thank you to the Colgate community, B&G, my fellow custodians, friends and family for making my last date at Colgate so enjoyable. Thanks for all the gifts and well wishes.

I’ll always remember this kindness. Thank you so very much.

—Ruth Barker

(Figure: Ruth at her retirement party, January 15)

Congratulations to Krista Spooner and Dan Tucker who were married February 9 at the Methodist Church in Hamilton. Dan is a campus safety dispatcher/officer.

Farewell Reception for Amy and Davis Barnes

On Tuesday, March 11 the entire Colgate community is invited to attend a farewell reception for Amy and Davis Barnes. The reception will be held at the Merrill House from 2:30 p.m. - 4:00 p.m.

January 2008 New Hire Orientation

Left to Right: Teresa Fravil, Sarah Marcellus, Mike Tone, Jr., Heather Elia, Elisa Campbell, Roody Prato, Anthony Adornato, and Dave Bowers
Staff Development Week Survey Results

About 80 employees completed our on-line survey of Staff Development Week. Overall the feedback was very positive and many of your comments and suggestions will help us plan for next year’s event. Among the suggestions that will be considered:

- Add some active sessions, such as yoga or a "sampler" physical fitness workshops so that staff could try out some of the classes that are offered as part of the Focus on Fitness wellness programs.
- Consider repeating sessions at different times so that staff who were not able to attend at one time could attend at another time.
- Bring back the lunch time lectures like the ones that were scheduled last year.
- Publicize the dates earlier (even if the program isn't set) so that attendees can avoid conflicts.

While some staff really enjoyed Tracy Knofla’s keynote presentation, others did not. Many said that January break is a really good time to hold staff development sessions, while others said it is a very busy time for them and therefore they were unable to attend. And nearly everyone who responded agreed that they learned something that they would use at work.

And finally, we thought we would share some of the comments received:

- “I think all the sessions I attended were very good…The theme was great, as was the weather for walking all around campus all week. Wish more staff would attend these events as the sessions are very helpful. It is a busy time of year, but everyone should be able to make at least one or two sessions. See you next year!”
- “I like it as it shows that Colgate cares about it's employees and wants them to learn and grow.”
- “January is a good time for this - makes a dull month nicer. I like to see co-workers after a busy holiday at home and it makes me realize that my Colgate work and Colgate family is important too and it can be just as nice and fun if you let it. Good way to start a new work year. Thank you.”
- “Very well put together and a nice mix of topics...I found the week to be rejuvenating. It was great! You all did a wonderful job! We need more stress breaks during the school year like the keynote on Tuesday! Our office talked about that all week!”
- “This program is very beneficial and should be continued. It not only encourages staff and administrators to learn, but it serves to bring departments together on campus that would normally not communicate. Great program, great job!”

Spirit Day 2008 Committee Being Formed

Spirit Day 2008 is scheduled for Tuesday, August 5.

This year’s theme is Colgate Olympics. If you would like to lend your talents in helping to make this the best Spirit Day ever, please call Jackie D’Amore at x 6702.

Beat Cabin Fever With Outdoor Education’s Winter Backyard Adventures

Snowtography
Saturday, March 1, 10:00 a.m.-2:00 p.m.

Pool Kayaking
Wednesday, March 5, 5:30 p.m.-8:00 p.m.

Fly Tie II
Tuesday, March 6, 4:30 p.m.-7:00 p.m.

Open to students/staff/faculty/community members, partners and children (if accompanied by an adult).

REGISTERATION PRIOR TO THE EVENT IS REQUIRED. Contact Roxanne Benson at email: rbenson@colgate.edu or call 228.7972

Watch for upcoming Backyard Adventures at www.colgate.edu/outdoored
The schedule will be posted after spring break.

Congratulations to Campus Safety Officer Dave Gantt who graduated from the Otsego County Law Enforcement Academy Basic Course for Police Officers on January 19. Dave was voted class speaker for the graduation ceremony which included Senator Steward as guest speaker. Dave was the oldest cadet ever to graduate from the Otsego County Police Academy; many of his fellow classmates were 30 years younger. Dave also works part-time with the Oxford Police and Hamilton Police Departments and is a full time jeweler! He is simply amazing!
The Human Resources Department will be sponsoring the nationally approved “CPR Anytime for Family and Friends” course for all regular full-time and regular part-time employees.

Dr. Merrill Miller and Linda Maynard, RN and CPR Coordinator, will be your instructors in this 50 minute course that will review CPR for adults and children, care for choking emergencies, demonstrate AED, and will also discuss risk reduction for cardiovascular diseases and other health problems. This course is meant for regular citizens and NOT for professional rescuers (ambulance volunteers, lifeguards, coaches, etc.)

The **CPR Anytime** course will be held on Monday, March 17 in the ALANA Cultural Center, Multi-Purpose Room

Session 1:  1:00 p.m. – 1:50 p.m.
Session 2:  2:00 p.m. – 2:50 p.m.
Session 3:  3:00 p.m. – 3:50 p.m.

Come join us and learn how to help your family and friends!!!!

All fees are courtesy of Human Resources

**Registration is required.**
Deadline to register is March 7.
**Call** x7411 or e-mail dlundrigan@colgate.edu to sign up.

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**Use colors in Outlook to organize**

See red—literally—whenever the big boss shoots you an e-mail message, by using the color-coding feature in Outlook. Or let less-important messages—such as ones sent to you by way of a distribution list—appear in light gray.

By applying color, you make information stand out in your in-box, even if it’s flooded with hundreds of messages. Three color-coding tactics:

- **Customize calendar labels.** Analyze your work style, then edit the calendar labels to reflect the types of information you consider important. For example, do you need to easily spot required vs. optional meetings? Editing your color-coding scheme within the Outlook calendar is easy. Just choose **Edit > Label > Edit Labels**, rename your labels and click OK.

- **Assign color to VIP senders** to make their messages stand out. Use **Select Tools > Organize > Using Colors.** Enter a sender’s name and a color where indicated, then click **Apply Color.** To view your color-coding rules, click **Automatic Formatting** at the top right of the Organize pane.

- **Color-code your follow-up flags.** For instance, specify red flags for hot projects and orange for personal follow-ups.

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**FOR YOUR BENEFIT**

Effective on January 28, 2008, employees who are eligible for leave under the Family Medical Leave Act (FMLA) are now eligible for up to 26 weeks of FMLA leave in a 12-month period for the care of a service member. This leave is available to the spouse, son, daughter, parent, or next of kin. "Next of kin" is defined as the nearest blood relative of the service member and is only applicable to this type of FMLA leave. Please contact Human Resources for more information.

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**Quiz Yourself**

*Match the following terms with their definitions at right:*

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>accrue</td>
<td>1. A request in writing for goods or services.</td>
</tr>
<tr>
<td>affidavit</td>
<td>2. A written statement made under oath before an official.</td>
</tr>
<tr>
<td>amortize</td>
<td>3. To increase or accumulate, as interest.</td>
</tr>
<tr>
<td>consignment</td>
<td>4. An authorization to act or vote for another.</td>
</tr>
<tr>
<td>depreciation</td>
<td>5. To sell off assets to pay debt.</td>
</tr>
<tr>
<td>invoice</td>
<td>6. A legally protected symbol or design affixed to a product.</td>
</tr>
<tr>
<td>liquidate</td>
<td>7. To pay off a debt by periodic payments.</td>
</tr>
<tr>
<td>overhead</td>
<td>8. Goods shipped for future sale while ownership of goods remains with the shipper.</td>
</tr>
<tr>
<td>proxy</td>
<td>9. A written, typewritten or printed copy of a record or tape-recorded document.</td>
</tr>
<tr>
<td>requisition</td>
<td>10. The operating expenses of a business, such as rent, utilities, upkeep and taxes.</td>
</tr>
<tr>
<td>transcript</td>
<td>11. A bill for goods or services sold.</td>
</tr>
<tr>
<td>trademark</td>
<td>12. A loss in value through ordinary wear tear.</td>
</tr>
</tbody>
</table>

**Answers:** a. 3, b. 2, c. 7, d. 8, e. 12, f. 11, g. 5, h. 10, i. 4, j. 1, k. 9, l. 6

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—from Corporate Writer Resource May 2007
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.

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.

Thirteen employees donated a total of 295.35 hours to the catastrophic leave pool in 2007. 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.). There were no requests made to the catastrophic leave pool in 2007. 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</th>
<th># of Hours Granted</th>
<th>Balance</th>
</tr>
</thead>
<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>
</tr>
<tr>
<td>2007</td>
<td>295.35</td>
<td>0</td>
<td>1420.90</td>
</tr>
<tr>
<td>Total</td>
<td>2914.35</td>
<td>1493.45</td>
<td>1420.90</td>
</tr>
</tbody>
</table>

Catastrophic leave remains in the pool from year to year. Contact Human Resources for further information.

Summer Employment

Children of employees who are interested in summer employment can now apply at Careers@Colgate our applicant site: [https://careers.colgate.edu](https://careers.colgate.edu). They can apply to any or all of the five summer postings listed: SUMMER—Office; SUMMER—Maintenance/Golf Course; SUMMER – Custodians; SUMMER—Lifeguards; and SUMMER—Boathouse Monitors. Hiring Managers will be given access to the applicant pools on March 3.

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 Callahan 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.

A note to remind you...

All requests for reimbursement from your 2007 Flexible Spending Account must be incurred by March 15, 2008 and submitted within 90 days of that date. Protect yourself from losing unclaimed funds by taking the time to look over your eligible expenses and submit them to FlexAmerica for reimbursement.

If you would like to find out the balance on your account, make an online reimbursement request, download claim forms or view a listing of eligible expenses, visit [www.flexamerica.com](http://www.flexamerica.com). Reimbursement forms can be found on the Services tab on the portal at [https://cu.colgate.edu](https://cu.colgate.edu).

If your Flex debit card is denied because of insufficient funds in the account and you still have a balance in your account, you will need to submit claims and receipts online or by mail to expend the remaining funds. Call x7565 if you need assistance.
EMPLOYEE NEWS

NEW HIRES

Norman Button accepted the position of custodian on January 28. He was previously employed as director of facilities at Fiver Foundation Inc. He holds an AAS mechanical engineering degree. Norm and wife, Dianne have a three year old daughter named Ashley.

Joseph Eakin was hired as senior visualization lab/planetarium designer and technician on February 4. He was formerly employed as planetarium program coordinator at the University of Texas @ Arlington. Joe received his BA from he University of North Texas. His wife Susan will be joining him here in Hamilton in the near future. Joe is an amateur astronomer and he enjoys baseball, video games, and sci-fi films and books.

Richard Matte accepted the interim position of special assistant to the vice president for campus safety February 1. He was most recently employed as chief of security and university proctor at St. Lawrence University. Dick received his BA from Andover Institute and his police officer certification from the New Hampshire Police Academy. He and his wife Donna have 5 children and 9 grandchildren. They enjoy traveling in their motor home.

PROMOTIONS

Karen Luciani was promoted to art director, public relations and communications on February 1.

Pauline Schambach was promoted to foreperson, custodian, days on January 15.

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.]

CLASSIFIED ADS

POSITION VACANCIES

Assistant/Associate Director of Planned Giving
Assistant Director Outdoor Education
Athletics Event Staff (pt - no benefits)
Campus Safety Officer/Dispatcher (part-time)
Leadership Gifts Officer/Associate Director
Leadership Gifts Offices/Parent's Fund
Marketing Production Coordinator (casual wage)
Photographic Services Coordinator
Staff Nurse (per diem)
Summer—Postings
(Boat House Monitors, Custodian, Lifeguards, Maintenance/Golf Course, Office)
Technology Support Analyst
VP and Dean of Diversity

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

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

SELL & SWAP

For Sale: 2003 Harley-Davidson Buell Blast, 500 cc, single cylinder, yellow, tall windshield, low seat, 2,600 miles, good condition, $1,800, Call: 684-3500


10 Good Reasons to Quit Smoking

10 You can save money
9 You won’t have to stand out in the cold to smoke at work
8 Your car, clothes, hair, house... just about everything...will smell better
7 You won’t have to pop a breath mint to kiss someone
6 You can forget about yellow stains on your fingers
5 You’ll have fewer burn holes in your clothes and furniture
4 Your mouth won’t taste like and ashtray in the morning
3 You can improve your health
2 You could reduce your rates on insurance policies
1 The number 1 reason you should quit: For yourself, your family, and your friends

Talk to your doctor to find out the best way for you to quit smoking