Staff Development Week Survey Results

Seventy 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 to plan for next year’s event. Among the suggestions to be considered:

- Marketing the event better so that everyone is aware these sessions are open to all staff.
- Consider offering a pre-retirement session.
- Add more diversity related sessions.
- Shorter sessions; 1 to 1 1/2 hours to make it easier to attend.

About 265 employees attended the All Staff meeting and over 100 employees participated in the 12 workshops offered throughout the week. Information provided by President Chopp and David Hale on recent events, the state of the university and the financial overview was very informative and appreciated. Keenan Grenell’s keynote address was described as thought provoking. (Note: a DVD of the entire All Staff Meeting is available at human resources and can be borrowed for viewing.)

Guest speakers Carlos Raposo’s How to use emotional intelligence for personal and professional success outcomes and Rich Gallagher’s How to tell anyone anything: the power of strength–based feedback and What to say to a porcupine sessions received high marks. The Eldercare, peace of mind for yourself and your family Learn at Lunch session received excellent reviews. We will offer this session again in the future.

Many said the January break is a good time to hold staff development week and others noted that it was a very busy time for their department and they were unable to attend. Nearly everyone who attended agreed that they learned something they can use at work.

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

- This event was a good chance to meet unfamiliar or new employees and reunite with familiar co-workers! The “building bridges, making connections” was a perfect title for the well-blended events/topics….The “diversity boost” we received this week was much needed, but it is imperative that more staff participate!
- “This week was wonderful and I cannot wait for the next one.”
- “I think it is terrific that these short seminars and informational sessions are offered to us and I look forward to them. Keeping the workshops in closer locations made it easier to get from one to the next. Thank you to the HR staff for their efforts with organizing and putting the week together.”
- “I think it’s great that Colgate provides these learning opportunities to employees. Thank you!”

Calendar of Events

March 13: Colgate Day
April 10: Good Friday (1/2 day)
April 22: Administrative Professionals’ Day
May 20: Service Awards Dinner
May 25: Memorial Day holiday
July 3: Independence Day holiday

Next Issue:
Deadline for articles and ads: March 16
Submit articles and items of interest to: Jackie D’Amore, editor of the Open ‘Gate at HRD or email: jdamore@mail.colgate.edu

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http://offices.colgate.edu/hr/
Services tab at cu.colgate.edu
Audio Conferencing at Colgate

Recently, we held our first audio conference workshop. For those of you who are interested but could not attend, here is a summary of our activities. If you would be interested in attending a similar workshop, or if you’d like additional information, please e-mail Jeanne Kellogg.

Workshop Goals

1. Clarify the borrowing policy for conference phones
2. Understand the difference between analog and digital conference phones and their connections
3. Identify locations where each type of conference phone can be used
4. Discuss Colgate's current audio conference offerings; understand the differences
5. Evaluate scenarios for audio conferencing; identify solutions
6. Discuss the future of audio conferencing at Colgate

1. Clarify the borrowing policy for conference phones
Borrowing a conference phone only: If you find you do not need to reserve a room for your audio conference, but you would like to borrow a conference phone, please use ems.colgate.edu.

Click in the red bar, near the top of the screen, on "Reservations." Pull down to "Borrow AV Equipment" and follow the on-screen instructions to complete your request.

Reserving a room, and requesting the conference phone too:
Reserve your space first using ems.colgate.edu. In the reservation summary which follows your request, you can request A/V equipment.

Scroll down on that screen and click on the green plus sign under Services. Then click on A/V Equipment to add the request for the phone to your room reservation.

Colgate has some analog conference phones and some digital conference phones to loan.

Follow the above process for requesting a phone, and you can pick up the reserved phone at Case-Geyer's 3rd floor ITS Service desk during regular business hours. You will need to return the phone according to the instructions you will receive at the time of pickup.

2. Understand the difference between analog and digital conference phones and their connections
Old phones were analog. They had special plugs and wiring, and had to be connected to a phone jack. Our new Cisco phone system is digital, and its VoIP phones plug directly into the network.

3. Identify locations where each type of conference phone can be used
A list of analog-equipped conference/meeting rooms is provided on-line in the EMS room reservation system (ems.colgate.edu). All digital conference phones, and all analog conference phones which are connected to ATA devices, can be used by plugging into any live network jack. Stated another way, if you do not have an ATA to use with your analog conference phone, you are restricted to the analog-equipped conference/meeting rooms only.

4. Discuss current audio conference offerings; understand differences
Our Cisco phone system provides simple 3-way conferencing via VoIP phone and the Confrn softkey on your phone. Once you are already connected to a caller, press the Confrn softkey. Dial a third party and press the Confrn softkey again so the three of you will now be connected.

Most departments also have Paetec reservationless conferencing accounts. This system provides for up to 96 people to be connected together in an audio conference. Here’s how it works: a conference chair will inform all participants of the date and time of the conference, and give participants the toll-free access number along with an access code. The conference chair (with an additional pass code) begins the conference at the appointed hour, and the conference is underway. When the last person hangs up, it’s over!

There is no charge for having a Paetec conferencing account, until you actually use it. Contact the Helpline if you’d like to set one up, or if you’re not sure whether or not you already have one.

5. Evaluate scenarios for audio conferencing; identify solutions
This part of the workshop involved some discussion and the consideration of multiple scenarios. We concluded that in many cases, VoIP phones work very effectively for audio conferencing, especially in a small room with 6 or fewer participants.

6. Discuss the future of audio conferencing at Colgate
MeetingPlace Express, a local audio/video/web conferencing system was installed in early November. We will roll it out first to ITS, then to the wider community.
America’s Greatest Heart Run & Walk 2009  
Saturday, March 7, 2009  
35th Anniversary Event

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 7, as Team Colgate shows its commitment to prevention of heart disease and the care and treatment of those afflicted by it. If you did not receive a pledge/sign up form from the American 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 3 from 5:00 pm to 7:00 pm.

Organizers of this year’s Heart Run and Walk have set an overall goal of $1,285,000 for the March 7 event. Team Colgate has set a recruitment goal of 85 and with a team fund raising goal of $9,775. Here is the site to register as a member of Team Colgate or form a new team under Colgate University (i.e. Women’s Volleyball, SORT, fraternities and/or sororities).

http://heartwalk.kintera.org/faf/teams/groupTeamList.asp?ievent=282267&lis=1&kntae282267=35BB51C870C749C09D1F157DB8A9DF35&ttteams=3172297

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 2009; we hope you will be able to participate. So sign up now and join the fun!

If interested, or for more information contact:
Jason Beck, ph: 228-6257, email jbeck@colgate.edu
Heather Payne, ph: 228-6693, email hepayne@colgate.edu
Julia Romero, email: jromero@students.colgate.edu
Carly Weil, email: cweil@students.colgate.edu

Position Review Committee Update

As you are aware from President Chopp’s February 4 memo on Colgate’s response to the economic downturn, Colgate has reduced budgets for 2009-10, delayed certain capital improvement projects and taken other cost-saving measures to address significant long-term financial challenges. In order to avoid layoffs of current staff, President Chopp announced in her memo that a hiring freeze has gone into effect for all staff areas except for teaching faculty positions. A Position Review Committee consisting of President Chopp, Provost and Dean of Faculty Lyle Roelofs, Professor Bruce Selleck (representative of the Budget Committee), Vice President for Finance & Administration David Hale and Associate Vice President for Human Resources Pamela Prescod-Caesar, has been established to review all open non-faculty positions across the university. The Position Review Committee will consider appeals for filling open staff and non-teaching faculty positions. A hiring manager who wishes to petition for filling an open position should work with her or his respective Vice President.

Mark your calendar! Every Friday the 13th presents the Colgate community of students, alumni, parents, staff, faculty and friends with an opportunity to celebrate our love of the number 13, and announce our affiliation by wearing school regalia and/or maroon. Grab your favorite Colgate cap, sweatshirt, tie or pin and wear it proudly - Friday, March 13 is Colgate Day!

Check out these special Bookstore deals in effect through Friday, March 13:

- Buy one sweatshirt, purchase a second sweatshirt of equal or lesser value for only $13.*
- Buy any ball cap for just $13.*
- Buy any in-stock, imprinted gift on sale for 13% off.*
- Buy three books, get the fourth for free. Buy any book authored by a Colgate faculty member or alumnus for just $13.*
- Free UPS Ground® shipping on orders over $100 placed from 3/1 through 3/13.*
- Receive a special code that will take 13% off your entire order when you sign up for our email list. Offer valid for online orders only.
- On March 13 all Bookstore purchases will receive 13% off. Staff will also receive their everyday 10%, with a total discount of 23% off.

*Some exceptions do apply. See store for details.

*Offer valid in-store and online. Discount will not be reflected in your online cart, but will be taken at the registers during order processing.
NEW HIRES
Scott Habes accepted the director of Picker Art Gallery position effective January 19. He was previously employed as director of The Art Gallery, University of Maryland. He holds an MBA in arts administration from Binghamton University. Scott and wife Vera have a son, Leonardo, 2 1/2.

CPR Anytime for Family and Friends course
Student Health Services will instruct 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 Wednesday, March 18 in the ALANA Multipurpose Room. This is open to all regular full-time and regular part-time employees and their family members.
Session 1: begins at 1:00 pm – 1:50 pm
Session 2: begins at 2:00 pm – 2:50 pm
Session 3: begins at 3:00 pm – 3:50 pm
Come join us and learn how to help your family and friends!!!! All fees are courtesy of human resources.

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.]

February Anniversaries

30 Years
Wendy Wells-Accounting & Control

20 Years
Jim Bona-Information Technology
Bill Northey-Physical Plant

15 Years
Jim Jerome-Information Technology
Ricki Mueller-Library

10 Years
Greg Jeffris-Physical Plant
Roy Richards-Physical Plant

5 Years
Becky English-Physical Plant
Peter Yacavone-Advancement

Thanks to everyone that stopped by the house for a visit, called, sent cards, gifts, good wishes and prayers. Your support and friendship certainly means a lot! My recovery is slow, but my sprits are high so I'll be just fine. It feels good to be back working. Once again, thank you all for everything - Colgate is a great place!

—Dick McNamara

Sponsored by the Department of Human Resources and Student Health Services

CLASSIFIED ADS

POSITION VACANCIES
Assistant Dean of Students/Director of Greek Life
Athletics Event Staff (pt/no benefits)
Campus Safety Officer/Dispatcher (pt/no benefits)
Director of Advancement Services
Regional Advancement Director
Staff Nurse (per diem)

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
Moving Sale: Dining room suite, beds, dressers, desks, bookcases, file cabinet, sofa & loveseat, portable heaters, fans, air purifier, riding mower new have-a-heart trap, and much more. Best offer. Call 824-9020.

For Sale:
Nintendo Wii Dance Dance Revolution Hottest Party 2, never used, asking $50. Call 737-8052.

For Sale:

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.

BIRTH ANNOUNCEMENTS
Kezia Page and Andrew Fagon welcomed Matthias (2 lbs. 7 oz., 14 1/2” long) on January 20. Matthias joins big sister, Danielle, 14. Kezia is an assistant professor of English and Andrew is a risk management and endowment coordinator.

Colgate University is an equal opportunity employer and educator, supported in this principle by United Methodist-related traditions of fidelity to Jesus Christ, the common and distinctive heritage of United Methodism, and the biblical mandate to love our neighbor as ourselves. Colgate University is committed to the full inclusion of all students, faculty, staff, and visitors. 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.