2006 BENEFITS FAIR

Every two years the Department of Human Resources sponsors a Benefits Fair. The fair is designed to offer employees the opportunity to meet with our vendors and to learn more about their services and products. This year 170 staff members and retirees attended the event.

Sixteen vendors along with representatives from Colgate’s Purchasing and Environmental Health and Safety departments participated at the fair.

Laura Nardelli was the lucky winner of the grand prize get-away for two at the Chestnut Inn on Oquaga Lake. Scavenger hunt winners were Mike Murray, Jeff Golley and Connie Diehl. They each received a box of Maxwells’ chocolates. See page 4 for the complete listing of door prize winners.

Thanks to all those who helped to make this event possible: Mark Kane and the grounds crew, Rob Bachman, the Huntington custodians, Julie Vair, Sodexho, Media Services, and our vendors and guests.
**The Banner Upgrade**

In October, ITS upgraded the Banner administrative system from version 6 to version 7. This was a required change since our vendor, SunGard SCT, will no longer support Banner 6 after December 31.

Although extensive testing was done over the course of the summer, the first few days of supporting Banner 7 proved challenging. Users of the system were dropped from Banner several times a day. We made adjustments to improve the reliability of the system, although some additional changes will undoubtedly be needed.

**Starting Banner**

To start Banner, users simply need to access the Banner Start Page by going to http://banner.colgate.edu. From there, users can select Banner Production v7 / Banner Application to run Banner. The first time you run Banner, a piece of software needs to be installed on your local computer. Contact the Helpline if you have trouble with this install.

In the past, Macintosh users and remote users accessed Banner by connecting to a secondary server, PRODTERM01. These users can now directly access Banner at http://banner.colgate.edu.

**Disconnecting from Banner**

If you are disconnected from Banner with no error message, but you get a file created on your desktop named something like hs_pidxxxx.txt, this is the result of a software conflict on your computer. In this case, you need to choose "Banner Application - jInitiator" from the Banner Start Page to run Banner. The first time you use this, it will prompt you to install the jInitiator software. Call the Helpline if you have trouble with this.

If you are disconnected from Banner and receive the error "FRM-92102," please let the Helpline know immediately. This problem can happen when the Banner server is not responding, the network has a problem, or your desktop computer has a problem.

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**Speed of Application**

The change to Banner 7 introduces the use of the web to run Banner. With this comes slowness in starting Banner and slowness with certain functions (like print screen). Also, with the proliferation of web software, we will undoubtedly encounter an occasional conflict of web software with the use of Banner. For example, we have found problems running Banner with the Yahoo toolbar.

**Print Screen**

When doing a print screen from Banner, the default orientation is Portrait, which prints quite small. Choose Landscape on the Page Setup Tab if you need a larger printout of what is on your Banner form.

**Banner session lost when opening an internet link from an email**

If in Internet Explorer (IE), verify that the following browser setting "Reuse windows for launching shortcuts" is unchecked. To do this, under the menu-bar, select Tools->Internet Options->Advanced and you should find this setting. If it is checked, then uncheck it and close all browser windows and try it again.

**First Source Federal Credit Union members**

Effective December 1, if you are a First Source Credit Union member and use the ATM located at the Hamilton Byrne Dairy there will be no transaction fee. Initially you will be charged $1.50; but your account will be reimbursed that amount the same day.

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**Department Holiday Schedule**

If your department is planning on closing at all during the holiday season, please send your holiday office hours to: humres@mail.colgate.edu by Wednesday, December 13. We plan to publish a list of hours in the December issue of the Open 'Gate.

*Have a happy and safe holiday season.*
**BIRTH ANNOUNCEMENTS**

John and Rose Novak are proud grandparents of Sophia Anne Lopez (7 lbs. 13 1/2 oz., 19” long) born on September 22. Her parents are Pamela Novak and Manuel Lopez Zafra. John is a professor of biology and Rose is the office manager in counseling and psychological services.

Richard and Sheila Clonan are proud parents of Luke Reagan (5 lbs. 3 oz. and 17.5” long) born on September 27. He joins big sisters Caitlin, 7, and Lily, 2, and brother Carson, 6. Sheila is an assistant professor of educational studies.

Lorraine and Tom Lawson are proud parents of Tanner McLaren (6 lbs. 5 1/4 oz., 20” long) born October 11. He joins big sister, Lindsey, 4. Tom is a project manager in the physical plant.

Kerry and Matthew Rice are proud parents of Parker Cole (8 lbs. 9 oz., 21 1/2” long) born on October 30. He joins big sister, Alexis, 4, and big brother, Lucas, 2. Matt is shipping and receiving clerk at the bookstore.

**WEDDING ANNOUNCEMENTS**

Congratulations to Steven W. Wilcox and Kim (Clynes) Wilcox were married on July 13. Steven is custodian in buildings and grounds.

**CONGRATULATIONS**

Congratulations to Campus Safety Officer Daniel Furner! He recently graduated from the Otsego County Law Enforcement Academy Basic Course for Police Officers. Dan graduated with the highest academic average in his academy class and during the graduation ceremony he received the “Sheriff Donald R. Mundy Sr. Academic Award For Excellence” in recognition of this accomplishment.

**Quick Tip**

Avoid sending incomplete e-mail messages by typing the address last, after you’ve written the message itself.

**DEFENSIVE DRIVING COURSE OFFERED**

Do you need to reduce your violation points on your driving record, or would you like to reduce your auto insurance rates, or just like to sharpen yours or a young driver’s driving skills? If so, the Campus Safety Department at Colgate University will be holding a six hour Defensive Driving class on December 5 and 7 (both nights) for the community. Classes will be from 6 p.m. to 9 p.m. in 114 Little Hall, Colgate University. Cost is $35 per person. Please call the Campus Safety Department at (315) 228-7333 for an application.

**FLU Shots**

A special thanks to the staff of the Student Health Center for keeping us healthy! As of Friday, November 10, the staff of the Student Health Center have held 3 flu shot clinics and given a total of 737 flu shots to faculty, staff, retirees, family members, and students.

And they want to give more!!! They still have flu vaccine and continue to encourage everyone to get a shot. All you need to do is call the Student Health Center (ext. 7750) and schedule an appointment.

Remember, there are several things you can do to protect yourself from getting the flu, with its high fevers, coughing, and body aches. Make sure you get adequate sleep and adequate nutrition (that improves your immune system) and cover your nose and mouth when you sneeze and cough and wash your hands frequently (with soap and water or with a waterless hand sanitizer) and stay away from people who are sick (including staying at home if you are sick). And, yes, getting a flu shot is very protective!
PROMOTIONS
Thomas Murphy has been promoted to foreperson, carpenter, mason and paint shop, effective November 13.

NEW HIRES
Alain Douchinsky accepted the position of teaching and research support specialist, biology, effective November 13. She received her BS from Cornell University. Alain enjoys reading, watching movies, and writing.

Matthew A. Kenyon accepted the position of millwright effective October 23. He received his AOS from Mohawk Valley Community College. Matthew has two children: Matthew, 21, and Brittany, 18.

Luisa Miller ’06 accepted the position of admission counselor effective November 1. She enjoys soccer, snowboarding, and guitar.

NEW HIRES (continued)
Megan Monahan accepted the position of admissions counselor effective November 1. She received her BA from Lafayette College. Megan previously worked as an assistant field hockey coach at West Chester University and at Colgate. Megan enjoys field hockey.

Daniel R. Tucker accepted the position of campus safety dispatcher/officer effective October 30. He received his AOS from Morrisville State College. He is a “huge” Yankee baseball fan and a hunter. Daniel enjoys spending time with family.

Leonard Zielasko accepted the position of mason journeyperson effective October 23. He was formerly employed with Casler Masonry Inc. as a bricklayer and worked on Case Library. He and wife, Cheryl, live in Munnsville. Leonard enjoys boating.

POSITION VACANCIES
Administrative Assistant, Bookstore
Alumni Records Assistant
Athletics Event Staff (p/t - no benefits)
Barge Customer Associate/Cashier (p/t, no benefits)
Career Services Coordinator
Director of International Programs
Director of Residential Life
General Merchandise Clerk
Risk Management & Endowment Coordinator
Senior Advancement Writer
Shipping & Receiving Coordinator
Supervisor, Coffee House - nights/weekends
Technology Support Analyst

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.

2006 Benefits Fair Door Prize Winners

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<thead>
<tr>
<th>Item Winner</th>
<th>Donated by</th>
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<tr>
<td>Tracy Platti</td>
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<td>Linda Brown</td>
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<td>Jeane Center</td>
<td>Athletics</td>
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<td>Jodi McNamara</td>
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<td>Margie Bikowsky</td>
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<td>Julie Vair</td>
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<td>Sara Solomon</td>
<td>Bookstore</td>
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<td>Richie Head</td>
<td>Bookstore</td>
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<td>Art Punsoni</td>
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<td>Frank Garrett</td>
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<td>Lynn Basher</td>
<td>Circular</td>
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<td>Denise Upton</td>
<td>&quot;$50 coupon&quot;</td>
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<tr>
<td>Lynn Basher</td>
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<tr>
<td>Brian Beldon</td>
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<td>Jerry Bugbee</td>
<td>Delta Dental</td>
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<td>Nicole Simpson</td>
<td>Excellus Blue Cross</td>
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<tr>
<td>Nancy Orth</td>
<td>Excellus Blue Cross</td>
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<tr>
<td>Allison Paiano</td>
<td>First Source Federal Credit Union</td>
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<td>Dunkin Donuts coffee</td>
<td>dual travel mug coffee maker &amp;</td>
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<td>Deb Pils</td>
<td>Flex America</td>
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<td>Mike Holobosky</td>
<td>Hamilton Vision Specialists</td>
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<td>Malia Kadinappulige</td>
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<td>Jim Matott</td>
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<td>Kathy Head</td>
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<td>Dan Wheeler</td>
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<td>Connie St. Hilaire</td>
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<td>Mark Boise</td>
<td>TIAA-CREF</td>
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DECEMBER ANNIVERSARIES

15 Years
Cindy Harper - Library

5 Years
Jerry Bugbee - Physical Plant
Makiko Filler - Cultural Center
Lauren Galliker - Capital Support
Tom Hoe - Mail Services

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.

Quote of the Month

Example is not the main thing in influencing others.
It is the only thing.
—Albert Schweitzer
German-born medical missionary, theologian, philosopher