Each year the Board of Trustees approves a university operating budget that includes a compensation pool for continuing staff increases. This increase generally tracks the average of the percentage increase in national per capita disposable income (PCDI) for the two most recent years. Disposable personal income is the portion of personal income that is left after personal taxes are subtracted, and thus is the amount of personal income available to people for consumption spending and saving. This statistic is produced by the Bureau of Economic Analysis of the U.S. Department of Commerce and is public information. The formula for compensation pool increases, which involves increases in both salaries and benefits, is the two-year average of PCDI. This is the same guideline Colgate has used over the past decade. Nevertheless, it is a guideline. Budget considerations can also impact the size of the pool. While every effort is made to protect the compensation pool, it can be reduced if necessary. However, historically the salary pool has more frequently been supplemented beyond the guideline in order to maintain compensation at competitive levels.

This year, the compensation increase from this formula was 3.7%. Because benefits are part of compensation, this translates into a 3% increase in the size of the salary pool. Last year the formula indicated a 4.7% increase in compensation, and the salary pool increase was 4%. Additional funds were made available for market adjustments and promotions bringing the total amount of increase for continuing staff to 4.3%. This compares favorably to increases given at many other educational institutions. Results from the College and University Personnel Association for Human Resource’s 2003–04 Mid-Level Administrative & Professional Salary Survey indicated that the median salary increase for all job types included in the survey of 982 institutions was 2.1 percent (compared to our 4.3% last year).

Administrative and Support Staff
For 2004/05 the salary pool for both faculty and staff is budgeted to increase by 3.0%. While modest, this increase continues Colgate’s ability to provide funding for salaries that is in excess of inflation. The salary increases provided by Colgate the past several years have been higher than many of our peer schools. In fact, several wealthier schools have instituted salary or hiring freezes, and in some cases have resorted to cutting staff and faculty positions.

There are several components of the salary pool:

- cost-of-living adjustments to maintain purchasing power of staff who are performing successfully (this year the cost of living increase is 2.1%)
- rewards for exceptional performance
- productivity increases demonstrated through the application of new skills and recognized by reassessments and/or promotions

A number of additional factors may be considered when determining the amount of the salary increase given to individual continuing staff members:

- years of experience of the employee
- the position of the employee’s salary in relationship to the Colgate range

Annual salary increases are performance based, but may also include a structural or market adjustment. Adjustments are suggested by new market data or salary inequities based on an individual’s years of experience and level of performance.

There are three performance categories for salary increases:

N = Needs Improvement: Does not meet expectations and requires performance improvement. Recommendations for this rating must be preceded by documented discussions between the individual and the supervisor.

(Continued on page 2)
S = Successful: Consistently meets expectations and requirements. Substantially contributes in major areas of responsibility. Willingly performs day-to-day responsibilities. The majority of staff will be expected to fall in this category.

M = Merit: Consistently exceeds expectations and requirements. Seeks out and/or willingly accepts additional responsibilities. Consistently makes outstanding contributions to the success of the department or division and provides exceptional levels of service. Consistently applies innovative solutions and may have developed and/or implemented programs that significantly improved productivity, efficiency, and/or quality. **This category should be used only to recognize superior performance and not as a means to provide a higher increase.** Typically, about 30% of staff receives merit increases.

Because the pool amount is 3% this year, some staff will get more and some will get less, based on performance and position in the range. All staff who have worked at Colgate for a full year and are performing successfully will receive at least a cost of living increase (this year the cost of living increase is 2.1%).

**Technical Staff**
Technicians generally receive an across-the-board increase that is equal to the pool amount. This year technicians will receive a 3% increase unless their salaries are above the market range. Those who are above the range receive an amount equal to the increase in the cost of living (2.1% this year).

**Buildings & Grounds and Unionized Athletics staff**
The wage increases of this group are established by union contract. This year, the across-the-board increase is 3%.

Salary increase letters are expected to be mailed on or about June 11th. Please contact Human Resources with any questions.

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**Annual Computer Upgrades**

We’re making some changes to the annual upgrade process, which we believe will result in improved communication, feedback, negotiation, and budgeting. If you think about it, the upgrade process becomes very complicated due to the combination of new software, new hardware, existing desktop hardware, equipment availability, personnel changes, evolving needs, and funding.

Following is a review of the annual computing equipment upgrade process, as we move forward into 2005 and beyond, and a brief explanation of some of the complications of the budgeting process.

**Timeline for academic departments**

- Early in the fall term, the ITS Hardware/Software/Licensing (HSL) team sends to academic department chairs a list of their scheduled hardware upgrades. This schedule may need to be updated at this time, if the equipment holdings within the department have changed without ITS knowledge.
- After preliminary review, Chairs should request a meeting with HSL and the Chief Information Technology Officer to review the schedule of upgrades, discuss departmental priorities, and make requests for new equipment. Chairs may then submit a detailed budget proposal to ITS.
  - After the budget is approved, HSL will provide a detailed list of the approved items, so that chairs can begin to plan for the next academic year.
  - HSL and the Chief Information Technology Officer will meet with each department chair in the spring to review the budget request, update it to respond to changing department priorities, and establish a mutually desirable schedule for the upgrades.

**Information for administrative departments**

Replacement of computing equipment in administrative offices is on a different schedule and timeline. For a variety of reasons, the range of needs within administrative departments is less than for academic areas. In general, HSL will communicate with members of the administration by letter or e-mail, and will meet with them upon request. Upgrades for administrative departments typically take place later in the year than academic upgrades.

- Standard hardware for administrators is the same as for academic users. See http://computing.colgate.edu for links to standard equipment
- ITS helps with purchases of some software. For a listing of the software and the percentage of sharing, please see the “standard software” link on the web page listed above. Purchases should be planned in advance during contacts with ITS and budgeted in the normal process.
- If needs will change dramatically in your area, please contact ITS well before budget submission time.

**Budget complications**

There are situations that complicate budgeting for computing equipment. In particular, everyone should be aware of the following when preparing ITS budget requests:

- **Volume purchasing price negotiations with vendors reduce University costs dramatically, both in hardware and software purchases. Savings are applied across all departments; therefore departments should not expect a fixed dollar amount of support from ITS from year to year.**
- **Colgate-purchased machines (computers, printers, etc.) are on a 4-year replacement cycle. This may vary in the future, but the cycle is chosen to reflect yearly total costs, equipment repair rates over time, and industry changes over which we have no control.**
- **Machine acquisitions by external grants are unanticipated; these machines are not automatically put on a 4-year replacement cycle.**
- **Faculty and staff should be sensitized to hidden costs from computer hardware acquired through external grants, such as reduced warranty periods. This puts an additional burden on ITS to fix or replace the machine rather than return it to the manufacturer.**
- **Productivity software is generally covered 100% by ITS. This means programs like word processing, spreadsheet and e-mail are provided at no direct charge. Specialty software for curricular purposes is cost-shared 50/50, and software for research is generally not covered by ITS.**
Dave Turner, Lead Technology Installation Specialist for Information Technology, has been named Firefighter of the Year by the Sherburne Fire Department. Dave was honored at their recent Annual Awards Dinner, where he was presented with a plaque and certificate of achievement.

Dave has been volunteering with the Sherburne Fire Department for 19 years. In the past year alone the department responded to 126 emergency calls. Dave is also currently serving as Treasurer, and previously held the position of EMS Captain. He won the Chief’s Award in 2000.

Special mention was made of Dave’s contributions as committee chairman for the department’s semi-annual “Pancake Day” fundraiser, and his role for the past 10 years as Parade Marshall for Sherburne’s annual “Pageant of Bands” event.
**NEW HIRES (CONT.)**

**Kimberly Gunther** was hired as Barcoding Project Assistant for the Library on March 29, 2004. Kim has an A.A.S. degree in Journalism Technology from SUNY Morrisville. She previously worked as an Information Processor at Vantine Studios. In her spare time, Kim enjoys nature photography, canoeing, reading and watching movies.

**Marsha Mueller** joined the Bookstore as a Customer Service Associate/Cashier on March 29, 2004. Marsha has a M.S. degree from SUNY at Cortland and previously taught French at Waterville Community School. She is married to Stephen and they have three grown children. In her spare time, Marsha reads, does needlework and runs a dairy farm with her husband.

**Robert Thomas** was hired as PM Journeyperson on March 29, 2004. Bob has an A.A.S. degree in Heating, Air Conditioning and Refrigeration. He last worked as a Maintenance Supervisor for Special Metals. Bob is married to Lisa and they have three children, Branden, 8, Dakota, 6 and Spencer, 2. He enjoys hockey, racquetball, golf and skiing.

**Tracy Hull** became an Office Assistant for Purchasing and the Physical Plant as of April 19, 2004. Tracy has an A.A.S. degree in Accounting from Broome Community College. She is married to Randy and they have a son, Matthew, 5. In her spare time, Tracy enjoys outdoor activities and playing with her son.

**NEW HIRE**

**Dennis Kochem** joined the Bookstore as a Shipping/Receiving Clerk on March 12, 2004. Dennis has a B.S. degree in Hotel and Restaurant Management from Niagara University. He previously worked as Food and Beverage Manager at Nichols & Beal. In his spare time, Dennis enjoys cycling, running and hiking.

**Jean Schroder** was hired as a Regional Development Director in Major Gifts on March 15, 2004. Jean attended SUNY Potsdam and was last employed with the American Cancer Society as Director of Major Gifts. She is married to Cortland and they have two children, Madelyn, 3, and Claire, 11 months. Jean enjoys skiing, golf and walking.

**PERSONAL NOTES**

I would like to thank everyone here at Colgate for the flowers, cards, and expressions of sympathy following the death of my brother, Dale Ogden. Your prayers and kind words did much to ease the pain during this difficult time.

Carol Smith

Thank you for your cards and thoughts during my recent absence.

Cindy Albertina

**SUMMER VACANCIES**

- Boathouse Monitor
- Flyer Distributors, Communications Office Assistant, Communications

"Review of resumes for all positions listed above will begin immediately and continue until position is filled."

(More information can be found at offices.colgate.edu/hr/)

**COLGATE UNIVERSITY IS AN EO/AA EMPLOYER**

Developing and sustaining a diverse faculty and staff further the University’s educational mission.

**RETIREMENT**

**Tom Tuttle** retired March 19, 2004 after serving the University for nearly 24 years. Tom began in the buildings and grounds department on July 7, 1980 as a journeyman painter, the position he held throughout his tenure. Tom also served on campus committees such as the Health and Wellness Committee. Known for his optimistic attitude and drawing on his own life’s experiences, Tom helped many by taking people under his wing and getting them through difficult personal challenges in their lives. Tom plans to spend his retirement with his wife Betty and his new dog.

Many thanks Tom, for your many years of service and the personal and caring friendships you have given to those you have come in touch with.