Staff and faculty, dressed in tie-dyed tee shirts and adorned with bandanas, peace signs and flowers, celebrated Spirit Day 2004 on Whitnall field.

DJ Kevin Quinn played hits from the 60s, 70s and 80s, Will Cotter served delicious munchies for lunch (the brownies were laced with chocolate) and Bacchus mixed delicious mocktails. Faculty and staff dug deep into their pockets and contributed $290 for the Hamilton Food Cupboard.

Marnie Manwarren and Dave Turner won awards for their dancing skills. They led the Spirit Day crowd in a variety of dances reminiscent of times past including the hustle, the twist, the Macarena, YMCA and a long Conga line, picking up people as it snaked through the Spirit Day crowd.

Games and activities this year included pet rock painting, volleyball, softball, spotlight, a Hula Hoop team challenge and musical chairs with a twist. Bob Tyburski won the “Most Authentic Attire” award for his pants which he claims to have actually worn back in those days and has successfully hidden from Marcelle who wanted desperately to throw them out.

The Humanities Division and the Life Long Learners submitted entries for the “Walk Down Memory Lane” poster contest which was judged by President Chopp and Bob Tyburski.

A special thanks to the Spirit Day Committee, the Life Long Learners and the Human Resources staff for their hard work in making this the best spirit day ever!
Colgate Makes a Strong Showing at the Empire State Games

The Empire State Games is a multi-sport event for amateur athletes, patterned after the Olympic program. Each year, more than 30,000 men and women, young and old, tryout for the chance to be a finalist at the Games in scholastic, open or masters divisions. And in each of our 28 sports competition is keen.

Colgate University made a solid contribution to the Central Women’s Open Soccer team. Team members representing Colgate for the Central Division were Kelly Kuss, a junior who plays for Colgate Women’s Soccer team and Jennifer A. Martin, manager of environmental health & safety. After a long four day battle, the Central team came away from the competition with a bronze medal. Congratulations to both Kelly and Jennifer!~

Retirees Gather at the Clubhouse for Annual Luncheon

The annual retirees luncheon was held at the 7 Oaks Clubhouse this year because the construction on College Street prevented us from using the Pub. Although the weather certainly did not cooperate, about 90 retirees and spouses reunited with friends sharing details of their travels, grandchildren and other events in their busy lives. Before lunch President Chopp welcomed the attendees with a brief update on things happening at Colgate. The staff at the Clubhouse prepared a delicious buffet lunch which included assorted salads, cold cuts and sandwich fixings.

After lunch, many retirees stayed to hear a presentation by a Medicare representative who talked about the upcoming changes in Medicare, including the proposed prescription drug plan, Medicare Part D, scheduled to take effect in 2006. Amy Barnes told retirees that Colgate is watching the legislation closely to understand it’s impact on retirees. “We will be working with BC/BS to determine the best way to address the changes.”

If you would like to find out what your retired Colgate friends are doing, call Human Resources for a copy of the “Retiree Newsletter.”~

Fire Safety Inspections

During the first week in September, Colgate will under go its annual fire safety inspection conducted by the New York State Office of Fire Prevention and Control.

Last year was the first year that the Office of Fire Prevention and Control conducted these inspections in all private universities in New York State. This year, all Colgate buildings will be inspected again, as they were last year.

I would like to thank all employees for their cooperation in correcting all the fire code violations that were listed last year by the State Inspector. We hope this year’s inspections will be much faster, as we already addressed so many of the new fire code issues last year.

If you have any questions, please feel free to contact me at the Campus Safety Department Office.

John Basher
Assistant Director of Fire Safety

The 2004-05 Holiday Schedule is being finalized and will be distributed shortly.
MERRILL HOUSE RE-OPENS FOR THE YEAR

Merrill House, Colgate’s dining facility for faculty, staff and their guests, will re-open for lunch on Monday, August 30. Merrill House is the ideal place to host meetings and special events for the Colgate community.

Merrill House is open weekdays for lunch from 11:30 AM to 1:00 PM during the academic year. In addition to daily specials, the lunch menu offers a wide range of healthy and succulent dishes from fresh salads, tasty sandwiches and absolutely wonderful entrees such as the Vegetable Stir Fry and Grilled Salmon. Did you know that if you bring your own container (travel coffee mugs work best), you can get a serving of homemade soup and fresh baked bread for $1.25 plus tax? And you can pay for it with your Gate Card.

Meeting space for up to 25 is available. Merrill House offers Starbucks coffee and a variety of light snacks in addition to their lunch menu. Reservations can be made by calling 7500, or by e-mail at Dlbarnes@mail.colgate.edu.

UPDATE FROM PURCHASING

As we begin another academic year, the Purchasing Department offers a few reminders to departments when making purchases.

Departments should contact purchasing prior to making any commitment to vendors for any type of goods or services. This would include but not be limited to design services for office layouts and any type of contractual documents for services or goods that need to be reviewed by the Purchasing Department prior to signing the contracts.

A few areas listed below seem to present confusion when ordering. Please read the brief summary below and contact Purchasing at extension 7474 for any questions or a more detailed explanation on process:

Furniture: All inquiries and requests for furniture for your office, classrooms and lounge areas should be processed through the purchasing department. Departments should not be contacting free lance designers or vendors directly. The University’s Purchasing Department has secured price agreements and has contract pricing on many furniture lines which preclude direct order placement. There are established guidelines & special ordering processes that must be followed to insure that Colgate receives the pricing, service and installation as outlined in the contracts. Additionally, no furniture orders are allowable under the current Stapleslink contract. This includes Staples Direct or Staples.com as well. Staples Direct and Staples.com are not set up to do direct deliveries or installations for furniture. Stapleslink is for office supplies only. All departments should be ordering their office supplies through Stapleslink.

Office Supplies: If you aren’t currently signed up to the Colgate University Stapleslink Website for ordering, contact Connie in purchasing at ext. 7474 and she will assist you. Beginning October 1st, 2004 all orders for office supplies must be placed on line through the Stapleslink website. Faxed orders or phon orders will not be processed.

Requests for items or services over $10,000 must follow the University’s bidding procedures. You may review these procedures on line at www.colgate.edu and click on Purchasing under the Offices menu.

Whenever you are in doubt or have any questions regarding anything you need in order to process requests for your department, please contact purchasing at extension 7474. Your call will be directed to the appropriate staff member to answer your questions and help you process your request efficiently.

If you have any questions involving the purchasing process and/or the receiving process please contact Barbani Walker, Director of Purchasing.

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TIPS & TRICKS

If you use the Windows XP operating system, this message is important for you. In the very near future, Microsoft will release a major upgrade to the Windows XP operating system called Service Pack 2 (SP2).

One feature of Windows XP, the Internet firewall, will be turned on for all users installing SP2. Previously, this firewall was turned off by default. This change means your desktop computer will be more secure and will block unwanted, potentially harmful files from getting on your computer. It also means there may be, by default, some things blocked that should not be blocked from your use. This may require you to make some configuration changes to the firewall settings. More information on how to do this will be forthcoming from ITS once the final version of SP2 is released.

ITS has been testing the pre-released version of this upgrade for several months. Many of our applications require some adjustment to the Internet firewall settings in order to work, and others will require an upgrade by the software vendor in order to work. Since SP2 has changed significantly over the last few months, many software vendors are taking a wait and see attitude — stating that they will fix problems shortly after SP2 is released. By using the pre-release version of SP2, we have worked our way through most of the issues we anticipate you may have with the final version.

ITS pushes Windows updates to faculty/staff computers. We will not push this update to all computers until we test with the final version that is released. We will communicate anything we believe will be an issue and notify you prior to pushing the update. If you have Windows automatic updates set on any home computers and are notified to install the SP2 update, you may want to wait until you hear from us again prior to applying this update. However, you should never go very long without applying all critical updates because you are leaving your computer vulnerable to attacks.

If you run into issues related to Windows XP SP2, please contact the Helpline. As always, if it is an emergency please call x7111. For non-emergencies, it is helpful if you use the online request form at http://computing.colgate.edu/help.asp.
**EMPLOYEE NEWS**

**NEW HIRES**

Sabrina Craven joined the bookstore on July 20th as the general merchandise assistant. Previously she was a jewelry salesperson at Lennox WB Wilcox. She enjoys gardening and watching husband, Terry, play pro hockey.

Sonia Gilewicz began as the music coordinator in the bookstore on July 26. Sonia is a recent graduate of Syracuse University with a major in music history and cultures and a minor in music industry. She enjoys music, art, reading and hiking.

Mary Strong began as the circulation assistant in Case Library effective August 1. Previously, she had been working in a part time capacity. Mary has a BS in computer science. Outside of Colgate she is a volunteer puppy raiser for CWC and for equine therapy. She enjoys horseback riding and gardening. Mary, husband Mark and stepson Aaron live in Sangerfield.

Jennifer Adams began on August 2nd as the assistant dean of the college. She has a BS in business administration management an MA in college student personnel and an MBA. Jennifer enjoys reading, walking and racquetball.

LouAnn Matthews joined the residential education staff on August 2nd as an assistant director. She has a BA in communication arts and an MS in educational administration. Previously she was a resident director at SUNY Morrisville. LouAnn enjoys cake decorating, reading and spending time with family and friends.

Monica Nixon was hired as the assistant director of the center for leadership and development of records and research. ~

**SEPTEMBER ANNIVERSARIES**

Fifty Years
- Jerry Balmuth – Philosophy & Religion
- Ed Hotaling – Physical Plant

Forty Years
- Judy Fischer – Career Services

Thirty Years
- Maxine Campbell – University Theater
- Richie Head – Athletics
- Rose Novak – Counseling & Psychological Services

Twenty-five Years
- Joelle Faulks – Information Technology
- Cathy Sommers – Mathematics

Twenty Years
- Maxine Campbell – University Theater
- Richie Head – Athletics
- Rose Novak – Counseling & Psychological Services

Fifteen Years
- Deb Bordelon – Athletics
- Dusty Brown – Campus Safety
- Lana Paul – Campus Safety

Ten Years
- Amy Barnes – Human Resources
- Bob Kane – Physical Plant

Five Years
- Jaime Caryl-Klika – Admission
- Andrew Dickson – Athletics
- Tim McCay - Biology

**BIRTH ANNOUNCEMENTS**

Hanna Katherine joined parents Kristen and Charlie Melichar and big sister Kailey, age 1, on July 14. Charlie is the director of media relations.

Taylor Alexis joined parents Scott and Leta Wiley and siblings Kaitlyn and Devon on July 16. Scott is the head women’s ice hockey coach and Leta is a payroll assistant.

Thomas Dean was born to proud parents Nicole and Brendt Simpson on July 13. Nicole is an assistant professor of economics and Brendt is the director of records and research. ~

**WEDDING ANNOUNCEMENTS**

Amy Hargrave & Joe Leo were wed in the Colgate Memorial Chapel on June 25th. Amy is the student affairs coordinator and Joe is the assistant director for broad street.

Sarah Gonzalez and Jesse Bocinski were married on July 3rd in Sabel, NY. Sarah is an assistant director in the annual fund office and Jesse is an intern in information technology.

Ann Ackerson and Paul Holliday were wed in an outside ceremony, atop a hill near their home, on August 7th. Ann is an interlibrary loan coordinator. ~

**CLASSIFIED ADS**

**POSITION VACANCIES**

Assistant Director of Alumni Affairs
Assistant Director for the Parents Fund
Assistant Director of Facilities for Engineering
Director of the Annual Fund
Project Manager
Web Designer
Administrative Assistant—Chaplain
Administrative Assistant –ITS
Events Coordinator/General Book Clerk
Part time, no benefits
Assistant Technical Director—Theater
Circulation Staff Asst.—Library
Projection Facility Coordinator—ITS

For complete descriptions and details on how to apply visit: offices.colgate.edu/hr/

COLGATE UNIVERSITY IS AN EO/AAE

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

**SELL & SWAP**

For Sale: 1995 Nissan Pickup. 5 speed, 88,000 miles. Aluminum cap included. $1,800 or best offer 893-7306

For Sale: 1999 Ford Taurus SE Wagon, excellent condition 88K $4,000 824-0973


For rent: Newly renovated 3 bedroom 2 bath modular, two car garage, 2 acre country setting. No pets, first/last/security deposit required. $750 a month. 691-3008

For Sale: Snowmobile 2002 Polaris XC800SP, 2200 miles, studs, clutch kit, SLP pipe & can., clean, $4,500; FORD 8N Tractor, needs restoration, $1,000; FORD 1990 Mustang $4,000; AIRPLANE 1961 Piper Colt, new engine (100 hours), $18,000; 837-4887

For Sale: Baby crib with mattress and white metal cradle with bedding $25 for each. 821-7936

For Sale: Franklin Chef, apartment size frig. 110 electric. Used 1 year; Coleman generator, 1850 watts with 16 or 18 amp DC circuit. Like new—only 1 tank of fuel run thru it. 824-1421

For Sale: Starck Spinet Piano, Oak Finish with matching bench. Good condition. $750 or best offer. 824-9493 ~

**PROMOTIONS**

Jackie D’Amore will transfer to the position of human resources administrator effective August 30, 2004. ~