Colgate University has recently signed an agreement with PeopleAdmin for an applicant tracking software system designed specifically for higher education that will allow human resources to fully automate the recruitment process. The purchase and implementation of this product will improve the services HR provides to departments; while dramatically reducing the staff time, paper and costs associated with managing employment applications and job requisitions. At the same time, it will improve the oversight of the employment process. PeopleAdmin will allow human resources to do the following:

1) Create job requisitions electronically, allowing managers or HR to submit new requests quickly and route them electronically for review and approval.
2) Collect employment materials on-line including applications, cover letters, resumes, vitae, affirmative action information, etc.
3) Screen applications electronically for minimum qualifications using job specific questions. This eliminates the need to review every application for minimum qualifications.
4) Distribute applications electronically by allowing search committees to review materials online in a secure account.
5) Provide automated status updates to applicants via e-mail as their status in the job search process changes, significantly reducing the number of phone calls to HR.
6) Notify potential candidates about new positions by matching applicants to their “perfect job profile.”
7) Provide better data for reporting purposes including affirmative action data.

HR is currently working with the PeopleAdmin on the implementation and design process. The process will consist of a series of telephone conference calls and one on-site visit by a PeopleAdmin Implementation Specialist. The current plan is to go live in June 2005. PeopleAdmn will be implemented first for staff searches but will also be available for faculty searches. Watch for future updates.
Network Storage: on ITS way!

ITS recently completed a successful pilot project to test Network Storage, which included faculty and staff from all over campus. Beginning in January (watch for an announcement of the exact date), Network Storage will be available to all Colgate students and employees.

Network Storage provides space for you, on the Colgate servers, which you can use to store your own data files. Why is that a big deal? There are two huge reasons: it provides a secure place for you to have a backup copy of your files, and it also makes those files accessible from whatever computer you are using. ITS will perform regular backups of all files on Network Storage, which you may access and restore yourself whenever necessary.

In anticipation of rolling out the new service to the community, ITS will create an access point for you on your computer. On a PC, it will appear as an “N:" drive; on a Macintosh in the Colgate domain, you will see a folder on your desktop. We wanted you to know about this in advance, so when it happens, you will not be surprised or alarmed.

How much space will you have for Network Storage? Employees will each have 1 gigabyte (GB) for storage of your own data files. Please note that the system is not designed to store files which need to be shared, as ITS creates file shares for this express purpose. Things that you might want to store on network storage include your Favorites; your personal address book; and Word, Excel, and PowerPoint documents which you have created.

Everyone who uses the Windows XP Operating System, or Macintosh 10.3 or above, will be able to use the new system. ITS will provide you with instructions for using the system and its many features, additional guidelines for the types of files that should be maintained on network storage, and instructions and information about restoring files from backups. Please contact Rich Grant, project leader, if you have questions.

Happy Holidays!

FOR YOUR BENEFIT

Open Enrollment Results
The chart (below) shows total numbers enrolled in each plan prior to the open enrollment period and the net open enrollment changes for each of the plans by employee group. The second chart shows the enrollments in MVP and PPO effective January 1, 2005.

<table>
<thead>
<tr>
<th></th>
<th>MVP</th>
<th>BluePreferred PPO</th>
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<tbody>
<tr>
<td># Enrolled 2004</td>
<td>149</td>
<td>634</td>
</tr>
<tr>
<td>Faculty</td>
<td>-7</td>
<td>8</td>
</tr>
<tr>
<td>Admin</td>
<td>-9</td>
<td>10</td>
</tr>
<tr>
<td>Support Staff &amp; Technical</td>
<td>-15</td>
<td>15</td>
</tr>
<tr>
<td>B&amp;G</td>
<td>-13</td>
<td>13</td>
</tr>
<tr>
<td>Net Change</td>
<td>-44</td>
<td>46</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>MVP</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Faculty</td>
<td>18</td>
<td>308</td>
</tr>
<tr>
<td>Admin</td>
<td>27</td>
<td>152</td>
</tr>
<tr>
<td>Support Staff &amp; Technical</td>
<td>58</td>
<td>110</td>
</tr>
<tr>
<td>B&amp;G</td>
<td>46</td>
<td>64</td>
</tr>
<tr>
<td>Net Change</td>
<td>-44</td>
<td>46</td>
</tr>
</tbody>
</table>

# Enrolled 2004 | 149  | 634 |
# Enrolled 2005 | 105  | 680 |

AFLAC Cancer Protection Enrollment
We had a great first year of enrollment into the AFLAC Cancer Protection program. Forty-nine employees have enrolled into the plan during this open enrollment period.

Prescription Drugs
Need an extra supply of medication if you are leaving the area or going on vacation? Contact your insurance plan to get approval for your vacation supply.

Customer Service Numbers:
Blue Preferred PPO 1-800-340-8799
MVP 1-866-635-5305
Flexible Spending Account

This is a reminder that all requests for reimbursement from your flexible spending account for allowable expenses incurred during 2004 need to be submitted by February 28, 2005. Any monies remaining in these accounts after that date cannot be refunded to you. Protect yourself from losing these funds by taking the time to look over your eligible expenses and submitting them to Upstate Administrative Services for reimbursement.

There is still time to incur expenses for 2004; remember that certain over the counter drugs are now eligible for reimbursement. If you would like to find out the balance of your account or for a list of eligible expenses, you can contact Upstate Administrative Services at 1-800-788-8771 or visit their website at www.ezflexplan.com/upstate. Reimbursement forms can be found on Upstate’s website or the HRD portal page at my.colgate.edu.

Minimum Wage Slated To Increase

Effective January 1, 2005, New York State’s minimum wage will increase from $5.15 per hour to $6.00 per hour. Although Federal law currently provides for a minimum wage of only $5.15 per hour, the higher state hourly rate prevails. The new law, known as the Empire State Wage Act of 2004, will also provide increases in the minimum wage to $6.75 per hour effective January 1, 2006, and to $7.15 per hour effective January 1, 2007.

Any employee currently earning less than $6 per hour will receive an increase effective for any hours worked January 1, 2005 or after.
HOLIDAY HOURS

The following offices will be closed December 24-January 2; reopening on January 3.

African & Latin American Studies
Associate Dean of the Faculty
Computer Science
Conant House
COVE
Human Resources
Math
Media Services
Music
Office of Undergraduate Studies
Purchasing
University Studies

Other closings:

Athletic facilities go to: Colgate’s Home Page, click on “Raiders Central,” click on “Rec Sports,” click on “Recreation Facilities Hours.”

Accounting’s cashier’s window will be closed 12/22—January 2.

Bookstore hours:
December 24– 9 a.m.-3 p.m.
December 25-27 - closed
December 28-29 - 9 a.m.-6 p.m.
December 30 - January 2 -closed
January 3-reopens

Case and Cooley Libraries
December 20-23 - 8 a.m.- 5 p.m.
December 24 - January 2 - closed
January 3-16 - 8 a.m. - 5 p.m.

EMPLOYEE NEWS

NEW HIRES
David Terrazas has accepted the position of web designer in ITS effective December 13. David and wife, Rita, have four children; Melissa, Rachel, James and Patricia. His hobbies include astronomy and taekwondo.

POSITION VACANCIES
Custodian, Frank Dining Hall (nights)
Director of the Office of Undergraduate Studies
Director of the Picker Art Gallery
Managing Editor
Office Coordinator, Health Sciences
Science Library Serials Assistant
Supervisor, Coffee House
Vice President for Public Relations and Communications

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

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

JOBS WANTED
Looking for a regular babysitter? Female senior psychology concentrator looking to baby sit 2 afternoons or nights each week during the spring semester. Prefer to sit for 1 or 2 children between the ages of 1 and 4 (will make exceptions). Call: 207-577-7625.

FREE
Free to good homes, male and female zebra finches. Used for behavior studies by Psychology Department. Would make great gift. Small, quiet birds; fun to watch. Call Cindy Baker: 228-7357 or Stephanie Miner: 228-7931.

SELL & SWAP
For Sale: 2002 Polaris XC800SP snowmobile. 2K miles, excellent, extras, asking $5000; truck cap—fits Chevy 8’ box, like new, asking $250. Call 837-4887 or 243-2466.

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.

CLASSIFIED ADS

ANNIVERSARIES

25 Years
Ellie Bolland-Case Library

20 Years
Alexander Nakhimovsky-Computer Science

15 Years
Renee Chapin-Admission

10 Years
Bob Alton-Campus Safety
Claudia Servadio-Coyne-ITS
Cindy Sherwood-Natural Sciences

5 Years
Les Dodson-ITS
Bert Levine-Political Science
Marion Wilson-Art & Art History

In the spirit of the season….
‘Tis the season—for Hanukah or Kwanzaa candles, for Christmas trees or New Year noodles, and for most, it’s the season for family. But for many of our international students, family—and home—will remain far away. Instead, they’ll hunker down and spend winter break on campus.

A few will have host families to invite them home for dinner, but some local hosts will be heading away as well. While we hope to plan a few activities for these students, nothing will take the place of home hospitality. Might you be able to invite a student on a family outing or have a couple over for dinner?

The shuttle bus stops running, and our students don’t have cars, so we’d like to plan weekly trips to Tops on Tuesday evenings at 5:00 on 12/21, 12/28, 1/4, and 1/11.

If you have time to spare and can help with any of the above, please let us know. We’d greatly appreciate it!

Best wishes,
Sarah Welsh (swelsh) and
Kayoko Wakamatsu (kwakamatsu) X7370

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

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