**Wm. Brian Little Fitness Center**
by: Rick Armstrong, Assistant Strength and Conditioning Coach

Located in Huntington Gymnasium, the Wm. Brian Little Fitness Center caters to the entire Colgate student, faculty and staff, as well as the Hamilton area community. For those of you who frequent the fitness center you may have noticed some changes last semester from the previous spring. The design and layout was changed to create an open feel and better flow to the area to give members more room while working out. There also has been the addition of new Nautilus machine weights to replace older ones that were previously in operation, with the hope of obtaining more in the near future.

A new message board has also been designed outside the front doors of the center. This board will be updated frequently and contains the hours of operation, health tips, fitness facts, and National Fitness Day information. We hope the information will be useful to answer some questions or give helpful tips to improve member health and fitness levels. To make steps in keeping track of fitness goals easier, workout logs and clipboards have been provided next to the fitness center desk in order for members to keep track of each individual workout. Folders have been provided in alphabetical order so that you may leave and then retrieve your card the next time you return.

The goal of the fitness center is to create an atmosphere that welcomes all of its members equally no matter their training experience, age, and ability level. The main goal is to make members feel comfortable and to provide a refreshing experience so they will keep coming back day after day. This is not an easy task due to the diversity of the members, but we are trying to take the necessary steps in creating something that Colgate and the fitness center members can be proud of. Hopefully the new additions and changes that have been made are making this more possible, and we hope to continue the improvements in the coming months and years with the support of the Athletic Department and the rest of the Colgate community.

Recently, over the break period, two instructional sessions were held for all faculty and staff in order to familiarize them with the new equipment and give them a chance to ask any questions regarding the fitness center and equipment. This was a big success with many faculty and staff attending each session. There are plans for future meetings if there is a high enough demand. The fitness center would like to see more involvement from the Colgate community and will be organizing informative orientations on different fitness subjects. The topics of the sessions will be determined by request from the members, so make sure you keep a look out for when the programs will begin. The fitness center would also like to start its involvement in National Health and Fitness Days and will be updating you on when these will occur.

If you have any questions, comments or would like to put a request in for a fitness topic. Please email Rick Armstrong at Rmarmstrong@mail.colgate.edu
**Top Ten Telephone Numbers/Extensions**

We thought you might be interested in seeing the list of top 10 extensions called, and the top 10 numbers dialed, for 2005. This data includes all calls made through the Colgate telephone system by students, faculty, and staff.

<table>
<thead>
<tr>
<th>Ext. Dialed</th>
<th>Calls</th>
<th>Time</th>
<th>Avg. Time</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>7840</td>
<td>360080</td>
<td>2393:35</td>
<td>0:00:24</td>
<td>Voicemail</td>
</tr>
<tr>
<td>7401</td>
<td>24351</td>
<td>21:17:37</td>
<td>0:00:03</td>
<td>Admissions</td>
</tr>
<tr>
<td>7111</td>
<td>10258</td>
<td>808:07</td>
<td>0:04:44</td>
<td>Colgate Helpline</td>
</tr>
<tr>
<td>7750</td>
<td>17343</td>
<td>549:08</td>
<td>0:01:54</td>
<td>Health Center</td>
</tr>
<tr>
<td>7480</td>
<td>10231</td>
<td>232:56</td>
<td>0:01:22</td>
<td>Bookstore</td>
</tr>
<tr>
<td>7000</td>
<td>9029</td>
<td>154:22</td>
<td>0:01:02</td>
<td>Dial By Name</td>
</tr>
<tr>
<td>7333</td>
<td>8792</td>
<td>110:04</td>
<td>0:00:45</td>
<td>Campus Safety</td>
</tr>
<tr>
<td>7372</td>
<td>7928</td>
<td>198:33</td>
<td>0:01:30</td>
<td>Residential Life</td>
</tr>
<tr>
<td>7130</td>
<td>7057</td>
<td>153:58</td>
<td>0:01:19</td>
<td>Buildings &amp; Grounds</td>
</tr>
<tr>
<td>7468</td>
<td>5214</td>
<td>82:03</td>
<td>0:00:57</td>
<td>Heating Plant</td>
</tr>
</tbody>
</table>

**Number Dialed**

- 1(800) 669-8560, 6435, 21:19:15, 0:00:12, Fax
- 1(800) 569-6972, 4232, 506:54, 0:07:11, AT&T Calling Card
- 824-4344, 3025, 56:58:34, 0:01:08, Oliver’s Pizzeria
- 824-2300, 2933, 93:06, 0:01:54, Colgate Inn
- 824-8333, 2010, 200:13, 0:05:59, USA Datanet
- 1(800) 603-7403, 1498, 203:10, 0:08:08, AT&T Calling Card
- 824-3015, 1439, 29:49, 0:01:15, Parkside Cafe
- 1(800) 555-1111, 1425, 122:44, 0:05:10, National Directory
- 825-3111, 1422, 52:51, 0:02:14, Basset HealthCare
- 1(800) 487-7646, 1341, 105:53, 0:04:44, AT&T Calling Card

**Network Statistics**

For the month of January, our McAfee ePO Servers reported...

16,487 Viruses & Adware for faculty and staff; 132,828 Viruses & Adware for students.

The EPO Agent, which runs on workstations, is a type of software which communicates with the server. This communication, which occurs once every two hours, is limited to checking for new policies and new virus definitions.

More information about this and other ITS services can be found on http://computing.colgate.edu. Click on the Safe Computing tab.

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**5th Annual Snowball Dance**

The Colgate and Hamilton communities are invited to dance and listen to the entertaining sounds of *Andrea Miceli & Moss* on Friday, February 24 from 7:00—11:00 p.m. at the Palace Theater. There is no admission fee, but donations are requested to benefit the Hamilton Community Chest. Light refreshments will be provided. This event is sponsored by the Colgate Dean of the Faculty/Provost Office.

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**FISH! Philosophy**

Close your eyes and imagine that every moment of every day you have the ability to make a positive impact of someone’s life, to **MAKE THEIR DAY**.

Making someone’s day does not have to be an elaborate production. It can be as simple as holding open a door for someone whose arms are full; remembering a customer’s name; or taking the time to let a co-worker know how much you appreciate them.

You may be wondering what is the difference between **MAKE THEIR DAY** and simply being pleasant. As the staff at ChartHouse Learning say in (their book, *Fish The Guide*), “The difference lies in doing something unexpected or out of the ordinary—taking that extra step you didn’t have to.” Remember, what may be ordinary to one person may be extraordinary to another. Watch and learn or ask them. And then, when they least expect it or when they need it most, act!

One of my favorite ways to **MAKE THEIR DAY** or to have my day made is through what I will call a chain rhyme. It is a quick and easy way to spread some laughter, relieve some stress, show appreciation, celebrate an event and even to say farewell to a co-worker. This type of rhyme is actually a group effort; an effort to **MAKE THEIR DAY**. It begins with a verse that is emailed to a group of people. Each person then creates a new verse and sends the verse using the “reply all” function. When everyone has replied, the poem is complete. Many of these chain rhyme poems have been recited by their Colgate poets at farewell parties, birthdays and holidays.

Start by focusing on one person at a time. In doing this you are making the world a better place to live, one person at a time. It’s normal to want to focus on those who happen to brighten your day. It’s a little harder to do this when you are dealing with a difficult person. But don’t you just love a challenge? Why not try making their day? You never know where this philosophy might lead. You might just be surprised by their positive responses. And the best part is... they might pass it on.

(by: Jackie D’Amore)
**Open Gate**

**Summer Employment**

Children of employees who are interested in summer employment can now apply at Careers @ Colgate our online recruitment site (http://careers.colgate.edu). They can apply to any or all of the three summer postings listed: SUMMER—Office; SUMMER—Maintenance/Laborer; and SUMMER—Lifeguards. Hiring Managers will be given access to the applicant pools on March 13.

Preference is first given to employees who occupy less than 12 month positions, Colgate students who are on campus for the summer, and children of Colgate employees. In most cases, children must be 18 years or older, however, younger children are hired on occasion.

Departments should coordinate all summer hires through HR by contacting Nancy Callahan at x7565. Funds must be available in your department casual wage line (account 141). It is not appropriate for departments to hire children/relatives of their employees.

Employees who hold less than 12 month positions and are interested in summer employment should contact Nancy at x7565 as soon as possible so that every effort can be made to find employment for the summer months. Employees who will not be working should coordinate arrangements for payments of normal deductions while in a no pay status with Jill at x6668. HRD must be informed of your last day on campus, use of vacation time, as permitted, and your anticipated return to work date before you leave for the summer.

**Ask an Administrator**

Human Resources recently held information sessions that included a review of the “Support Staff Career Progression Program.” Several people asked about the breakout of staff in the various skill bands. The following chart shows the numbers and percentages of employees in each band:

<table>
<thead>
<tr>
<th>Skill Band</th>
<th># of Employees</th>
<th>% of Employees</th>
</tr>
</thead>
<tbody>
<tr>
<td>G</td>
<td>35</td>
<td>21.5%</td>
</tr>
<tr>
<td>A</td>
<td>71</td>
<td>43.6%</td>
</tr>
<tr>
<td>T</td>
<td>26</td>
<td>16.0%</td>
</tr>
<tr>
<td>E</td>
<td>18</td>
<td>11.0%</td>
</tr>
<tr>
<td>Not yet assessed</td>
<td>13</td>
<td>8.0%</td>
</tr>
<tr>
<td>Totals</td>
<td>163</td>
<td>100.0%</td>
</tr>
</tbody>
</table>

Staff can move through this career progression program in different ways. You can move through the skill bands by acquiring new skills or improving your existing skills and demonstrating them on the job. You can also move up through your pay range by improving your competencies. You can also progress by applying for a position in a higher skill band.

We will be scheduling additional sessions to explain performance reviews, the “GATE” system and the salary increase process. Please watch your e-mail for more information.

The Colgate Health Center crew, along with guests Bev Low and Catherine Regan, traveled to Morrisville State College this year for their annual January outing. Last year’s class was self defense; this year it was a basic automotive maintenance class. Topics covered such things as how to change a tire, the proper use of jumper cables, dealing with an overheated engine and how to change wiper blades. None of them will have an excuse now for being late to work! And without mentioning any names, everyone now knows there is no such thing as blinker fluid.

**Looking for a few good men and women…**

I’m fishing for employees who would be interested in volunteering for the Spirit Day 2006 committee. Just think, by volunteering you will have the opportunity to Make Their Day on a grand scale! Just call Jackie D’Amore at x6702 to sign up.

Mark your calendars!
Spirit Day is scheduled for July 19, 2006

**6 Hour, DEFENSIVE DRIVING COURSE**

Date: March 13 and 15, 2006
Time: 7:00pm – 10:00pm
Location: Room 114, Little Hall

Presenters: Safety Council of Upstate New York & Campus Safety Department

Fee: $35.00 per person
(checks should be made payable to Colgate University)

To register: Contact Sue Marks at X 7333

**FOR YOUR BENEFIT**

Do you want a quicker, easier way to file your flexible spending account claims? The flex plan website, www.exflexplan.com, allows you to electronically submit your medical and/or daycare claims. Once you have completed a few required items, print the claim form, and mail/fax the form along with your receipts to Upstate. You will need to create an ID and password the first time you log on. The on-line site will also provide you with information on your account including your account balance and pending reimbursements. For more details contact Human Resources at x7565.
NEW HIRES

Susan J. Cline recently accepted the position of custodian effective February 13. She was most recently employed at Bassett of Cooperstown. Sue and husband, Lyle, have two children, Lauren, age 15, and Rachel, age 13. She enjoys fishing, camping, making gift baskets, gardening and canning.

Patricia Staskowski recently accepted the position of administrative assistant annual fund effective February 6. She was most recently employed by Bank of America as a senior administrative assistant. She and husband, Paul, have two children, Joseph, age 14 and Ryan, age 12. Patty is a member of the Brothertown Music Boosters.

RETIREES

Judy Noyes began at Colgate on July 1, 1986 as the University Librarian. Best wishes to Judy upon her retirement, effective December 31, 2005.

POSITION VACANCIES

Barge Coffee House, part-time supervisor —weekends
Dean of the College
Director of Advancement, Communications
Director of Purchasing
Technical Director, Theater

For complete details on how to apply visit: http://careers.colgate.edu

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

WANTED

Items of interest, news you want to share, ways you or your departments/co-workers are already using the FISH! Philosophy. Go on… make my day… send me some news. I would love to include your news in an issue of the Open 'Gate. Just email jdamore@colgate.edu.

SELL & SWAP


For Sale: 1999 Ford F150 2 WD pick-up only 52,000 miles. 5 speed, air, cruise, sliding rear window. Asking: $5,400. Call 607-336-8875.


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.

Tony and his family would like to extend their sincere and heartfelt thanks to all his friends and co-workers at Colgate. Your prayers and cards of sympathy for the loss of my brother were a gentle reminder of how special life is. All your acts of kindness helped ease the pain we are going through at this most difficult time. Thank you!

—The Torchia Family

You're alive. Do something. The directive in life, the moral imperative was so uncomplicated. It could be expressed in single words, not complete sentences. It sounded like this: Look. Listen. Choose. Act.

--Barbara Hall,
A Summons to New Orleans, 2000

MARCH ANNIVERSARIES

25 Years
Peter Babich—Physical Plant

20 Years
Jeff Hendrickson—Physical Plant

15 Years
Gary Ward—Natural Sciences

5 Years
Heather Palmer—Treasurer’s Office
Bill Parmeter—Physical Plant
Bruce Scott—Physical Plant

Would you like to try a sport where you throw rocks at houses, you need a vice to play, and you can get your messy spouse or roommate to use a broom? The Utica Curling Club is holding a post-Olympics open house, Sunday, February 26 at 6:00 p.m. Come try what you will see on TV. No experience necessary; people of all abilities welcome. For more information contact Mary Jane Walsh, Roger Rowlett, Julie Chanatry, Peter Sheridan, or Ann Kebabian.

Quote of the Month

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