Forty-Second Annual Service Awards Dinner

On Tuesday, May 20, a total of 248 employees, retirees, and their guests enjoyed an evening of visiting with friends and co-workers. They were there to celebrate with and acknowledge 47 employees who were honored for the completion 15, 20, 25, 30, 35, and 40 years of service. The dinner was held at James C. Colgate Student Union.

Bob (Tybo) Tyburski, vice president and senior philanthropic advisor, began the evening with an entertaining and warm welcome to all. Mark Shiner, university chaplain, led the grace and then everyone enjoyed a wonderful meal served by Sodexho Dining Services. Lori Chlad and David Hale introduced the honorees and President Chopp offered congratulations and awards to them. The 2008 honorees listing follows:

<table>
<thead>
<tr>
<th>40 Years</th>
<th>25 Years</th>
<th>20 Years</th>
<th>15 Years</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sally Sinardo</td>
<td>Brian Belden</td>
<td>Ruth Barker</td>
<td>Joe Bello</td>
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<tr>
<td>Sabra Williams</td>
<td>Bonnie Button</td>
<td>Margie Bikowsky</td>
<td>Christine Dunleavy-Lopez</td>
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<tr>
<td>Patty Caprio</td>
<td>Barb Cook</td>
<td>Mike Bonsie</td>
<td>Claudia Ford</td>
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<tr>
<td>Carol Dewey</td>
<td>Steve DeGroat</td>
<td>Mark Button</td>
<td>Dave Hale</td>
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<tr>
<td>Alan Glos</td>
<td>Marty Glenar</td>
<td>Larry Coger</td>
<td>Kim Manner</td>
</tr>
<tr>
<td>Janice Holt</td>
<td>Tom Kane</td>
<td>Alan Diehl</td>
<td>Tracy Ogren</td>
</tr>
<tr>
<td>Leslie Lollman</td>
<td>Hoyt Kelly</td>
<td>Sandy Gavett</td>
<td>Laura Smyrski</td>
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<tr>
<td>Al Owen</td>
<td>Linda Miers</td>
<td>Charlie Izard</td>
<td>Kim Waldron</td>
</tr>
<tr>
<td>35 Years</td>
<td>Nancy Miner</td>
<td>Sue Kazin</td>
<td>Congratulations!</td>
</tr>
<tr>
<td>Ruth Barker</td>
<td>Nancy Orth</td>
<td>Michelle Reese</td>
<td></td>
</tr>
<tr>
<td>Margie Bikowsky</td>
<td>Darryl Simcoe</td>
<td>Carol Smith</td>
<td></td>
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<tr>
<td>Mike Bonsie</td>
<td>Joan Thompson</td>
<td>Stacey Snyder</td>
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</tr>
<tr>
<td>Mark Button</td>
<td>Sarah Welsh</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Larry Coger</td>
<td>Lois Wilcox</td>
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</table>
What is ergonomics? –Part II
Office Ergonomics

More and more people are finding themselves using a computer for longer periods. With an increase in time spent at the workstation, a poor design or layout can contribute to muscle fatigue, aches & pains, and possibly more severe musculoskeletal disorders. This article will briefly summarize key aspects to a proper workstation design as well as some beneficial stretches that can lessen muscle and joint fatigue. Additionally, various web links are provided for supplementary sources of information.

The following picture provides an excellent overview of key design points to a proper workstation. Proper seat design and pan height is critical for posture, lumbar and arm support. The armrest should have adequate padding and ideally be adjustable from the standpoint of height and width. Keyboard height should be such that the arm is as close to a neutral position (90° angle as possible), elbows close to the body and proper padded wrist support to prevent a pressure point (if needed). This arm position also lessens stress on the upper shoulder and neck area. To minimize further the stress on the upper back monitor height is critical. Ideally as depicted in the figure, the top of the monitor should be at eye level.


This may vary somewhat for those wearing bifocal glasses. In those instances, the monitor should be adjusted such that the need to tilt the head backward to read is removed.

While a properly designed workstation can minimize fatigue and stress on the body further benefits can be realized by changing your posture often and stretching. For instance, getting up and walking around uses different muscle groups and lessens fatigue. Certain stretching exercises can also prove beneficial so long as performing them would not aggravate a current condition. Go to http://www.healthycomputing.com/health/stretches provides examples of various stretches and motions which can be beneficial.

For more information or assistance at assessing your workstation, contact the Environmental Health and Safety Office at 228-7994.

Alan Glos retires

Alan Glos, associate dean of the college for administrative advising retires July 1 after 35 years in the student affairs division. Best wishes to Alan upon his retirement. We wish you the best. Pictured below is Alan with President Chopp at the 2008 Service Awards Dinner.

After saying something you regret

What should you do after you’ve said something you shouldn’t have? When you regret making an unfortunate comment, take these steps:

- **Apologize immediately.** If you wait, the time that passes allows bad feelings to mushroom.

- **Don’t fan the flames.** If your apology isn’t enough, don’t drag the situation out by continuously apologizing or referring to your remarks. Give it some time. Meanwhile, make sure your every word and action shows that you didn’t mean any harm.

- **Forgive yourself.** You can’t turn back the clock and change what you said. But you can learn from the experience. Teach yourself to take a break before you speak during a heated discussion. And learn to be more forgiving when others commit the same mistake with you.

— Adapted from Make Your Team a Winner!
The Dartnell Corp., https://www.dartnellopcorp.com
Earlier this spring, we announced that Colgate would be adding Fidelity Investments (“Fidelity”) as an additional retirement plan service provider for benefit-eligible university employees. Effective June 2, employees are able to make contributions to Fidelity.

To enroll with Fidelity, you will need to complete the on-line application and submit a salary reduction agreement to Human Resources. You can access the Fidelity enrollment material at [http://www.colgate.edu/desktopdefault1.aspx?tabid=3851](http://www.colgate.edu/desktopdefault1.aspx?tabid=3851), in addition the link can be found on the Human Resources website under Helpful Links. Enrollment with Fidelity can take place at anytime.

Fidelity continues to offer individual sessions. A listing of counseling dates and instructions on how to sign up for a session is also outlined on the link listed above.

TIAA-CREF will continue to be a retirement plan provider. Colgate will be discontinuing future contributions to Mutual of America. If you are a current Mutual of America participant, you will need to make a change to your retirement plan contributions by September 1.

We are very pleased to be able to offer Colgate employees a choice between two of the leading retirement plan service providers for workers in higher education. Should you have any questions about the retirement plan service providers or enrollment into Fidelity, please contact us at extension 7565.

Work related course reimbursement increases

The work related course reimbursement will increase to $1,865 for the 2008-09 academic year. For more information on this benefit, please call extension 7565.

Flag competition kits available for pick-up!

Get into that Olympic competitive spirit by participating in the department flag competition. Just pick up a flag kit to design and enter it into the Spirit Day competition. A gold, silver and bronze prize will be awarded. Flags will be judged on creativity in theme, and the ability to express Colgate spirit and environmentalism.

5 & 10 Year Reception

On May 28 employees celebrated their 5th and 10th anniversaries by attending a reception held at the Watson House. President Chopp hosted the event and thanked the honorees for their service to Colgate University. Honored were:

<table>
<thead>
<tr>
<th>5 Year Recipients</th>
<th>10 Year Recipients</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tammy Ayers - Bookstore</td>
<td>Karen Austin - Library</td>
</tr>
<tr>
<td>Heather Binelli - Admission</td>
<td>Rene Beers - Admission</td>
</tr>
<tr>
<td>Amanda Bridge - Admission</td>
<td>Michele Carney - Dean of the College</td>
</tr>
<tr>
<td>Rebecca Chopp - President’s Office</td>
<td>Doug Chiarello - Capital Support</td>
</tr>
<tr>
<td>Sarah Gonzalez Bocinski - Annual Fund</td>
<td>Steve Cook - Campus Safety</td>
</tr>
<tr>
<td>Emmett House - Physical Plant</td>
<td>Jeanne Genter - Physical Plant</td>
</tr>
<tr>
<td>Erik Moore - ITS</td>
<td>Gretchen Herringer - Registrar</td>
</tr>
<tr>
<td>Barbara Roback - Career Services</td>
<td>Bill Howell - IT S</td>
</tr>
<tr>
<td>Sue Smith - Dean of the College</td>
<td>Diane Janney - Natural Sciences</td>
</tr>
<tr>
<td>Leta Wiley - Accounting</td>
<td>Tabitha Kane - Physical Plant</td>
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<td></td>
<td>Chris Naylor - Physical Plant</td>
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<td></td>
<td>Denise Scheffler - Convenience Store</td>
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<td></td>
<td>Barb Springer - Physical Plant</td>
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<td></td>
<td>Trish St. Leger - Dean of the Faculty</td>
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<td></td>
<td>Robin Summers - Alumni</td>
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<td></td>
<td>Floyd Symonds - Physical Plant</td>
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<td></td>
<td>Mark Thompson - Counseling &amp; Psychological Services</td>
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</table>

10 year recipients: Karen Austin and Diane Janney
Introducing the Dean of the College Professional Development Advisory Board and the 2008 Awards Reception
by Tim Mansfield & Teresa Olsen

On May 14, 2008 the Dean of the College (DoC) Professional Development Advisory Board hosted the first annual Awards Reception to honor division members’ contributions to the University.

The DoC Awards Reception acknowledged staff members who were recognized by their respective professional associations, reached benchmark years of service to Colgate, and who were nominated and selected to receive specialty awards. Additionally, to commemorate Alan Glos’ 35 years of dedicated service and retirement in July, the advisory board established an award in his name to be presented annually to a staff member who “brings quiet, competent, and consistent leadership to our division”.

Recipients of this year’s awards included (left to right): Thomas Cruz-Soto (ALANA Cultural Center) -- The Building Bridges Award; Dawn LaFrance (Counseling and Psychological Services) -- The Deans Merit Award for Diversity; Mark Thompson (Counseling and Psychological Services) -- The Dean of the College Award; Denise Upton (CLSI) -- The Dean of the College Administrative Support Staff of the Year Award; The Chaplain’s Office—Mark Shiner, Mark Mann, David Levy and Neva Swenson -- The Building Bridges Award; Alan Glos, the inaugural Alan Glos Award; JJ Brice (Residential Life) --The Emerging Leader in Student Affairs Award; and Gert Neubauer (Campus Safety) --The Dean’s Award for Student Services.

The Dean of the College Professional Development Advisory Board was established in spring 2008 to strengthen educational practice with students, acknowledge significant contributions of staff who excel, and to build a stronger team among division members. Advisory Board members include Julie DiTrapano, Lisa Hally, Shelly Lear, David Levy, Tim Mansfield (co-chair), Teresa Olsen (co-chair), Dan Roberts, Denise Upton, and Greg Victory.

Questions and ideas for the Advisory Board can be directed to tmansfield@colgate.edu or tolsen@colgate.edu

How a simple ‘Thanks’ can help
What’s the most effective way to motivate people? Thank them. Use these techniques to express your appreciation
Convey the appropriate level of appreciation.
When employees make significant sacrifices, give heartfelt thanks and add how much it means to you. For small acts of kindness, a simple “Thank you” works best. Don’t overstate your thanks for a minor gesture.
Act quickly. “Thank you” means more when you deliver it promptly. Speak up soon after the gracious gesture. If you write a note, send it within 24 hours.

Offer specifics. While a generic “Thank you” sounds nice, it’s even better if you pinpoint why you’re grateful. Example: “Thank you for showing up on Saturday. You gave up part of your weekend to help me, and I want you to know how much I appreciate that.”

Relay thanks from others. A message of gratitude carries even more weight when others voice their appreciation along with yours. When thanking an employee for exceptional effort, enlist your boss or a key customer to sign your card or join you for a conference call to the staffer. — Adapted from The Thank You Book, Robyn Freedman Spizman
Colgate Day—Friday, June 13

Colgate Day was celebrated in supreme style thanks to the Bookstore’s generous discount on clothing along with the 100 free T-shirts given to the first 100 customers to enter the Bookstore that day. At 12:30 p.m. on Friday, June 13 close to 300 hundred employees from all over campus headed to the Merrill House for the Dean of the Faculty’s first ice cream social of the year. It was quite a sight to behold! While decked out in Colgate regalia faculty, staff and students enjoyed the Colgate Day camaraderie and celebrated our love of the number 13.

The difficult decision of awarding the Bookstore’s $130 gift certificate to the department that came dressed in the most Colgate gear and showed the most Colgate spirit was finally reached. The winners are Institutional Advancement who wore Colgate accessories, had on plenty of maroon, cheered the loudest, and even had a stuffed monkey dressed in a Colgate shirt! (See picture below.)

A heartfelt thank you to Sodexho for the delicious ice cream, frozen yogurt and fresh fruit all served on tables decorated in Colgate style. The entire food display was beautiful! Thanks to buildings and grounds for their help with the set up and clean up. And thanks to all who came to celebrate the day!

Note: The group picture taken at the event will appear in the July issue.
Seminars for Support and Technical Staff

As part of the support for professional and technical development, Colgate has established a fund to provide technical and support staff with assistance to attend off-campus conferences, workshops, seminars or courses that enhance individual skills. A request form can be obtained at [http://offices.colgate.edu/hr/](http://offices.colgate.edu/hr/) and clicking on the staff development link, or by calling the Human Resources Department at x7565.

The following websites list workshops in our area:
- SkillPath Seminars - [http://www.skillpath.com/](http://www.skillpath.com/)
- CompuMaster - [http://www.compumaster.net/](http://www.compumaster.net/)
- National Seminars Group Padgett-Thompson - [http://www1.natsem.com/](http://www1.natsem.com/)

Professional Development

Professional development funds, budgeted by individual departments/divisions can be used for staff to attend conferences, administrators’ attendance at workshops and for staff memberships in professional organizations. The following websites list general management seminars for administrators:
- Cornell University School of Industrial and Labor Relations - [http://www.ilr.cornell.edu/mgmtprog](http://www.ilr.cornell.edu/mgmtprog)
- American Management Association Seminars - [http://www.amanet.org/index.htm](http://www.amanet.org/index.htm)
- Center for Creative Leadership - [http://www.ccl.org/index.shtml](http://www.ccl.org/index.shtml)

Members of the technical and support staff are also encouraged to join their professional organizations. Links to several are included below:
- National Association of Executive Secretaries and Administrative Assistants - [http://www.naesaa.com](http://www.naesaa.com)
- International Association of Administrative Professionals - [https://www.iaap-hq.org](https://www.iaap-hq.org)

Staff should contact their supervisors for funding.

Contact human resources if you need assistance.

EMPLOYEE NEWS

BIRTH ANNOUNCEMENTS

Betsy and Kermit Campbell welcomed son Silas Jiu-En Campbell (5 lbs. 10 oz., 18 1/2" long) born May 31. Kermit is an associate professor of writing and rhetoric.

Karli Jones and Derrick Baker are first-time parents of Gavin Michael Baker (8 lbs. 10 oz and 21" “tall”) born April 8. Spike and Tess Jones are the proud first-time grandparents. Tess is administrative assistant in the English Department.

Denise German and Roody Prato are the proud parents of son Anthony Joseph (5 lbs. 15 3/4 oz., 19" long) born May 28. Anthony joins big brothers - Jose (13), Randy (9) and big sisters Nichole (11) and Jennifer (7) Roody is assistant director, campus safety and Denise has been working in Career 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.

Reminder: Information about Job Postings

For complete information on position vacancies and to submit an application visit our website at:

[https://careers.colgate.edu](https://careers.colgate.edu)

Due to technical issues, this link is not available on the portal.

[Note: Bargaining Unit positions will continue to be handled in accordance with the Collective Bargaining Agreement.]
EMPLEE NEWS

NEW HIRES
John Adams accepted the position of coordinator, Colgate Speaking Union on August 1. He was previously employed at Colgate as interim coordinator, competitive speaking programs. He received his Ph.D. in speech communication from the University of Washington. John and wife Marianne Janack ’86 have a daughter, Madeleine, 14. He enjoys fishing and hiking.

Susan Weitz accepted the position of resident supervisor, Chapel House, effective June 1. She was previously employed at Ithaca College as an administrative assistant. Susan received master’s in library science from Syracuse University. She has two children Gillian, 20, and Brian, 19. Susan enjoys writing, hiking, folk dancing, cooking, jewelry making, music and reading.

PROMOTIONS
Bonnie Button was promoted to manager of athletic equipment services effective June 2.

Bill Gabler was promoted to assistant director, center for leadership and involvement effective May 19.

JULY ANNIVERSARIES

20 Years
Kiko Galvez - Physics & Astronomy
Connie Harsh - English
Jon Jacobs - Philosophy
Di Lundrigan - Human Resources
Padma Kimal - Art & Art History
Steven Kepnes - Religion
Laura Klugherz - Music
Andy Rotter - History

15 Years
Barbara Hoopes - Biology
Ann Jane Tierney - Psychology

10 Years
Karen Harpp - Geology
Ian Helfant - Russian Department
Clarice Martin - Religion
Dambhait McHugh - Biology
Nina Moore - Political Science
Patrick Riley - Romance Languages
Lynette Stephenson - Art & Art History
Ed Witherspoon - Philosophy

5 Years
Jennifer Brice - English
Luca Caminati - Romance Languages
Kevin Carlsmitl - Psychology
Robert Dwyer - Physical Plant
Frank Frey - Biology
DeWitt Godfrey - Art & Art History
Stephen Jungbluth - Athletics
Jason Kowall - Philosophy
Eliza Kent - Religion
Noor Khan - History
Corey Landstrom - Dean of the College
Allan Maca - Sociology & Anthropology
William Meyer - Geography
Ulrich Meyer - Philosophy
Dan Monk - Peace & Conflict Studies
Brian Moore - History
Jennifer Moehnrouse - Mathematics
Jaime Nolan - Center for L, T, & R
Kezia Page - English
Ken Segall - Physics & Astronomy
Mark Shiner - Chaplain's Office
Natashya Stolova - Romance Languages
Bill Stull - Classics
Emily Sun - English
Mark Volker - Music

CLASSIFIED ADS

POSITION VACANCIES
Administrative Assistant, Athletics
Admission Counselor/Assistant Dean of Admission (2)
Assistant Dean for Administrative Advising
Assistant Director, COVE
Assistant Director of Athletic Communication
Assistant Director of OUS
Assistant/Associate Director of Parent’s Fund
Associate University Chaplain and Protestant Campus Minister
Associate VP of Human Resources
Athletics Event Staff (pt - no benefits)
Campus Safety Officer/Dispatcher (part-time positions)
Director, Institutional Planning and Research
Director of Alumni Affairs
Director of Investments
Director of Picker Art Gallery
Heating Plant Foreperson
Lab Assistant, Psychology (casual wage)
Leadership Gifts Officer/Associate Director
Marketing Production Coordinator (casual wage)
Program Coordinator, Off-Campus Study
Project Director, Upstate Institute
Regional Advancement Director
Senior Administrative Assistant, Admission
Staff Nurse
Staff Nurse (per diem)
Summer positions (2)
Technology Support Analyst
VP and Dean of Diversity
Visual Resources Curator Assistant (casual wage)

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.

QUOTE OF THE MONTH
Appreciation can make a day, even change a life. Your willingness to put it into words is all that is necessary.

—Margaret Cousins