A quote from the Fish Philosophy:

“Everyone can benefit from a little lightening up during the day. People who find ways to incorporate “play” into their daily lives approach their work, responsibilities and challenges with energy and enthusiasm. In fact, some of the best innovations in the world are a result of playing with ideas. And some of the most serious environments can also benefit from a sense of playfulness. It is this that allows us the freedom to tap into our inner, innovative being — unearthing that which helps our organization fly forward into the future. Successfully.

What is playing? Hide and seek? Tag? Well, in some cases, maybe! But overall, “play” speaks to that kid we all still have deep inside of us. That person who never hesitated to ask “Why?” or “How come?” That person who looked at the world creatively and openly. And who never hesitated to see the humor in it all.”

I know there are many employees that like to play. They work hard, get results and yet understand the value of play. I would love to feature your department and ways in which you play in an issue of the Open ‘Gate; please email me at jdamore@mail.colgate.edu

In an effort to give you a vivid example of play please read on...

Just look below and check them out,
A motley crew there is no doubt.
And yet these employees found time to play,
On a very glorious Halloween day!
**Open 'Gate**

**TIPS & TRICKS**

What does EndNote software do?
EndNote provides users with the ability to search bibliographic databases, organize references, build bibliographies, reuse bibliographic references from one project to another, insert citations into word processing documents and later scan those documents of in-text citations to compile a bibliography in any format they need. See http://www.endnote.com for a complete description, online users guides, and support information.

Which Version do I need?
Our current campus standard is version 7; version 8 is also available by request. Users should log a call with the Helpline to request a CD. Be sure to include what Operating System and version you use (e.g., Mac OS X) and what version of MS Office you use.

Network Version: Install and run EndNote over the network. This version of the software is FREE to all members of the Colgate community, however, it is only available to Windows users. Use of the network version requires the installation of the Key Access Client and an EndNote applet (see instructions below). The network version cannot be customized.

Note: You must be connected to the Colgate network and logged in to the Colgate domain to perform this installation and/or use this version of EndNote.

To install EndNote 7 (Windows):
1) In the “Start” menu, choose “Run…”
2) Type \ocsv01\appshare\endnote7
3) Double-click “NetSetup.exe” and accept all defaults.

This will place a shortcut called “EndNote Program” in your “Start\Programs\EndNote Net” folder.

Personal Version: Faculty, staff, and students who are not able to run EndNote over the network (e.g., Macintosh user, home computer, or laptop) can install a copy on their computer hard drive. The personal version can be customized. Users should log a call with the Helpline to request a CD. Be sure to include what Operating System and version you use (e.g., Mac OS X) and what version of MS Office you use.

Training: ITSL offers regular workshops on many software applications (including EndNote). Our next workshop series will be held January 9-13, 2006. Look for announcements in the portal and flyers in campus mail for details.

More Information:

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**Personal Mail and Mail Services**

The Mail Services Department distributes official University mail and notices to departments, employees and students. Outgoing mail and inter-office communications are picked up and delivered to University offices daily. This service is designed to provide an efficient internal distribution system for University business correspondence. This system is not intended to serve as a means of distributing personal correspondence or packages. Other campus sources are available for personal communications. For example, employees may submit letters for publication in The ‘Open Gate or student newspapers to express personal opinions.

Questions or concerns regarding whether or not campus mail meets the criteria as official University business may be directed to the office of the Dean of Faculty/Provost or the Director of Document and Mail Services.

In addition, the following materials will not be delivered via campus mail:
- advertising, solicitations, or promotional material for commercial or private activities or for personal gain;
- bulk mailings of materials that do not identify the originator and are not addressed to the recipient by name and full address;
- any type of material, correspondence, or literature that would be illegal for distribution through the U.S. Postal Service (e.g., chain letters).

Mail items may be delayed or stopped if it is obvious that they are in violation of the policies listed above. However, sealed material will not be opened to review the contents, unless required by competent judicial or law enforcement authority. Complaints regarding receipt of personal or inappropriate mail delivered via the campus system should be directed to the office of the Dean of Faculty /Provost or the Director of Document and Mail Services.

The holiday schedule this year gives staff long weekends for both Christmas and New Years. We expect that many of you will use vacation time to further extend the holiday. The holiday schedule can be found at http://offices.colgate.edu/hr/.

If your department is planning on closing at all during the holiday season, please send your holiday office hours to humres@mail.colgate.edu by Friday, December 11. We plan to publish a list of hours in the December issue of Open ‘Gate.

Have a happy and safe holiday season.
IT’S TIME FOR FLU SEASON!!!

As the weather changes to winter, flu season gets underway, and will last through March.

There are several things you can do to protect yourself from getting the flu, with its high fevers, coughing, and body aches.

Helpful hints are to get adequate sleep and adequate nutrition (that improves your immune system) and cover your nose and mouth when you sneeze and cough and wash your hands frequently (with soap and water or with a waterless hand sanitizer) and stay away from people who are sick (including staying at home if you are sick).

And, yes, getting a flu shot is very protective!

This year, similar to last year, there is a slow distribution of the flu vaccine from the manufacturer.

The Colgate Health Center was able to secure a supply of flu vaccine and held a Flu Shot Clinic for our high-risk and medium-risk students, faculty, and staff (and spouses) on Friday, October 28. We’re glad to report that over 300 people received their yearly flu shot! We had to turn some people away when our supply was gone – but we’re expecting more vaccine to arrive over the next few weeks so watch your emails, or give us a call, and we’ll let you know when you can get your shot.

Stay Well.

From your friends at the Colgate Health Center.

December’s Wellness Presentation
Smoking Cessation
When: Thursday, December 15, 12:10 p.m. – 12:50 p.m.
Where: Wooster Room, Huntington Gym

Please join us for a presentation by John Salka BS RRT, director of the smoking cessation program at Community Memorial Hospital. John is a certified smoking cessation counselor. His talk will include the perils of smoking, and techniques that assist those interested in quitting. He will discuss options such as nicotine replacement therapy, diversion techniques, and stress management. The presentation will also include material on cessation, and a guide to resources available to those who wish to quit.

Smoking is being recognized as a leading cause of death and disease, and many organizations are showing increased desire to improve their employees health, and reduce the ever increasing burden placed on them by the effects of tobacco use, be it cigarettes, pipe smoking, chewing tobacco, and the increasingly popular smokeless tobacco. The lecture will be brief but informative, and those who are truly interested in quitting will gain much from what is presented.

A bag lunch will be provided to those that register.

Register by: calling Human Resources at x6702 or email humres@mail.colgate.edu.

Wishing you all a Happy Thanksgiving!

The staff of Human Resources

BIRTH ANNOUNCEMENTS

Ryan Michael (8 lbs. 11 oz. 21 1/2” long) was welcomed by his parents, Michelle and Robert Dye on October 25. He joins big brothers, Cameron and Nolan. Robert is a locksmith in the Physical Plant.

Kelly and Jim Nagle welcomed daughter, Meghan Roslon, (7lbs. 14oz.) on October 25. She joins sisters, Jamie (4) and Ryan (2). Jim is an instructor in physical education and head coach of men’s lacrosse.

Nicki and Michael Donlin ’98 are new parents of John (Jack) Cadwell (8 lbs, 12 oz.) born on November 13. Carol Swan, alumni records associate in Advancement Services, is the proud grandmother.
EMPLOYEE NEWS

NEW HIRES
Barbara Brooks has accepted the position of director of media relations effective November 9. She was previously employed by Manhattanville College as the director of marketing and communications. Barbara received her BS in journalism from Northwestern University and her MFA in creative writing from Bennington College. She enjoys swimming, running, reading and writing short stories. Barbara and husband, Steven Sinkoff, reside in Cazenovia with their son Leo, age 5.

Sarah Kunze has accepted the position of instructional technology analyst effective November 7. She was recently employed by PSI International as an implementation specialist. Sarah received her BS in computer science at SUNY IT, Utica. She and husband, Rick have two children, Lauren and Dan.

PROMOTIONS
Tammy Ayers has been promoted to operations/systems coordinator in the Bookstore effective October 1.

Marty Blair has been promoted to marketing director in the bookstore effective October 10.

Barbara Springer has been promoted to environmental services superintendent in the physical plant effective November 1.

CLASSIFIED ADS

POSITION VACANCIES
Administrative Assistant, Annual Fund
Administrative Assistant, EALL, German, Russian and Jewish Studies
Administrative Assistant, Picker Art Gallery
Assistant/Associate Director, Parent’s Fund
Campus Safety Officer
Custodian (2 positions), Physical Plant Dean of the College
Director of Advancement Communications, Communications
Electronic Technician, Natural Sciences Marketing Coordinator, Annual Fund Teaching and Research Support Specialist, Physics and Astronomy

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.

SELL & SWAP
For Sale: Cross-country ski boots, lined, nearly new, size 10, 3-pin (75 mm.) bindings included, $30 or best offer. Call 824-3194.


Have you filed your Cancer Screening Wellness Benefit for this year?
If you have AFLAC New York’s Personal Lifestyle Protector Cancer Plan each covered person is eligible for $75 per calendar year for receiving a covered cancer screening.

Fax a copy of your bill or medical report that indicates a covered cancer screening was completed to AFLAC New York at 1-877-844-0201 (include your name, your policy # or social security # and write the words “wellness benefit” with your fax.)

Please call Teri Schunk @ 607-337-4424 with any questions or call AFLAC New York’s customer service # 1-800-366-3436 or visit us on the web at AFLAC.com.

Colgate Students are willing to pet sit and/or walk your dog for donations to Wanderer’s Rest Humane Association.

For more information emailsround@mail.colgate.edu

DECEMBER ANNIVERSARIES

25 Years
Gary Bean—Campus Safety

20 Years
Diane English—History

15 Years
Gail Chlad—Watson House

10 Years
Ed Pinkham—Athletics

Quote of the month
“You must learn from the mistakes of others. You can’t possibly live long enough to make them all yourself.”

—Sam Levenson