Careers @ Colgate
New online employment system to go live November 1, 2005

With Careers @ Colgate, the University’s new online employment system, Human Resources will be accepting employment applications virtually around the clock. The system will take almost 100 percent of the paperwork out of the hiring process. Hiring managers will be able to create job postings and view applications online, and applicants will be able to search remotely for jobs and submit applications any time of the day or night. Beginning November 1, 2005, the system will begin accepting applications for all new staff openings at http://careers.colgate.edu. Paper applications will no longer be accepted for positions posted after that date.

Hiring managers will no longer have to fill out a paper recruitment form to begin the recruitment process and applicants won’t have to visit Human Resources to complete an application. A hiring manager can create a recruitment for a staff job posting online and view all the applications for that position by logging on to the system. Careers @ Colgate is also designed to accommodate search committees. Human Resources will be able to create a guest username and password that will allow each committee member to view the applications online for that specific job.

This new system will eliminate filling out and copying paper forms for both hiring managers and applicants. Eliminating paper is one of many advantages of the new system. In addition, the system will reduce the time in getting a recruitment routed around, will provide ease of access, better reporting on applicant data and improved communication. Managers will also be able to create new requisitions from previous requisitions that have been created within PeopleAdmin. In those cases, nearly all the information they need will be already filled out.

Although Careers @ Colgate will be used to fill every staff position at the University, the system was built to accommodate faculty hiring as well. If deans and department chairs want to use it for faculty openings, it can be adapted for their use.

Applicants can log on to Careers @ Colgate at any time to search and apply for all types of staff employment opportunities. The system also allows applicants to submit resumes, cover letters, and other supporting materials. Applicants also can check the status of all the jobs for which they’ve applied; add a resume, vita, or cover letter; or withdraw applications.

Colgate University receives over 3,000 applications for staff employment each year. Now these applicants will be able to submit their application from any computer with Internet access. For applicants who need access, computers will be available at Human Resources, Case and Cooley Libraries’ reference areas and most public libraries.

PeopleAdmin developed the online system specifically for the employment process in higher education. Colleges and universities across the country use the product. This system will save time and resources and make the employment process much easier for the hiring department and the applicant. Human Resources staff will be available to assist applicants and hiring managers in using this new online process.

Anyone needing training on the new online employment system should contact Human Resources at x7565.
What does it take to create a wireless network?

First of all, it takes a lot of wire. There’s nothing magical about it. You have probably seen wireless access points around campus – that’s the way the wireless card in your device talks to the network (and vice versa). But the access points have to be connected to the wired network in order to work.

We view the campus wireless network as an extension to our wired network, not as a replacement. It provides convenient access, and supplements our other service offerings, much as cellular phones do for our land lines. This initiative has proved to be useful and popular among students, and for many faculty and staff as well.

Our wireless network is very much a work in progress. At the beginning of the project, we engaged a firm to create a campus site survey, to help us measure signals, estimate costs, and properly place the access points. We selected 802.11G as our campus standard, and began installing the network in areas defined by student needs and requests. In the early stages of wireless, we concentrated for the most part in the residence halls.

Much of the upper campus was equipped for wireless over the past two years, and the lower campus is scheduled to be completed this semester. Due to a generous gift by trustee Dan Benton ’80, we have been able to implement an innovative wireless system, which provides both indoor and outdoor wireless facilities across campus. This includes the athletic areas, and in fact because of its unique configuration, will stretch into downtown, and into the Village park.

How does Colgate provide security for our wireless users? There are multiple layers of security in place. See Jen Servedio’s article about wireless security in the Fall 2005 ITS Newsletter for more information. And if you are interested in connecting wirelessly, please call the Colgate Helpline at x7111. We have been watching the use of the wireless network increase over time, and are pleased to be able to share this data point with you. On October 12, 2005, at its low point, the number of people connected to the Colgate wireless network was 183. At its high point, there were 520!

The next phase of this project will involve adding wireless services in academic and administrative buildings.

For Your Benefit

COLGATE WILL NO LONGER OFFER MVP

Earlier this fall, MVP indicated that they would replace their $5/$10 prescription co-pay plan with a $5/$20/$40 plan effective January 1, 2006. This means MVP subscribers would pay $5 for generic prescriptions, $20 for formulary brand name drugs, and $40 for non-formulary drugs. The current prescription drug co-pays under Blue Cross Blue Shield PPO are $5/$15/$30.

In addition, MVP premiums have grown and are now 18% higher than the PPO plan. Enrollment in MVP by Colgate employees has steadily decreased over the last few years as the premiums have increased and the broader range of benefits offered under Blue PPO has become evident. Of the 1,075 active and retired employees covered by Colgate’s two health plans, 103 remain enrolled in MVP.

Coverage advantages under the Blue PPO include not being required to select a primary care physician and the ability to schedule appointments directly with specialists if a Blue PPO subscriber chooses to do so without a referral. Currently, MVP requires referrals from a primary care physician in order to see a specialist. As with MVP, when a Blue PPO participating provider is seen, an office visit co-payment applies. There is an extensive, nationwide network of PPO physicians. Subscribers receive in-network benefits (such as simply paying the co-pay) when any of these care providers are utilized.

For these reasons, MVP will no longer be offered beginning in 2006. MVP subscribers have been notified directly about this change and informational meetings are being scheduled with our BC/BS representative.

OPEN ENROLLMENT

This year, packets are scheduled to be mailed on November 21 and open enrollment will extend through December 9.

The Benefits Fair is held every other year and alternates with the Community Health and Wellness Fair. Since we had a Benefits Fair last year, this year we will be collaborating with Student Health Services to present the Health and Wellness Fair during the spring semester.

Good-bye and Best Wishes

Brenda Mason retired on October 21. She was senior administrative assistant in alumni affairs since September 8, 1980. Prior to 1980 Brenda had worked in the development office from 1966 to 1970. She and husband, Harley, recent retiree, live in Waterville. It is with sincere appreciation that we thank her for service and dedication to Colgate and wish her the best on her new adventure.
EMERGENCY CLOSING POLICY

Even in cases of extreme adverse weather, there is a need to continue essential services and to provide for the University's residential students. Therefore, every effort will be made to maintain the University's normal operations throughout the year. Normally, employees will need to make individual decisions, using personal vacation time or arranging for compensatory time with their supervisors, so that they may leave early in the event of weather conditions that make driving difficult.

Early release from work due to extreme adverse weather (e.g., blizzard-like conditions) will be based on the state police weather information and road conditions and only after appropriate consultation. Requests for release of employees will be coordinated by the Human Resources Department and supervisors should not send employees home until an official announcement is made, unless, in their judgment, unusual circumstances require this action. Employees may leave work without an early release by charging the time off to accrued vacation. Full compensation will be paid for hours not worked during an officially announced early release, but no added compensation will be given to those employees who choose not to take advantage of the early release. Hourly employees who are required to work their regular shift when the College has been closed will be entitled to an equivalent amount of compensatory time off, at straight time, at a later date. Compensatory time will not be tracked by Human Resources or by Payroll. It will be each department's responsibility to see that comp time gets used within one month of the emergency closing.

Decisions to close the University will be made by the President or her designee. When there is a closing, the following local radio and television stations will be notified so that cancellation announcements will be broadcast:

<table>
<thead>
<tr>
<th>Station</th>
<th>Frequency</th>
</tr>
</thead>
<tbody>
<tr>
<td>WSYR</td>
<td>570 AM</td>
</tr>
<tr>
<td>WHEN</td>
<td>620 AM</td>
</tr>
<tr>
<td>WIBX</td>
<td>98.7 FM</td>
</tr>
<tr>
<td>WFRRG</td>
<td>104.3 FM</td>
</tr>
<tr>
<td>WMCR</td>
<td>106 FM</td>
</tr>
<tr>
<td>NPR</td>
<td>88.3 FM</td>
</tr>
<tr>
<td>WSYR</td>
<td>Channel 9</td>
</tr>
<tr>
<td>WTVH</td>
<td>Channel 5</td>
</tr>
<tr>
<td>WKTV</td>
<td>Channel 2 and (Utica Cable Channel 4)</td>
</tr>
<tr>
<td>News 10 Now</td>
<td>Time Warner Cable</td>
</tr>
</tbody>
</table>

The notification chart in the "Emergency Response Plan" will be used to notify key personnel. In addition, departments should establish their own telephone calling chains for notifying employees of closings.

If an emergency closing occurs, employees will be excused with no loss of pay. However, if the University is not officially closed and an employee decides not to come to work or decides to leave early, that employee must charge the time off to accrued vacation, if any, or not be paid for the time missed. On occasions where severe weather conditions make it difficult for employees to report to work on time, they should notify their supervisor as soon as possible.

This policy does not apply to B&G, Athletics employees who are covered by the collective bargaining agreement, and other essential personnel.

A note to remind you...

All requests for reimbursement from your Flexible Spending Account for allowable expenses incurred during 2005 need to be submitted by February 28, 2006. Protect yourself from losing unclaimed funds by taking the time to look over your eligible expenses and submit them to Upstate Administrative Services for reimbursement. If you would like to find out the balance on your account, view a listing of eligible expenses or obtain a reimbursement form visit www.ezflexplan.com/upstate or call Upstate at 1-800-788-8771. Reimbursement forms can be found on the Services tab on the portal at cu.colgate.edu. Start thinking and calculating how much you anticipate your medical expenses will be for 2006. Open Enrollment will be here soon. If you need to see a physician in order to help determine your expected medical expenses, you should schedule to see the doctor.

Outdoor Education’s Backyard Adventures

Backyard Adventures (BYA’s) are for faculty, staff, students, and community members who are interested in afternoon or day outings to explore the area and meet other members of the outdoor community. You may come to as many or as few backyard adventures as you like. No previous experience is necessary. All events are free and meet at Base Camp unless otherwise specified.

PLEASE RSVP prior to the event.

Sunrise Canoe - 6:00 a.m. - 8:20 a.m. Tuesday, November 1
Moonlit Canoe - 7:00 p.m. - 9:30 p.m. Thursday, November 3
Faculty/Staff at the Rock Wall - 5:30 p.m. - 7:00 p.m.
Tuesday, November 8 (meet at Angert Rock Wall, 3rd Floor Gym)
Night Hike/Astronomy - 7:30 p.m. - 9:30 p.m. Thursday, November 10
Canoeing on 9 mile Creek - 4:30 p.m. - 7:30 p.m. Monday, November 14

Contact: Abby Rowe: amrowe@mail.colgate.edu or call 228-7972

“Non-Traditional Students: Changing the Face of Traditional Education”

The LifeLong Learners (LLL) will celebrate National Non-traditional Student Week (November 6-12) by participating in a panel discussion in the Women’s Studies Brown Bag luncheon series. The LLL’s will speak about the unique set of challenges they face and the rewards that come with being a non-traditional student. This event is being co-sponsored by the Center for Learning, Teaching & Research. Please join us November 8 at 11:30 a.m. in the Women’s Studies Center located in the basement of East Hall.
EMPLOYEE NEWS

PROMOTIONS

Tammy Ayers has been promoted to operation supervisor, bookstore, effective October 1.

Marty Bair has been promoted to marketing director, bookstore, effective October 10.

Vicky Stone has been promoted to senior administrative assistant of alumni affairs effective October 24.

NEW HIRES

Hillary Bobys has accepted the position of assistant director of annual fund effective September 19. She received her BA from Haverford College. Hillary was previously employed as a communications project manager for HIP Health Plan of New York.

Charles N. Haurik has accepted the position of journeyperson plumber effective October 3. He was recently employed by DU Brown Mechanical in Buffalo and completed a 5 year apprenticeship with Local 22. Chuck and wife Michelle, currently reside in Ilion. He enjoys classic cars, hunting and fishing.

Nancy Palmiter has accepted the position of administrative assistant in office campus and international programs effective October 17. She received her AAS from SUNY Morrisville and was previously employed by Richer Feeds as a customer service manager. Nancy and husband, Vern, have three children, Daniel (12), Ashley (11), and Ryan (9). She enjoys music, cooking, skiing and watching ice hockey.

November Anniversaries

20 Years
Deb Barnes – President’s Office

15 Years
Jackie D’Amore - Human Resources

5 Years
Kevin Delaney—Physical Plant
Holli Hadlock—Mail Services
Kris Hopkins—Corporate Foundations & Government Relations

WEDDING ANNOUNCEMENTS

Dorenda D. Lamb and Daniel Koehl were married on September 17 in the Chapel House with family and close friends in attendance. Dorenda is the cashier in the accounting and control office.

Jim Matott and Maria Testani were married on September 18. Jim is an athletic attendant in Reid Athletic Center.

Kristen Kershaw and Guy Loop were married on September 24 much to the surprise and delight of their guests who were invited over for a backyard BBQ. Kristen is assistant director in the annual fund office.

BIRTH ANNOUNCEMENTS

Dawn and Rob Figueroa welcomed daughter, Nyomi Blue, (7lbs., 14.5 oz 20’long) on September 20. Dawn is a gallery assistant in the Picker Art Gallery and Rob is an assistant professor in university studies. Nyomi was born in Wollongong Hospital, NSW Australia.

CLASSIFIED ADS

POSITION VACANCIES

Administrative Assistant, Alumni Affairs
Administrative Assistant, Picker Art Gallery
Assistant/Associate Director, Parents’ Fund
Bookkeeper, Buildings and Grounds
Director of Advancement Communications
Electronics Technician, Natural Sciences
Office Assistant, Buildings and Grounds
Senior Administrative Assistant to the Dean of Admission
Supervisor, Coffee House
(Nights/Weekends)
Teaching and Research Support Specialist-Physics & Astronomy

For complete details on how to apply visit: 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: John Deere Model #1032D walk behind snow blower. Excellent condition, $850. Call 893-7379 after 6 p.m.

For Sale: Stroller with infant carrier $25; stroller $15; bassinet $10; bassinet that rocks $15; (9) Receiving blankets $1; bath tub with cushion $2; (6) hooded towels .50 cents; blowup duck baby bathtub $5. Call 861-7735.

For Sale: Two 2002 ZR Arctic Cat snowmobiles. 1-600 with silencers, custom windshield/mud flap; 2,000 miles. 1-500 with pipes, studs, custom windshield/mud flap; 1,000 miles. Both are green. Asking $6,500 for the both or $3,500 each. Call 861-2235 after 6:00 p.m. or 750-0631 anytime.

For Sale: 1982 John Deere 212 lawn tractor, 36” mower deck, 36” snow blower, steel cab, weights and chains. Asking $750 Call 824-1676.


Wanted: Small refrigerator; 4 cubic feet or less. Call: 893-7194.

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.