The FISH! Philosophy

You’ve seen the FISH in Human Resources, in the Open Gate and around campus. The theme for Spirit Day this year was FISH! So what is this FISH! Philosophy all about?

The FISH! Philosophy comes from a unique fish market in Seattle where the employees bring incredible fun, passion and individual accountability to their jobs every day. Their work is cold, wet and smelly, yet they decided they had the power to choose the attitudes they would bring to that work. Four principles are behind The FISH! Philosophy:

**Be There:** To “be there” for another person has a powerful effect. Think about how good it feels when someone gives you her or his undivided attention, focusing on your needs and feelings.

**Play:** 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.

**Make Their Day:** “Make their day” means taking a genuine interest in the unique gifts of others. Spontaneous or planned, when you make the effort to brighten someone’s day—not because you want a reward, but because that’s the person you want to be—you receive an internal gift that makes life even more meaningful as well. No matter what, making someone’s day is a win-win. Every single time.

**Choose Your Attitude:** “Choosing your attitude” is not always putting on a happy face or feeling pressure to adopt the outlook that’s “officially” acceptable. Sometimes angry or sad are what’s called for. That’s why choosing your attitude is about being aware of what your attitude is, and that it does affect you and others. Once you are aware of the impact, you may view your attitude differently, even if the situation or person that upset you hasn’t changed. Then you can ask yourself, “Does my attitude help me or others? Is it helping me be the way I want to be?”

These principles give people a common language that inspires new conversations about what’s possible. New attitudes develop. Performance improves. Customers notice. Trust increases. FISH! gets into the hearts and minds of everyone at work, empowering them to be alive and engaged.

—Reprinted with permission of Charthouse Learning Corporation
**Open 'Gate**

---

**TIPS & TRICKS**

**Outlook CALENDAR: Myths and Tips**

First, the myths.
The two most common Outlook calendar myths:
1. Others can see what's on my Calendar; and
2. Others can add items to my Calendar.

Neither is true. Only if you choose to give calendar permission to an individual or group will they be able to see all of your calendar items. By default, the only things that others can see within your calendar are your free and busy times.

When someone sends you a meeting request, you have complete control over whether or not to accept the request. Accepting it adds it automatically to your calendar (a nice feature of the system), but that is the only way calendar items are added.

And now for the tips. **Choosing to send a response.** When accepting or declining a meeting, you can choose to send a standard response, send a response that you compose yourself, or send no response.

There is an unfortunate consequence associated with the third option - sending no response. If you don't send a response to the meeting organizer, your acceptance may not be tallied in the Meeting form. The organizer and other attendees will not know whether you are planning to attend the meeting.

**Updating a meeting request**

When you find you need to change a detail associated with a meeting you've already set up, send a meeting update. This will delete the postponed meeting from all of the participants' calendars, and send a new meeting request with the updated information.

This does 2 things: it avoids unnecessary clutter in participants' mailboxes, since they don't have to read e-mail reminders to remove the previous commitment from the calendar, and automatically updates participants' calendars.

To create your update, double click on the calendar item you want to change. Make the changes you want, add an explanatory note if required, then click “Send update.”

And as always, if you need help, contact the Colgate Helpline using the online form at [http://computing.colgate.edu/help.asp](http://computing.colgate.edu/help.asp); e-mail them at Colgate Helpline; or phone them at x7111.

---

**Safe Zone Trainings**

Safe Zone trainings consist of a three hour session in which participants engage in experiential activities and discussion to get a better understanding of struggles of LGBTQ students. Some of the topics covered throughout the training include: coming out, being an ally, and basic terminology. The general trainings are open to anyone who would like to attend. Participants will receive a Safe Zone card indicating their completion of the program and support as an ally to the LGBTQ community.

**Fall 2006**

October 30, 2006 - 10:00 a.m.-1:00 p.m.

**Title:** General

**Location:** ALANA Cultural Center

November 19, 2006 - 1:00 p.m.-4:00 p.m.

**Title:** General

**Location:** ALANA Cultural Center

For more details and to R.S.V.P. contact the LGBTQ Office at LGBTQInitiatives@mail.colgate.edu

---

**David Graham** began at Colgate on October 21, 1984 as a preventive maintenance journey-person. Throughout his tenure he served as a plumber, groundskeeper and mechanic both on the golf course and in the service building garage. Best wishes to Dave on his retirement, effective August 21.

---

**Attention All Search Committees—Faster Searches Are Coming!**

Search committees will now have immediate access to resumes posted on Careers @ Colgate, our online recruitment system.* There will no longer be a 10 working day waiting period before resumes may be viewed. In order to ensure that candidate pools have adequate time to form, search committees must wait 14 calendar days before scheduling interviews. This policy change will benefit the university by allowing us to contact qualified candidates much earlier in the search process. It will also provide search committees with additional time to review resumes, thus speeding up the recruiting process overall.

A reminder of this policy change will be included in the recruiting emails that Jackie D’Amore sends to all search committee chairs. Please contact Leslie Green Guilbault, Director of Operations/Staff Affirmative Action Officer (7567), with questions or comments about this change.

*This policy does not apply to B&G positions covered under the Bargaining Agreement. B&G employees will continue to receive a 48 hour email notification period in advance of positions being posted, and search committees must wait 5 working days after the positions are posted before accessing resumes in these candidate pools.
Employee Discounts on Energy Products

The Purchasing Department has negotiated Energy Products and Services discounts for Colgate University employees.

**Important note:**
This information is provided for your benefit. It is up to each individual employee to assess if these programs are right for you.
Your agreement with Blueox or Mirabito is between you and the company. This offering does not signify an endorsement of any one company.

---

**Details:**
- **Provider:** Blueox
- **Product:** Propane /LP gas
- **Pricing:** Fixed price of $1.949 per gallon.
- **Period of commitment:** Now through June 30, 2007

**Conditions:**
- This program is available to Colgate University employees who use Propane Gas for any of their homes.
- One residence per account
- Minimum usage is 400 gallons; maximum is not to exceed 4000 gallons annually.
- Program is for customers who are set up for automatic delivery.
- Must be credit approved.
- Tank set fee is $39.95 plus tax including re-hook of tank, safety check, and lighting of all pilots. For any additional work required, cost will be based on time and material.

**Setting up program:**
Employees should contact Blueox at 315-824-1670. Ask to speak to Shane Andrews or Nicole Sofranko and inform them that they are an employee of Colgate University and refer to this offer.

---

**Details:**
- **Provider:** Mirabito Fuel Group
- **Product:** Energy products
- **Pricing Discount:**
  - 5 cents a gallon on #2 fuel oil
  - 5 cents a gallon on kerosene
  - 5 cents a gallon on gasoline
  - 7 cents a gallon on propane
- **Period of commitment:** Now through June 30, 2007

**Conditions:**
- Employees need to sign up for the Mirabito Fuel Card.
- Discounts are available at upstate New York locations (many are at Quickway Convenience Stores)
- Employees must fill out an application and be credit worthy.

**Gasoline Discount**
- Employees need to sign up for the Mirabito Fuel Card.

**Propane, Kerosene, and #2 fuel Discount**
- Employees must be within the Mirabito Fuel Group service and delivery areas. These areas include the following counties: Chenango, Otsego, Oneida, Madison, and Onondaga.
- For home heating fuel, program includes prepay, budget and tank wagon customers who are set up for automatic delivery.
- Employees are eligible to receive a free propane tank installation if they are not currently a Mirabito or Oneida Lake Energy propane customer.

**Setting up program:**
Employees should contact Mirabito at 1-800-934-9480. Ask to speak to Dan Avolio or Marilyn DeBlock and inform them that they are an employee of Colgate University and refer to this offer. Employees will be asked to fill out an application. Or, applications can be picked up at the Purchasing Department. Contact Barbara Jo Keats at 228-7838.

---

Colgate Day—Friday, October 13

Remember to celebrate and spread the spirit by wearing Colgate regalia and maroon apparel.

---

Technology Workshops for Faculty

The National Institute for Technology and Liberal Education (NITLE) offers a range of workshops to explore the use of technology to enhance teaching at Liberal Arts Colleges and Universities. Because Colgate is a member institution, Colgate faculty are eligible to participate in these workshops, with most travel and tuition expenses paid for by NITLE. In many cases, teams of faculty and IT staff are encouraged to attend. Please peruse the list of offerings at http://www.nitle.org/index.php/nitle/opportunities and contact Dave Baird (dbaird@colgate.edu) if you have any questions, and/or if you wish to register for one or more session.

---

Colgate Outdoor Education

**Backyard Adventures**

**Kayak Lake Moraine** - Wednesday, October 4
4:30 p.m.—7:30 p.m.

**October Moonlit Canoe** - Tuesday, October 10
7:30 p.m. - 10 p.m.
FREE and open to everyone, including children (if accompanied by an adult).

Watch for new schedule due out in October.

Please RSVP PRIOR TO THE EVENT. Contact Roxanne Benson at rbenson@mail.colgate.edu or 228-7972

---

**6 Hour, DEFENSIVE DRIVING COURSE**

**Date:** October 16 & 17, 2006
**Time:** 6:00 p.m. - 9:00 p.m.
**Location:** Room 114, Little Hall
**Presenters:** The Campus Safety Department & Safety Council of Upstate New York
**Fee:** $35.00 per person

To register: Contact Sue Marks at X 7333
EMPLOYEE NEWS

New Hires
Jeremy Baker accepted the position of custodian effective August 1.
Matthew R. Coso, Esq. '01 accepted the position of associate director of alumni affairs effective August 7. He received his JD from SUNY Buffalo Law School in 2005 and was admitted to the NYS Bar in 2006. Matthew enjoys hockey, running, hiking with his dog, Cairo, volunteering with the SPCA and legal organizations, and cheering on the Sabres and Bills!
Connie S. Manwarren has accepted the position of assistant bookkeeper, B&G effective August 18. She and husband, Tim, are proud parents of Henry Kong Peck (6 lbs. 14 oz., 20” long) born August 30.
Susan V. Meres has accepted the position of business manager Greek letter operations effective August 21. She was previously employed as administrative assistant for Fraternity/Sorority Management Association, LLC. Suzie and husband, Gair enjoy kayaking, hiking, and snowshoeing.
Glenn Packer has accepted the position of web developer effective September 18. He was formerly employed as a senior programmer/analyst at the Bank of New York. Glenn received his BS in computer science at SUNY IT @ Utica/Rome. He and wife, Holly have one child, Brianna, 2. Glenn enjoys golf.
Jeanine Privat has accepted the position of coordinator of competitive speaking effective September 14. She holds a BA in political science, minor gender studies from University of Notre Dame. Her partner, Bobby Pennington, is the Men’s and Women’s head tennis coach. Jeanine enjoys reading, logic puzzles and travel.

Promotions
Susan Solloway has been promoted to registrar’s assistant effective September 11.
Chris Tuttle has been promoted to associate director of alumni affairs effective September 1.

Transfers
Mark Godshalk has transferred to the position of journeyperson mechanic effective August 14.
Kris Hopkins has transferred to the position of assistant director of financial aid effective October 1.

WEDDING ANNOUNCEMENTS
Nicole and Timothy Sofranke were married in Stowe, Vermont on July 3. Tim is the photographic services coordinator.
Amy Woodcock and Patrick Will were married on September 2. Amy is an assistant registrar.

BIRTH ANNOUNCEMENTS
Emory Creel and Naomi Rood are proud parents of Jonah Alexander Creel (8 lbs. 19” long) born on July 17. Jonah joins big brother, Asher (almost 3). Naomi is an assistant professor in classics.
Chris and Nikki Doroshenko are proud parents of Levi Scott (10 lbs. 3/4 oz., 21” long) born on August 29. Nikki is a laboratory technician in biology.
Myongsun Kong and William Peck are proud parents of Henry Kong Peck (6 lbs. 14 oz., 20” long) born August 30. Myongsun Kong is a research and teaching support technician in environmental studies and William is an associate professor in geology.
Ben Stahlberg and Lesleigh Cushing are proud parents of Noa Clare Stahlberg (5 lbs. 13 1/4 oz., 18 1/2” long) born September 5. Ben is a lecturer in university studies and Lesleigh is an assistant professor of religion and Jewish studies.

OCTOBER ANNIVERSARIES
25 Years
Pat Kane - ALST

10 Years
Helen Kebabian-Corp., Foundation, and Government Relations
Adger Williams - Library

5 Years
Amy Davidson - B&G
Lynne Derhammer - Library
Dan Partigianoni - Accounting

CLASSIFIED ADS

POSITION VACANCIES
Administrative Assistant - Annual Fund
Assistant Director of Corporate, Foundation, and Government Relations
Assistant Director of Residential Life
Athletics Event Staff
(part-time - no benefits)
Barge Customer Associate/Cashier
(part-time, no benefits)
Campus Safety Dispatcher
Campus Safety Officer
Custodian, French House, Newell, Sigma Chi
Director of International Programs
Foreperson, Carpenter/Painter/Mason
General Merchandise Clerk
Leadership Gifts Officer
Mason
Millwright Journeyperson
REC
Risk Management & Endowment Coordinator
Senior Administrative Assistant
Senior Advancement Writer
Supervisor, Coffee House
(nights/weekends)
Teaching and Research Support Specialist
Technology Support Analyst

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
Moving Sale: Moving to smaller home and selling many household items, including two refrigerators, chest freezer, built-in oven, total gym exercise machine, living room furniture, bedroom furniture, baby items, pool table, televisions, dishes, double keyboard organ, computer desk, outdoor furniture, and many miscellaneous things. Call: 684-9417 after 6p.m.

For Sale: Oak pre-finished (darker finish) engineered flooring. 120 sq. ft. brand new in boxes. $100. 1996 Ford Explorer, one owner, loaded, runs fine, recent inspection, 125K: $1,250. Call 824-2868.


For Sale: ‘94 4x4 Chevy Blazer $1200. or B.O. Call: 893-7096 or 725-4387.

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.