



OPEN 'GATE

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COLGATE UNIVERSITY January 20, 2006

New Hire Orientation

On December 16, 2005 Human Resources held their first group new hire orientation. A total of 19 new administrators, support staff and B&G hires were in attendance.

President Chopp began the day with a welcome to the group and an introduction of the President's staff. Topics covered included Colgate's organization, mission and values; the mission and key programs of HR; an overview of Colgate's culture; staff training and development; safety on the job; sexual harassment; grievance and anti-discrimination policies; performance reviews; and compensation.

Joining the group for lunch and a discussion of support services their departments offered were several administrators. A panel discussion, made up of a diverse group of employees, gave the new hires a chance to ask questions and to hear about what panel members like best about Colgate; what they wish they knew when they first started working here; and social and cultural options in Hamilton and beyond.

New hire orientations will be continue to be scheduled on a quarterly basis. After receiving valuable feedback from the participants, some minor changes and additions will be made to the program. Human Resources thanks all those in attendance for helping to make the first new hire orientation a success.

Calendar of Events

Next Issue:

Deadline for articles and ads:
February 8

Submit articles and items of interest to: Jackie D'Amore, editor of the Open 'Gate at HRD or email: jdamore@mail.colgate.edu

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<http://offices.colgate.edu/hr/>

Services tab at cu.colgate.edu



ITS TIPS & TRICKS

Colgate University

SPAM Update

For 2006, we will share more news in this space about the data network and the services provided by the Network, Systems & Operations team. Jen Servedio provided the information for this month's column:

In the fall of 2004, NSO implemented a Barracuda Spam/Virus blocking firewall to combat an overwhelming number of spam messages being sent to University Faculty, Staff and Student mailboxes. Since that time we have been able to successfully filter out the majority of spam and virus infected emails before they hit your mailbox.

Totals for 2005 (1/1/05 – 12/31/05)

- Total email messages received 33,386,235
- Blocked spam emails from known spam sites 24,671,941
- Blocked email messages containing viruses 272,761

So far in 2006...

- Total email messages received 616,150
- Blocked spam emails from known spam sites 479,293
- Blocked email messages containing viruses 5,091

The Barracuda device is kept up-to-date with the latest spam sites through subscriptions to blacklists which include sbl.spamhaus.org and xbl.spamhaus.org.

sbl.spamhaus.org – Spamhaus Block List (SBL) is a realtime database of IP addresses of verified spam sources (including spammers, spam gangs and spam support services), maintained by the Spamhaus Project team and supplied as a free service to help email administrators better manage incoming email streams.

xbl.spamhaus.org - Spamhaus Exploits Block List (XBL) is a realtime database of IP addresses of illegal 3rd party exploits, including open proxies (HTTP, socks, AnalogX, wingate, etc), worms/viruses with built-in spam engines, and other types of trojan-horse exploits.

To learn more about The Spamhaus Project go to www.spamhaus.org.



FISH! Philosophy

What happens when you have a group of fishmongers who decide to incorporate into their lives a simple, common wisdom? They become world famous of course.

The Pike Place Fish Market in Seattle is the birthplace of the FISH! Philosophy made famous by a film produced by John Christensen. FISH! is "a life-long learning approach that inspires us to feel alive and engaged in the work we do".

A fishmonger's work, I imagine, is one of long hours, spent stocking, selling and packaging smelly fish. While filming, Mr. Christensen discovered that even among these fishmongers remarkable results occur when one accepts the invitation to:

1. **Be There** for their coworkers and customers;
2. **Play**;
3. **Make someone's day**, and;
4. **Choose Your Attitude** about how you show up for work

Over the next few months, the Open 'Gate will explore the four principles above. Let's look at how the staff in Admissions incorporate the FISH! philosophy into their work. Remember, play helps us to bring energy and enthusiasm into the workplace.

Admissions staff finds time in their busy, sometimes grueling schedules, to play. Different activities and celebrations throughout the year help to build camaraderie, relieve stress and enhance the individual and departmental success. Many of the activities and celebrations coincide with the height of extremely busy times in Admissions.

Boss's Day occurs during travel season, during which time the administrative assistants successfully handle a huge influx of visitors and phone inquiries. Administrative Professionals Week occurs during a peak visit time for parents and prospective students. A point is made to celebrate both events in unique and fun ways; building camaraderie and showing their appreciation for one another.

Annual activities include the *Secret Travel Buddies* where Deans purchase small gifts for members of the administrative staff. The gifts are distributed anonymously and act as clues for the recipients to guess the identity of their secret travel buddy. Another is the *annual sledding party and luncheon*. Staff members brave the cold and snow, hop on a sled and have a grand time in the midst of a very hectic work season.

Admissions success at managing thousands of applications and visitors each year can, in large part, be attributed to their pulling together as a team. They have an extraordinary sense of team and continually think of ways to build camaraderie.

—by: Jacqueline D'Amore

ASK AN ADMINISTRATOR



- Q. Can you update us on the **catastrophic leave pool**?
- A. Colgate University maintains a **catastrophic leave pool** to assist non-exempt employees who are faced with a catastrophic illness of their own, or that of a family member, and have exhausted their own leave balances. The medical catastrophe must be severe enough that it requires continuous, long-term medical treatment by a licensed medical practitioner. The employee requesting leave must complete an application which requires a detailed explanation of the reason for the request. The supervisor is consulted to ensure that the need for catastrophic leave is not due to an employee's history of sick leave abuse. The Associate Vice President for Human Resources manages the leave pool and requests donations from employees on an annual basis, each December, although donations are accepted at any time. Staff may donate either vacation or sick time to the pool in increments of not less than one day and not more than one week, provided that they maintain a minimum balance of 60 days of sick leave after the donation.

This past December, 18 employees donated a total of 343.25 hours to the catastrophic leave pool, including donations from employees who have benefited from the pool in the past. Leave from the pool that is unused by an employee due to changing circumstances is returned to the pool (i.e. return to work sooner than anticipated, etc.). In 2005, donations from the pool were provided to two employees. Below is a chart that shows the breakout by year of all donations and withdrawals from the pool.

	# of Hours Donated To Pool	# of Hours Granted to Employees	Balance
1999	367	0	367
2000	312	183	496
2001	340	0	836
2002	344.25	300	880.25
2003	315.5	292.3	903.45
2004	317	429.5	790.95
2005	343.25	286	848.2
Total	2339	1490.8	848.2

Catastrophic leave remains in the pool from year to year. Contact Human Resources for further information.

Retirees

Marion Jantzen began at Colgate on October 20, 1972 as secretary to the education department. She has also served as secretary to Buildings and Grounds and as an administrative assistant for Russian and East Asian Languages and Jewish Studies. Best wishes to Marion upon her retirement, effective December 31, 2005.

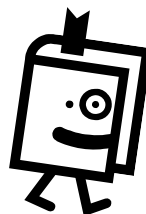


Richard Beagle began at Colgate on October 3, 1990 as custodian in Buildings and Grounds. Best wishes to Dick upon his retirement, effective January 2.

Thank you to all for your kind words of sympathy, cards, flowers, gifts, food, phone calls and visits at the loss of my mother, Dawn Buschor. Your support and friendship means so much.

Lisa & Keith Diehl

Come Read With Us!



During the fall 2005, the **Life Long Readers Book Club** completed *Nickel & Dimed*, *The Orchard*, *Snow* and *The Art of Mending*. LLR currently has fifteen members and is continuing to grow. The lively discussions are attributed to the diversity of the members who range in age from students to retirees.

Spring 2006 reading list:

Kite Runner by Khaled Hosseini (January 10 Hamilton Public Library)
Night Fall by Nelson DeMille (February 21 Colgate Bookstore 3rd floor)
Whiteout by Ken Follett (March 14 Location TBA)
Wicked: The Life and Times of the Wicked Witch of the West by Gregory Maguire (April 11 Location TBA)
Breathing Lessons by Ann Tyler (May 9 Location TBA)

Membership is FREE and open to all.
 Tell your friends! For more information about LLR please visit <http://groups.colgate.edu/clll/>.

EMPLOYEE NEWS

PROMOTIONS

Rebecca Costello has been promoted to managing editor, *The Colgate Scene* effective January 1.

Kip Manwarren has been promoted to printing technician/quality coordinator in Document Services effective September 12, 2005.

Vicki Wilson has been promoted to associate editor, university publications effective January 1.

January Anniversaries

10 Years

Linda Maynard—Health Services
Denise Nower—Admission

February Anniversaries

25 Years

Germaine Gogel—Chemistry
Merle von Wettberg—Library

20 Years

Steve Cook—Physical Plant

15 Years

Tina Pudney—Accounting

5 Years

Deborah DuBois—Campus Safety

2006 Open 'Gate Schedule

The deadline date is for the submission of articles, notices, employee news and ads.

<u>Deadline</u>	<u>Issue Date</u>
January 11	January 20
February 8	February 17
March 22	March 31
April 19	April 28
May 17	May 26
June 14	June 23
July 12	July 21
August 9	August 18
September 20	September 29
October 18	October 27
November 13	November 22
December 13	December 22

NEW HIRES

Daniel S. Furner has accepted the position of campus safety officer effective December 23, 2005. Dan received his AAS degree in criminal justice from Herkimer County Community College. Together with partner, Melanie Walsh, they have three children, Jonathan (5), Kaitlyn (4) and McKenna (1 month). Dan was previously employed as an operation manager at K-Mart and is currently a partner in a North Brookfield dairy farm.

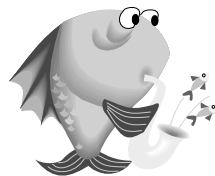
Doreen Hatcher has accepted the position of interim assistant director of OUS effective January 1. She and husband, Kevin, senior associate director in athletics, have one daughter, Jasmine (12). Doreen holds a BS in journalism from the University of Texas at Austin and a MA in organizational management from the University of Phoenix.

Tammy Larson has accepted the position of administrative assistant, Picker Art Gallery effective January 2. She holds a BA from Middlebury College and a MS from Kent State University. Tammy and husband, Reid, have two children, Anders (9) and Erik (6). Tammy was previously employed at Lafayette College, Skillman Library. Tammy enjoys growing flowers and baking pies.

Mindy S. Santiago has accepted the position of administrative assistant, East Asian Languages & Literatures, German, Russian & the Jewish Studies Program effective January 2. She received her BFA at SUNY Oswego. Mindy enjoys illustration and traveling.

This is the real secret of life -
to be completely engaged with
what you are doing in the
here and now.
And instead of calling it work,
realize it is play.

--Alan Watts



CLASSIFIED ADS

POSITION VACANCIES

Administrative Assistant, Annual Fund
Administrative Assistant, Annual Fund
—2 position
Assistant/Associate Director, Parents' Fund
Barge Coffee House, part-time supervisor
—weekends
Custodian (2 positions)
Dean of the College
Director of Advancement, Communications
Director of Purchasing
Electrical Foreperson
Marketing Coordinator (part-time, no benefits)

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: 2002 Honda Civic. Green, in good condition, 53K, runs great, no rust or major defects. Power everything, CD player, Auto. Asking \$9,000. Call (315)-750-0569.

For Sale: Weight bench with leg extension and adjustable slant board. Solid, mint condition. Too big for owner! Asking \$50. Call 824-2981.

For Sale: Snow tires, Cooper Discover 245/70 R17 on Dodge truck rims. Like new. Asking \$250. Call 893-1769.

For Sale: Love seat and chair by "This End Up." Sturdy block/crate style furniture. Great for camp, den, or kid's room. Asking \$200 for everything. Call 824-2981.

For Sale: Complete set of white vinyl vertical blinds. Suitable for porch/patio sliding doors. Call 824-2981.

For Sale: Futon frame; mission style, solid hardwood (ash), queen size. Like new. Retail price: \$675. Asking price: \$300. Call 824-4838

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.