Open 'Gate e-distribution

Human resources is excited to announce our launch of the Open 'Gate to e-distribution for employees commencing with the April 24 issue. Paper copies of the Open 'Gate will continue to be distributed to the buildings and grounds staff. Employees on the Colgate Employee email distribution will receive an email from human resources with a link that directs them to the current issue. Previous issues are also available at www.colgate.edu/opengate.

At this time, we will continue sending the Open 'Gate to retirees who currently receive this mailing. Retirees can choose to opt out of the paper mailing and opt to receive an email notification by calling (315)228-7743 or emailing humres@mail.colgate.edu and supply their personal email address. An added benefit to retirees who sign up for the e-distribution is that they may receive other periodic updates, which include event reminders, deadlines, etc., from human resources.

Our transition to e-distribution will benefit the university on many levels. With current economic and environmental challenges we are compelled to find creative ways of delivering services. This is an opportunity for us to embrace our changing world and continue our commitment of promoting effective communications with employees and retirees.

Human resources is committed to being fiscally responsible and with this new mode of distribution we will realize significant savings to our operating budget. We also see an opportunity to use technology more efficiently and draw readers to our human resources website where they can access other important information. The Open 'Gate, which has been posted online since March 2004, allows employees, retirees and other interested parties to view it from their office, their home, or anywhere they have internet access. And lastly, this move supports our commitment to Colgate's environmental initiatives.

We welcome your thoughts and comments as we prepare for the transition of the Open 'Gate to e-distribution and would appreciate your support in this endeavor. Your comments can be directed to jdamore@colgate.edu.
Colgate's Cloud Computing Initiative

What does Colgate Cloud Computing mean for you? Simply put, the way you work will change.

ITS has already begun using Google's GMail and Google Calendar, Google docs and Google sites, and Open Office, a full-featured free alternative to Microsoft Office. By the end of the summer, all employees will begin to use Google's GMail and Calendar, and have access to Google docs and Google sites. One of the advantages of Gmail and Google Calendar is that both can be accessed from a browser, for increased accessibility options. ITS recommends the latest version of the Firefox browser, which is cross-platform and works the same on PC or Mac.

We are also researching options for office productivity and course management software, along with other systems. But these and other transitions will occur at a slower pace, as ITS is still engaged in research and planning for alternatives. We will retain our current level of Microsoft Office licenses until at least March 2010 and retain our support for these products well beyond.

A pilot project for GMail and Google Calendar is currently underway, with 30 early adopters participating. They will test the ITS documentation and support structure and help us prepare for the community rollout, which will begin mid-May. In advance of the full-scale implementation, we will create and publish a weekly schedule, so you will know the exact week your department will be moving to GMail/Google Calendar. Please note that your GMail e-mail address will be YourUsername@Colgate.Ed.

ITS held a series of workshops over the past several weeks to introduce these topics to the community. They were well-attended, and there is much enthusiasm among attendees to move forward with the new products. Additional workshops will be held throughout the spring semester and into the summer, so watch for more news.

Please consult www.colgate.edu/cloud for the most complete and up-to-date information about Colgate's Cloud Computing Initiative.

Chairs—Purchasing

The Purchasing Office is now offering a selection of cost effective, ergonomic sample chairs for purchase. They are working on a program that will be beneficial to the university community. Anyone interested is welcome to stop by the Purchasing Office or contact John Nelson at x7826 for further information.

Do You Lift Improperly?

Everyone at some point during their daily activities will lift an object and/or a container. Improper lifting can result in injury to the lower back. Back pain is the most disabling pain experienced by Americans and, according to the National Institutes of Health; eight out of 10 people will suffer from it at some time.1 Lower back pain can be caused by strained or damaged back muscle because of improper lifting. To minimize the potential for back issues related to improper lifting there are some simple, yet effective, measures you can take:

- Warm up, get the blood flowing. Stretch your legs and your back before lifting anything.
- Test every load before you lift by pushing it slightly with your hands and feet. This will give you a sense of the weight of the container. Remember size does not always matter; a small container can be equally as heavy as a larger one.
- If the container is too heavy or bulky, ask for assistance to help move. Never move it yourself. The added strain increases the likelihood of injury.
- Prior to lifting make sure you have enough room to lift safely and navigate to the location where the container will be placed.
- Proper posture when lifting is critical, bend at the knees keeping your back straight, do not arch your back. With a firm grip, bring the container close, as you stand erect. Let your legs do the lifting and not your back.
- Minimize the twisting motion as you lift or carry the object.
- Pace yourself. Take many small breaks between lifts if you are lifting a number of things.
- Avoid walking on slippery, uneven surfaces while carrying something.

For additional information go to the following website: http://www.cdc.gov/niosh/topics/ergonomics


A Special Thanks to Colgate Support Staff

Administrative Professionals Week
April 19-25

A breakfast on Wednesday, April 22 from 9 am - 10:30 am will be held at the Edge Cafe to thank the support staff members for their many contributions. Support staff are encouraged to bring their supervisors to the breakfast. We hope to see you there!
**Open Gate**

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**National Collation Building Institute (NCBI) workshops:**

**Prejudice Reduction Workshops**
Part 1: March 30 (8:30am - 11:30 am or 7 pm - 10 pm)
Part 2: March 31 (8:30 am - 11:30 am or 7 pm - 10 pm)

This workshop shows how participants have been taught to think and act as members of their racial, gender, and other identity groups and provides concrete skills for bridging differences in a non-blameful manner.

Workshop participants will celebrate similarities and differences, claim pride in group identity, recognize the misinformation that people have learned about various groups, identify and heal from internalized oppression-discrimination members of a group target at themselves and each other, understand the personal impact of discrimination through the telling of stories, and will learn hands-on tools for dealing effectively with bigoted comments and behavior.

**Controversial Issues Process**
Part 3: April 17 from 2:30 pm - 4:30 pm

This workshop demonstrates a method for assisting diverse groups to work together even in tough, emotionally-charged conflicts.

*Workshops will be held in the Coop TV lounge.*

To attend contact Renee Chapin at: rchapin@colgate.edu

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**Summer Employment**

Children of employees who are interested in summer employment can apply to the summer postings beginning March 30 at Careers@Colgate our applicant site: [https://careers.colgate.edu](https://careers.colgate.edu). They can apply to any or all of the summer postings for which they qualify. Hiring managers will be given access to the applicant pools on April 6.

Preference for summer employment is first given to employees who occupy less than 12 month positions, Colgate students who are on campus for the summer, and children of Colgate employees. In most cases, children must be 18 years or older, however, younger children are hired on occasion.

Departments should coordinate all summer hires through HR by contacting Nancy Callahan at x7565. Funds must be available in your department casual wage line (account 141). It is not appropriate for departments to hire children/relatives of their employees.

Employees who hold less than 12 month positions and are interested in summer employment should contact Nancy as soon as possible so that every effort can be made to find employment for the summer months. Employees who will not be working should coordinate arrangements for payments of normal deductions, while in a no pay status, by calling Meghann Losee at x7743. HRD must be informed of your last day on campus, use of vacation time, as permitted, and your anticipated return to work date before you leave for the summer.

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**FOR YOUR BENEFIT**

**Heart Health Awareness**

**Order your FREE Heart-to-Heart Booklet**

We are pleased to let you know of the availability of a free Heart-to-Heart: High Blood Pressure booklet provided by Health Advocate, the healthcare assistance benefit the university offers all employees. Health Advocate offers this booklet in partnership with the National Women’s Health Resource Center (NWHRC), the nation’s leading independent health information source for women, as a practical tool to raise awareness about the importance of controlling blood pressure to prevent heart disease.

You can order your free Heart-to-Heart booklet by going to [www.HealthAdvocate.com/healthy_heart.aspx](http://www.HealthAdvocate.com/healthy_heart.aspx) and then clicking on the pink box on the right.

Remember, Health Advocate provides a Personal Health Advocate who can help you and your family members in the following ways:

- Interpret a complex condition or procedure including relating to heart disease
- Clarify treatment options recommended by the doctor
- Locate a doctor or specialist for a second opinion
- Address billing and claims issues
- Assist with a full range of healthcare and insurance issues.

Additionally, Health Advocate’s website provides trustworthy A-Z health information, including topics relating to heart disease and women’s health issues.

If you have any questions, please feel free to call Health Advocate toll-free at 1-866-695-8622.

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**The Human Resources Department will be closed on Monday, April 6 for a retreat.**

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**Thank you to CPR instructors**

Human resources would like to thank Dr. Miller, Linda Maynard and Deb DuBois for instructing the **CPR Anytime for Family and Friends** sessions on March 18. Thirty employees received training in CPR for adults and children, choking emergencies, and information on risk reduction for cardiovascular diseases and other health problems. We appreciate their efforts in keeping our community healthy.
EMPLOYEE NEWS

PROMOTIONS
Julie DiTrapano has been promoted to associate director of the Center for Leadership and Student Involvement effective March 1.

Quiz Yourself

Less is More
Never use six words when two will do. Replace these wordy phrases with shorter, snappier substitutes:

1. A small number of
2. Being of the opinion that
3. Cannot be avoided
4. Due to the fact that
5. Excessive number of
6. For the purpose of
7. Give consideration to
8. Has a tendency to
9. In a timely manner
10. Last but not least
11. None at all
12. Reach a conclusion


Reminder: Information about Job Postings
For complete information on position vacancies and to submit an application visit our website at: 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.]

MARCH ANNIVERSARIES

30 Years
Chris Scheve-Document Services

20 Years
Tim Ratcliffe-Physical Plant
Jessica Morgan-Physical Plant

15 Years
Nick Monroe-Athletics
Jean Schroder-Capital Support
Bob Thomas-Physical Plant

APRIL ANNIVERSARIES

30 Years
Kathy Head-Advancement Services

5 Years
Tracy Hull-Physical Plant

CLASSIFIED ADS

POSITION VACANCIES
Annual Fund Assistant
Assistant Dean of Student Affairs & Director of Greek Life
Athletics Event Staff (pt - no benefits)
Campus Safety Officer/Dispatcher (pt - no benefits)
Director of Campus Safety
Leadership Gifts Officer
Regional Advancement Director
Registrar, Picker Art Gallery
Staff Nurse (per diem)

For complete details on how to apply visit: https://careers.colgate.edu

Colgate University is an EO/AE
Developing and sustaining a diverse faculty and staff to further the University’s educational mission.

HELP WANTED
Help needed with yard work and basic maintenance around the house. Ideal job for an energetic teenager.
Pay: $10/hour. Call 825-0258.

SELL & SWAP

For Sale - oak computer desk, one drawer, like new, $50. Call: 520-9352.

For Sale: Maple double bed and 3 drawer dresser set with swivel mirror. Both pieces have carved designs and intricate detail in wood, good condition; $400 set. Victorian cushion bedroom chair light green with an array of colored flowers $80; 2 drawer small maple dresser, needs refinishing $75; oak glider rocker, dark green cushions $35. Other items $10 ea. including various non-matching dining chairs, table lamps. Call: 661-444-556 anytime, leave message.

For Sale: Whirlpool water cooler with duel temp (hot and cold), “night light,” and storage compartment. Unit can be seen on campus. Gently used, $50. Call 815-4240.

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.

Notaries Public
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