Staff Development Week—*Thriving in Chaos*

Colgate’s second annual Staff Development Week was held January 8-January 11. President Chopp kicked off the week at the All Staff meeting which was followed by keynote speaker Tracy Knofla’s high energy, humorous, and enthusiastic session entitled *Thriving in Chaos*. Tracy encouraged participants to face the challenge of thriving in a world that seems at times out of control and she provided them with tools to live more productive and fulfilling lives both within and outside of the workplace. Tracy is co-owner of High Impact Training and has been presenting for the past 20 years. Her second session was *Humor in the Workplace*.

Aurelius Henderson (above), assistant director undergraduate studies, gave the audience an effective visualization of what chaos looks like.

Throughout the week participants had the opportunity to attend sessions presented by many wonderful speakers and a variety of topics all designed to give staff the tools to not only survive, but thrive in chaos. See page 2 for more on the week and to see if Aurelius ever did disentangle himself!
The week included presentations by Stephen Butler, trainer and organizational development specialist for Amherst College. Stephen’s session *Crucial Conversations* based on the best selling book examined techniques and skills needed to hold crucial conversations and create positive results. Participants learned that mastering the art of crucial conversations involves thinking and preparing for the dialogue as well as understanding how to conduct the conversation when it occurs. Pictured below is Stephen (left, wearing baseball cap) during an exercise along with participants who found out just how hard it is to master this art.

Stephen’s second session *Creating a Respectful Workplace Through Active Staff Participation* was geared toward the importance of creating an environment of openness, trust and respect so that dialogue can occur safely. The skills and activities presented can be used as a foundation for improving workplace dynamics and promoting crucial conversations to achieve better results at work.

A special thanks goes out to Colgate presenters who offered a wide array of topics and tools designed to help participants thrive in chaos. They follow:

- Dr. Miller and Mark Thompson, *Join Colgate’s Wellness Initiative*
- Regina Conti and Amy Diamond Barnes, *Is Time Pressure Exhilarating or Exhausting?*
- Corey Landstrom, *Mind Mapping: Creativity and Problem Solving*
- David Gregory, *E-mail Etiquette*
- Dave Baird, *Meetings, Bloody Meetings*
- Amanda Kalal, *Playing through Chaos: Implementing FISH! at Colgate*
- Shelly Lear, *I have one last nerve and you are getting on it! Stress Less at Work*
- Amy Ryan and Jackie D’Amore, *Organize Your Performance Reviews with PeopleAdmin*

The week concluded with a Breakfast/Closing Reception that included the raffle drawing and chair massages. Thanks to everyone who helped to make this event, once again, an enormous success.

It was reported that Aurelius, after his heroic efforts, was able to, if not exactly thrive, survive the chaos!
Ruth Barker retires

Ruth Barker began at Colgate on August 17, 1987 as custodian working in a part-time capacity. In December 1990 Ruth transferred to a full-time position in Sanford Field House where she has remained until her retirement, effective January 15.

Best wishes to Ruth upon her retirement and many happy adventures!

Notaries Public

As a service to all on campus, the following is a list of Notaries Public on campus who are available for all your “Notary needs.”

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<thead>
<tr>
<th>NAME</th>
<th>DEPARTMENT</th>
<th>EXT.</th>
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<tbody>
<tr>
<td>Sue Barnes</td>
<td>Advancement Services</td>
<td>7437</td>
</tr>
<tr>
<td>Margie Bikowsky</td>
<td>Financial Aid</td>
<td>7466</td>
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<tr>
<td>Grace Huff</td>
<td>Capital &amp; Planned Giving</td>
<td>7450</td>
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<tr>
<td>Tess Jones</td>
<td>English Department</td>
<td>7262</td>
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<tr>
<td>Clara Lantz</td>
<td>Chapel House</td>
<td>7675</td>
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<tr>
<td>Dianna Lundrigan</td>
<td>Human Resources</td>
<td>7411</td>
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If we’ve missed anyone on campus, please call Human Resources at x7565 and we’ll publish your name in a future edition of the Open ‘Gate.

Open Enrollment Update

Increased Enrollment in Flex plan for 2008

Forty new participants were enrolled into the medical spending account and/or dependent care account during the past open enrollment period for a total of over 285 participants. The flex plan is a great benefit that allows employees to reduce their taxes by paying for medical or day care expenses with pre-tax dollars.

One of the features of the plan offered by FlexAmerica is the convenient debit card. This card can be used at the time of purchase to pay for your eligible expenses. New participants were issued debit cards just after the first of the year. Employees that re-enrolled in the plan for 2008, can use the debit card issued to you in 2007.

The debit card is not the only way to receive the benefit of the flex plan. You can also submit claims directly to FlexAmerica via mail or on-line. Your on-line account allows you to check account balances, set-up direct deposit of reimbursements, and file claims. Below are the instructions to log-in to your account.

1. Go to FlexAmerica website: (www.flexamerica.com)
2. Click on Account Access (gray area top of page)
3. Click on Participants
4. For first time users, your user name is your social security number and your password is the last 4 digits of your social security number.

If you have any questions about the plan or any other benefit, please contact Human Resources at ext. 7565.

The 7th annual Snowball Dance will be held Friday, February 8 at the Palace Theater from 7:00 p.m. - 11:00 p.m. The Colgate and Hamilton communities are invited to dance and listen to the entertaining sounds of Andrea Miceli.

There is no admission fee, but donations are requested to benefit the Hamilton Community Chest.

Light refreshments will be provided.

This event is being sponsored by the Colgate Dean of the Faculty/Provost Office.
**NEW HIRES**

Anthony Adornato accepted the position of manager of media communications effective October 10, 2007. He was previously employed as anchor at WSTM-TV (NBC). Anthony received his BA at Syracuse University, S.I. Newhouse School of Public Communications. He is active with Big Brothers/Big Sisters and a youth mentor with Catholic Charities.

Michael Tone '07 was hired as annual fund coordinator effective January 7. Mike enjoys rugby, skiing, snowboarding, wakeboarding and traveling.

**PROMOTIONS**

Andrew Coddington was promoted to Director of Gift Planning effective January 1.

**TRANSFERS**

Mark Broedel transferred to custodian, buildings and grounds effective January 15.

**SEMINARS FOR SUPPORT AND TECHNICAL STAFF**

As part of the support for professional and technical development, Colgate has established a fund to provide technical and support staff with assistance to attend off-campus conferences, workshops, seminars or courses that enhance individual skills. A request form can be obtained at http://offices.colgate.edu/hr/ and clicking on the staff development link, or by calling the Human Resources Department at x7565.

The following websites list workshops in our area:
- Fred Pryor and CareerTrack - http://www.etrain.com/
- SkillPath Seminars - http://www.skillpath.com/
- CompuMaster - http://www.compumaster.net/
- National Seminars Group Padgett-Thompson - http://www1.natsem.com/

**PROFESSIONAL DEVELOPMENT**

Professional development funds, budgeted by individual departments/ divisions can be used for staff to attend conferences, administrators’ attendance at workshops and for staff memberships in professional organizations.

The following websites list general management seminars for administrators:
- Cornell University School of Industrial and Labor Relations - http://www.ilr.cornell.edu/mgmtprog

Members of the technical and support staff are also encouraged to join their professional organizations. Links to several are included below:
- National Association of Executive Secretaries and Administrative Assistants http://www.naesaa.com
- International Association of Administrative Professionals - https://www.iiap-hq.org

Staff should contact their supervisors for funding.

**CLASSIFIED ADS**

**POSITION VACANCIES**

- Athletics Event Staff (pt - no benefits)
- Campus Safety Officer/Dispatcher (p/t)
- Concert Manager
- Environmental Health & Safety Technician (no benefits)
- Leadership Gifts Officer/Associate Director
- Leadership Gifts Offices/ Parent's Fund Marketing Production Coordinator (casual wage)
- Program Assistant - Career Services
- REC (1 position)
- Staff Nurse (per diem)
- VP and Dean of Diversity

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

**SERVICES OFFERED**

Will clean your car - $30. Includes: vacuum, clean interior windows, interior panels, wash outside, clean tires/rims. Call 749-6258 or 893-7080.

**SELL & SWAP**

- For Sale: Nintendo GameCube Unit with 9 games and a GameCube to GameBoy converter disc; all in good working condition. Asking $100 or b/o. Call 893-7379.
- For Sale: 2005 Devinci Apex road bike with computer, 57cm med. frame. Ridden one season; great condition Asking $700. Other accessories: trainer, Louis Garneau shoes (sz. 44), Profile Design aero bars Asking $150. Call 749-6258 or 893-7080 leave message.
- For Sale: CHEAP!! Five day Carnival Cruise for 2 for sale. Includes airfare. Must be used prior to April 1. $1,000 or make offer. Call 861-2044 after 5 p.m.

Colgate University makes no warranty, expressed or implied, about the nature 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.