

CORNELL

# STATION NEWS

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OCTOBER 24 - NOVEMBER 7, 2003

**BRIEFS****Agriculture Internet Portal to Aid the Third World**

For agricultural scientists in developing countries, scientific seclusion soon will give way to inclusion, thanks to an online system developed at Cornell University's Albert R. Mann Library for the U.N. Food and Agriculture Organization (FAO).

The system, announced Oct. 14 at FAO headquarters in Rome, is the second major online portal for scientific literature aimed exclusively at the developing world. Called Access to Global Online Research in Agriculture (AGORA), the system will provide scientists in developing nations with free access to more than 400 journals in agriculture and related science. The Rockefeller Foundation and other donor agencies fund the project. Scientific publishers are providing the content without charge.

"Developing countries need access to current scientific literature in order to advance in a fast-paced, knowledge-intensive research environment, but they are often shut out of the competition by the high cost of journal subscriptions," said Cornell President Jeffrey Lehman in a statement read at the Rome project launch.

Librarians and computing experts from Cornell's Mann Library worked with publishers and the FAO to assemble AGORA, selecting the journals, developing authentication solutions, and resolving technical problems. Mann librarians will assist with outreach, training and reference questions, says AGORA project manager Mary Ochs, head of the library's collection development and preservation. She notes that the new site will offer developing-world researchers, policymakers, educators, students, technical workers and extension specialists a scientific

(Continued on page 6)

## Jim Hunter to Leave Experiment Station as of January 1, 2004

**A**fter 13.5 years as director of the Agricultural Experiment Station, James E. Hunter has been granted a leave to pursue other interests, effective January 1, 2004. An interim director will be selected and begin this assignment on January 1. A permanent replacement is being sought. Hunter had previously announced his intention to retire, effective June 2004.

During his leave, Hunter will travel in the U.S. and abroad to study various relationships between universities and businesses that relate to economic development and increased support for bio-based research related to food and agriculture.

"I intend to examine alternative sources of support for land-grant colleges in general, and experiment stations, in particular," said Hunter. "Public funding for agricultural research is decreasing. In order to retain the Geneva Experiment Station's world-class reputation, alternative sources of support need to be explored, and new models built. I am enthusiastic about having this new opportunity to serve the Station and the College of Agriculture & Life Sciences."

One alternative that Hunter will be studying is research parks that are affiliated with universities and other public institutions. Hunter has served as a member of the Cornell Agriculture & Food Technology Park Corporation, at Geneva, since its founding in 1995.

"I intend to stay affiliated with the Park and the Experiment Station, and to help in the Park's continued development, but not as a member of the Park board of directors at this time," said Hunter.

Hunter came to Geneva as chairman of the plant pathology department in 1972, and served in that capacity until 1982. He was associate director from 1987-1990, and director from 1990-2003.

"One of the biggest changes I have witnessed since coming to the Station in 1972 is the decrease in the SUNY budget for the Station," said Hunter. "We have gone from 68 to 46 faculty and 200 to 123 staff supported with these funds. Faculty are having to generate more and more funds from private sources to support their technicians and meet the operating costs of their research and extension programs."

Between now and the end of December, Hunter expects to work with the leadership group at the Station to complete as many ongoing tasks as possible, including implementing the new Geneva Administrative Service Center. The interim director will be charged with maintaining all current initiatives.

A committee chaired by Helene Dillard, director of Cornell Cooperative Extension, has been asked to write a white paper identifying the issues facing the Experiment Station. This will lead to a position description and the appointment of a new director.

"I appreciate the tremendous backing and good will I have received from faculty and staff at Geneva during my tenure as director," said Hunter. "I have also enjoyed excellent support from the three deans at the College of Agriculture & Life Sciences that I have



Jim Hunter

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# Administrative Service Center FAQs

This is the beginning of an ongoing series of Frequently Asked Questions (FAQs) about the new Administrative Service Center that will run in "Station News" until further notice. These and other FAQs are available on a new GASC web site at [www.nysaes/cornell.edu/adm/GASC](http://www.nysaes/cornell.edu/adm/GASC) that will be operational this week.

Please submit your questions to the site. They will be directed to the appropriate person and answers shared with the Station community.

## Q Where will the Administrative Service Center be located?

**A** The Space Committee (Pat Mahoney, coordinator) met on October 17, listened to descriptions of the four options, discarded one alternative as being too disruptive to research programs, and laid out pros and cons associated with the remaining three choices.

Three current proposals are:

- a) Move the GASC into the Lounge at Jordan Hall.
- b) Move the GASC into the bottom floor of Jordan Hall, and move Communications Services over to Barton Lab, and move the Print Shop and Mailroom over to the Warehouse.
- c) Move the GASC over to Barton, move the Library into Administrative space vacated on the first floor of Jordan, and move Joe Oggodnick's photography studio over to Jordan Hall, 2nd floor.

Members of the team (Marc Smith, Pat Mahoney and John Vanderweide) and representatives of affected units (Linda McCandless and Marty Schlabach) updated department chairs on Oct. 22. At that meeting, the pros and cons identified by the committee were shared. Input from the chairs will help guide the committee in making final recommendations for Dr. Hunter.

In the meantime, the Space Committee is closely examining the choices in terms of costs and logistical challenges.

We will be sharing information with all those who could be moving and asking for their input related to the remaining alternatives.

We are close to choosing one option and then making it work in the best interests of the Station.

# Administrative Service Center Special Report

## Why Workforce Planning?

**W**orkforce Planning is a university-wide initiative. The primary objective is to position the university for the future by establishing agile, responsive and cost-effective support systems and structures that are scalable for anticipated growth and adaptable to changing program needs.

There are three major objectives:

- Clearly define roles, responsibilities, standards of performance, and accountabilities.
- Realize substantial and on-going financial savings, as well as increased effectiveness and efficiency, in support of services across campus.
- Improve the competitive market-pay position of staff.

Workforce Planning has been underway at Geneva since the fall of 2002. Through a very dedicated effort by Administration, faculty and administrative staff at the Station, existing administrative positions were evaluated, new positions were created, and existing positions were restructured. The resulting Administrative Service Center (GASC) will serve faculty, staff, students and visitors.

"The present goal is to transition to the GASC by the first of the year," says assistant director Marc Smith, who is the GASC facilitator. "What is different about this particular planning process is that we are taking a team approach. The director is not making unilateral decisions. People are working through it in a conscientious way. Certainly we should get better results."

Smith says that a "team approach" sometimes puts people off because it sounds so "rah rah," but "it means we have 17 people plus folks in the departments working on problems that in other problem-solving initiatives might only have a few managers working on them. You get better experience, more energy, and a better use of time. We also are learning to work together as we're doing it," says Smith. "It adds up to good results for the Station."

Some people at the Station have been frustrated by a seeming lack of progress and a plethora of rumors.

"No, we don't have all the answers," said Smith. "Workforce Planning is an on-going process. Things could change tomorrow." But communication is important. "We need to communicate our progress, our process, and even some of the bumps in the road. We hope people at the Station demonstrate faith in their colleagues who are tackling this by being proactive to change."

One of the questions on many people's minds is why is it taking so long.

"It is taking so long because it is a big job," says Smith. "People are aware of the urgency to get the ASC up and running. Steps are being taken to get it up and running, but we don't want to get it wrong, so it is taking time."

"My hope for the Center is that we are able to provide more efficient and consistent assistance to all employees," says Charie Hibbard, who has been instrumental in Workforce Planning organization at Geneva. And by all employees, she means all people who come in contact with the GASC—all customers in HR and Finance. "My hope is that we develop a strong sense of team to carry the ASC into providing the Station community with best practices as we move into the future."

Change can be uncomfortable, Hibbard admits. "People need time to make and accept change. They also need to assist with the change, so we have broader ownership of the change process."

Hibbard notes, "Even when the Center is up and running, there will be room for continuous improvement."

# UPDATE: Administrative Service Center Committee Reports

Issues that face the Station and the Geneva Administrative Service Center (GASC) as Geneva transitions into the new center are being handled by 10 committees. In general, the committees meet once a week. Once a month, they report to the entire GASC team, which includes all 17 people who will work in the GASC, as well as the administrative assistants who will continue to work in the departments and units.

These are their reports, as of mid-October.

## Communication Committee / **Linda D'Amato**

Communication is one of the most important processes as we transition to the GASC. The Communication Committee feels that communication is important between committees and individuals before, during and after the GASC is functioning. Effective communication is hard work and seems to be a key challenge for all organizations. One of the resources chosen for communicating information about the GASC to the Station Community is "Station News." Hopefully this issue will answer some of your questions about changes the GASC will have upon you. Effective communication is hard work. Sometimes effective communication also requires us to be good listeners too. Let's work together to improve the lines of communication and build a stronger Station community for the future.

Communication committee members are Gemma Osborne, Linda D'Amato, Marc Smith, Nancy Long and Patty Gibbs.

## Clear Roles Committee / **Janice Valerio**

The Clear Roles Committee has set three main goals:

- 1) distribute job descriptions of all GASC, department and unit administrative staff to the Station Administrative Group members;
- 2) prepare and distribute two Station-

wide fact sheets—one that would cover the job duties of staff in the GASC and an other that would cover the job duties of department and unit administrative staff;

- 3) establish protocols for administrative backup in all areas including the GASC, departments and units.

At this time, the job descriptions have been distributed to the Administrative Group. Work on the fact sheets will begin in early October in order to have this information distributed to all Station staff by the time the GASC is functioning. The protocols for administrative backup are in progress. A survey was distributed to all members of the Administrative Group to gather information on individual need for backup during absences from the office. The Committee will now seek information regarding the need for administrative backup from the department chairs and unit leaders. After all information is compiled, a recommended protocol will be established.

It is strongly felt that the Clear Roles Committee's work will continue and be needed after the transition is made to the GASC. The committee will continue to work over the next few weeks to complete their goals.

The Clear Roles committee members are Ann Griner, Charie Hibbard, Kim Moyer, Nancy Reissig, Donna Roelofs and Janice Valerio.

## Human Resources / **Charie Hibbard**

The committee's objectives are to identify the Human Resources (HR) issues to be addressed in order to provide a smooth transition of work from departments and units to the GASC's HR Office. Currently the committee is writing process flow charts that will effectively and consistently support the Station's HR functions. Flow charts are being created for the appointment and/or hiring processes, as well as other transactions that will be performed in the GASC's HR office. The committee will be creating a time-

table in which department/unit personnel files will be integrated into the GASC's files.

It is the committee's intention to review these processes with Chairs and Unit Leaders to ensure common knowledge and agreement.

The Human Resources Committee members include Amy Andersen, Lorraine Barry, Kathy DeRosa, Debby Ditzell, Charie Hibbard, Linda Irland, Pat Mahoney, and LouAnn Rago.

## Info Technology Committee / **Roger Cullen**

The IT team's goals are:

- 1) Identify software needs/standardizations for the ASC
- 2) Identify Operating System preference for the ASC.
- 3) Identify hardware requirements and peripheral needs for individuals in the ASC.
- 4) Determine how the above will be supported in the ASC.
- 5) Aid the transfer of electronic files to people assuming new job functions.

The computer systems in the Center must be capable of communicating with a dozen different central administrative systems based in Ithaca, and efficiently generating standard and ad hoc reports. We have identified essential software required to work with Cornell's central administrative systems. In addition, a standard suite of general productivity software was identified. The minimum hardware configurations that will provide reasonable performance over the next two to three years were determined based on recommendations from CIT and PeopleSoft tech support.

Computer displays should be easy on the eyes and be large enough to eliminate scrolling in typical reports and spreadsheets. Cornell's administrative support people therefore recommend 19-20 inch LCDs, depending on job function. Laptops docked to desktop monitors are recommended for managers to allow work with faculty and

*(Continued on page 4)*

## Committee Reports Continued

leaders in departments and units. Although departments could have sold administrative computers to the center, almost none of the computers currently in use by admin staff meet the minima. Department computers and software will therefore be available for less demanding applications.

A bulk quote from Dell will be sought. Printer, copier and assorted office machines and software will bring the information technology cost to approximately \$55,000 for the 12 people moving to the center.

Sharon Smart and Roger Cullen will provide support. Sharon is focusing on Cornell's administrative systems issues. We expect to make more extensive use of file sharing via a server to enhance the center's ability to provide uninterrupted service.

Roger Cullen, Sharon Smart and Bob Seem are on the IT committee.

### **Customer Service Committee /**

#### **Pat Mahoney**

##### **Who are our customers?**

- Faculty, staff, ourselves, external customers—anyone who comes to us for assistance.

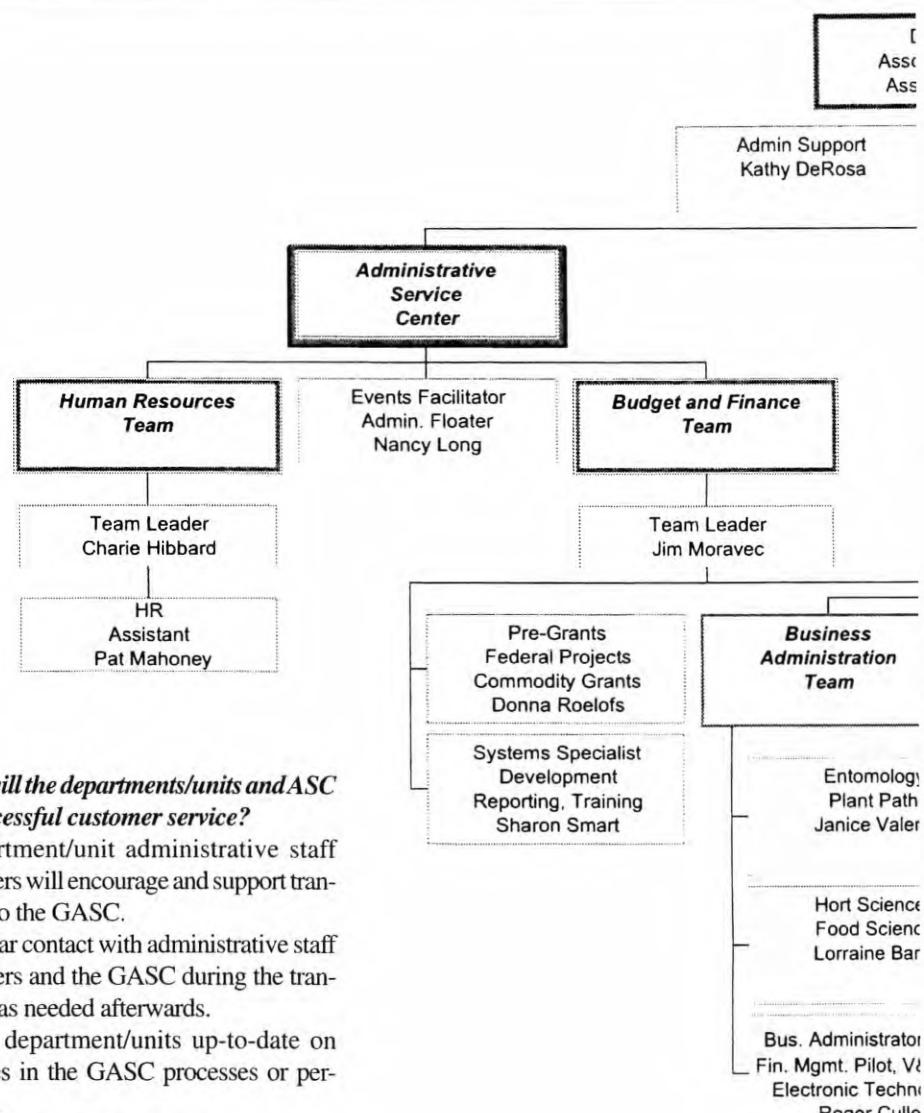
##### **How can we most effectively serve our customers?**

- Train customers on processes of the “new world” in a positive way.
- Treat all customers equally.
- Create a “help desk” or “help line”
- Install a computer kiosk in Jordan Hall to assist visitors/staff.
- Have an “Open House” for the entire Station community.

##### **How can we best communicate with our customers?**

- Provide faculty and staff members with a “who’s who” list to assist in working with the GASC.
- Create website for the GASC with links for tutorials/forms/information, etc.
- Maintain open lines of communication between GASC and departments/units
- Create a “standard” way to answer phone—i.e. “Human Resources, this is Charie”

# Table of Organization-Administrative



##### **What role will the departments/units and ASC play in successful customer service?**

- Department/unit administrative staff members will encourage and support transition to the GASC.
- Regular contact with administrative staff members and the GASC during the transition; as needed afterwards.
- Keep department/units up-to-date on changes in the GASC processes or personnel.

##### **How can we track our success?**

- Surveys and customer feedback.
- By the use of “Suggestion boxes.”

Customer Service committee members are Amy Andersen, Ann Griner, Gail Knapton, Pat Mahoney, Kathy Morabito, Gemma Osborne and Nancy Reissig.

### **Training Committee / Kim Moyer**

The Training Committee's main objective was to assess the training needs of the members of the GASC staff in Geneva. A matrix was created of classes offered through Cornell University's Division of Financial Affairs and the Office of Human Resources. Software ap-

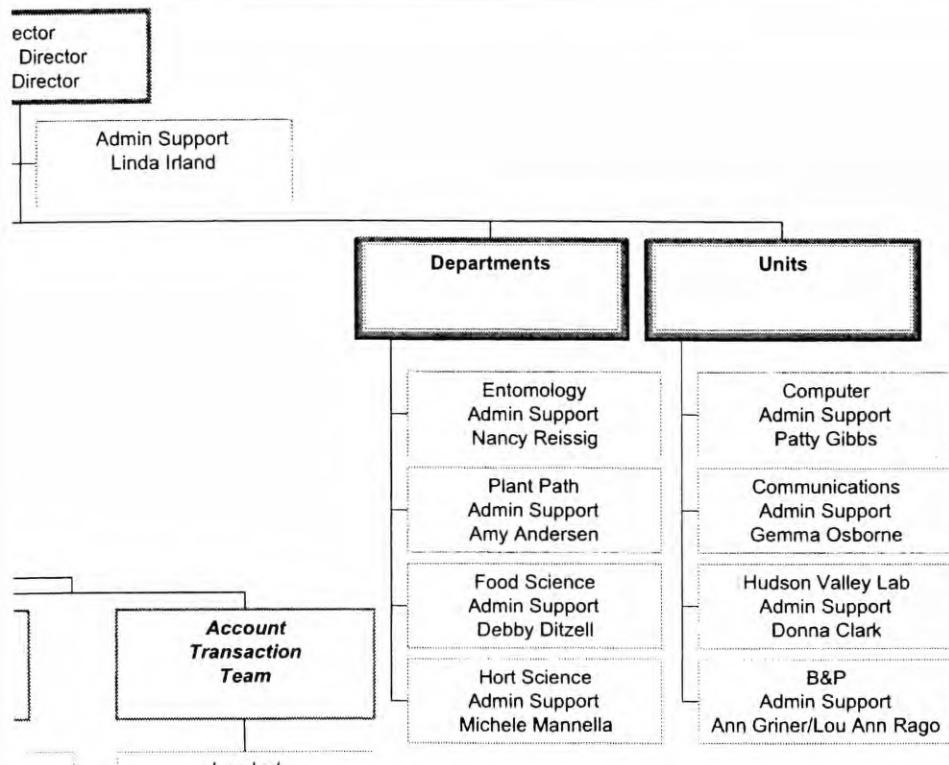
plications and Cornell on-line systems that would be needed for each position were also included on the matrix.

The matrix will serve as a tool to be updated and maintained by a member of the Geneva GASC.

Our next task will be to look at cross training that is needed within the GASC and also for the administrative assistant positions in the departments. We envision this team to be active even after the transition to the Center.

Members of the committee are Kim Moyer, Charie Hibbard, Lorraine Barry and Sharon Smart.

# ative Support Services - Geneva



The space will generally be open with dividers appropriate to a team communication. Confidential space will be assigned or made available based on function and how often private space is necessary to carry out particular jobs.

- 3) Meet administrative needs while maintaining maximum practical public use possibilities for Jordan Hall.

#### Action

- 1) The group believes that the GASC will function best if all team members are located on the same floor. Fall back to locations in same building on different floors, if necessary.
- 2) Surveyed the team to determine a variety of filing needs.
- 3) Met with Laura Kinne from Hurlson Business Interiors (Cornell preferred vendor, currently installing new equipment/furniture at East Hill Plaza) to describe GASC needs.
- 4) Surveyed the team to solicit individual space needs.

#### Work Space Committee / Kathy Morabito Goals

- 1) Plan and produce an effective physical work environment for 7 new and 17 total GASC team members. The first step is to provide 2-3 realistic space and equipment purchase options to Station leadership for consideration. The final work environment that is chosen should be considered a one-time transitional investment aimed at ensuring the success of the GASC.
- 2) Commitment to a team approach.

## Committee Reports Continued

- 5) Planned trip visit the Hurlson showroom in Rochester to evaluate various furniture designs.
- 6) Projected installation to take place in November; discussed B&P timing of related work on wiring, ventilation, heat, etc. notified outside users of Jordan facilities that this work will take place and that other arrangements for outside functions will be necessary.

#### Proposals

- a. ASC (12 people) on 2<sup>nd</sup> floor Jordan in lounge and stacks area; stacks to move to 1<sup>st</sup> floor
- b. ASC to move to Barton. Relocate Joe Ogronick to Jordan Hall to space vacated by either the Library or Admin.
- c. ASC to move to Communications Services space on the ground floor of Jordan. Print shop and Mail Room to move to Warehouse. Communications Services to move to Barton Lab.

Members of the committee are Marc Smith, John VanderWeide, Janice Valerio, Donna Roelofs, Lorraine Barry, Kathy Morabito, and Gemma Osborne.

#### Finance Committee / Jim Moravec.

The budget and finance team's overall objective is to provide administrative support to the faculty, staff and students for all financial functions of the Geneva Experiment Station. This includes procurement of goods and services, accounting transactions, budgeting and account management.

The team concept is to create a functional operating manual for finance and accounting under the GASC organization. This will be done by developing and cataloguing process flow maps that will chart the flow of job task for the various functions under the responsibility of the team. The team will produce process flow charts for purchasing (APPS and P-Card), payroll adjustments, travel reimbursements, capital equipment accountability, cash handling, internal and external invoicing.

The team has met several times and has

*(Continued on page 6)*

# Committee Reports Continued

completed the procurement flow charts. The next process to plan will be payroll adjustments and travel. The end product of the team's effort will be a web site where department faculty and staff can see the procedural steps needed to complete their needed administrative task under the service center organization.

Finance committee members are Lorraine Barry, Nancy Reissig, Roger Cullen, Janice Valerio, Kim Moyer, Donna Roelofs, Kathy Morabito, Linda D'Amato, Sharon Smart, Jim Moravec.

### **Grant Pre-Award Team / Jim Moravec**

The objective of the pre-award administrator is to provide administrative support to faculty and staff who solicit external funds either through sponsored programs or the university development system (restricted and unrestricted gifts). The pre-award committee's objective is to develop process flow maps outlining the flow of these activities from initial actions from a principal investigator (PI) who originates the request for funding to the time when the request is either funded or rejected.

The committee's concept is to create a functional operating manual detailing actions and responsibilities for submission of requests for external funds under the new service center organization. This will be done by cataloguing the process flow maps to chart out the job tasks for the various functions needed to submit a request for funding. The committee has met several times and has completed the process for routine grant and contract proposals that go through the Office of Sponsored Programs (OSP). Attention will now turn to special agreements and those that do not need to go through OSP.

The end product of the committee's effort will be a web site where department faculty and staff can see the procedural steps needed to complete their needed request external funds under the service center organization.

Grant Pre-award members are Lorraine Barry, Roger Cullen, Janice Valerio, Donna Roelofs, Sharon Smart, and Jim Moravec.

### **Teamwork & Trust in the Delivery of Administrative Services / Marc Smith**

There is much fond talk in many organizations about the benefits of working as a team. Too often cheerleading talk and rosy assumptions by management take the place of true dedication to building teams that will succeed in accomplishing the tasks assigned them. The recently hired employees of the GASC and their colleagues in each department and unit have committed themselves to learn and put the discipline of working as a team into practice as part of their service to the Station community. This will take more work than talk; the effort has been underway since last summer.

Administration's "Team Trust," with the help of the Office of Organizational Development Services (ODS) in Ithaca, will help all administrative employees to identify team principles and then operate under those principles in providing administrative services. In other words, we are trying to answer the question, "What kind of organization do we want to be?"

Some of the guiding principles for the GASC will be:

- To encourage candor in all team interactions.
- To deal with interpersonal problems early and effectively as a team.
- To listen and learn before acting.
- To value humor as a part of the way we do the job well.

Even before adopting a formal code, administrative employees have been working in this fashion. They aren't doing this because it's fun to be a team, but rather to achieve better results more quickly than those results could be achieved through a more traditional, top-down decision-making structure. We're making rapid progress in many areas, from workspace planning and design to anticipating customer service needs to defining clear roles for all the players in this new administrative system, because everyone who has a stake in administration's performance is tackling these important tasks cooperatively. It's an exciting way to do business.

Team Trust members Pat Mahoney, Ann

Griner, Kim Moyer, Charie Hibbard, Nancy Reissig, Sharon Smart and Marc Smith will do their best to make sure the whole group takes conscious, proactive steps to become an effective team. This effort will include planning a teambuilding workshop facilitated by ODS later this fall and organizing regular meetings, retreats and targeted exercises to reinforce the overall teambuilding effort.

What kind of organization do we want to be? A flexible, innovative organization that provides needed administrative services cooperatively and effectively with a high degree of professionalism—one that might even have some fun along the way to doing a great job.




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### *(HUNTER, continued)*

worked with over the years."

"I am confident that, with the dedication and capabilities of faculty and staff here at the Station, the interim director and new director will succeed," said Hunter.

Jim and his wife Setsuko ("Suzie") expect to maintain their residence in Geneva.

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### *(BRIEFS, continued)*

literature collection comparable to that available in the industrialized world.

According to the FAO, many agricultural libraries in developing countries have not received scientific journals for more than a decade as collections have disintegrated due to economic and political disruption and war.

AGORA's founding publishers are Blackwell Publishing, CABI Publishing, Elsevier, Kluwer Academic Publishers, Lippincott, Williams and Wilkins, Nature Publishing Group, Oxford University Press, Springer-Verlag and John Wiley & Sons.

Scientists and educators in the developing world now have two low-cost, Cornell-developed options for entering the information age. Since 1999, many of them have been subscribing to Mann Library's The Essential Electronic Agricultural Library (TEEAL), a CD-ROM "library in a box" of recent journals in agriculture and the life sciences.

# Station Club BANQUET

## Friday, November 7, 2003

Club 86, Avenue E, Geneva—Social hour at 6pm—Dinner at 7pm

**Music by "Crazy Dan's DJ Service"**

Meal includes soup, tossed salad and your choice of:

	Station Club Member*	Non-Station Club Member*
Grilled Portobella Mushroom	\$15	\$18
Baked 1/2 Chicken	\$15	\$18
Chicken Picatta	\$18	\$21
Broiled White Fish	\$18	\$21
Prime Rib w/Au jus	\$22	\$25

Entree served w/potato and vegetable or Rice Pilaf

Dessert, Roll, Butter, Coffee, Tea

\* Ticket prices will be reduced by \$10 for all active employees.  
This discount is made possible by Unit Leaders and Department Chairs.

Contact your Station Rep for tickets.

Deadline: November 3, 2003

**CALENDAR of EVENTS**

OCT. 24 - NOV. 7, 2003

**SEMINARS****Plant Path**

**Date:** Tuesday, October 28, 2003  
**Time:** 3:30 PM (Coffee at 3 PM)  
**Place:** Room A133, Barton Lab  
**Speaker:** Mary-Howell and Klaas Martens, lakeview organic Grain LLC, Penn Yan  
**Subject:** Thinking Upstream—our experiences with organic crop farming.

**Food Science**

**Date:** Wednesday, October 29, 2003  
**Time:** 3 PM (Please note time change)  
**Place:** FST Conference Room, second floor  
**Speaker:** Dr. Diego Genovese, Visiting Fellow, Geneva  
**Subject:** Rheology of Starch Dispersions.

**Date:** Wednesday, November 5, 2003  
**Time:** 4 PM  
**Place:** FST Conference Room, second floor  
**Speaker:** Professor Carmen Moraru, Ithaca  
**Subject:** Windows of Opportunity in the Dairy Research of the 21<sup>st</sup> Century.

**Hort Science**

**Date:** Monday, October 27, 2003  
**Time:** 11 AM  
**Place:** Jordan Hall Staff Room

**Speaker:** Dr. Muhammet Tonguc, Geneva  
**Subject:** Adventures in Brassica Breeding: Incorporation of Disease Resistance from Wild Species into *B. oleracea*.

**Date:** Thursday, November 6, 2003  
**Time:** 11 AM  
**Place:** Jordan Hall Staff Room  
**Speaker:** Nancy Wells, Ithaca  
**Subject:** The Impact of Vegetation on Human Health and Well-Being Through the Life Course the Dairy Research of the 21<sup>st</sup> Century.

**Entomology**

**Date:** Thursday, October 16, 2003  
**Time:** 10:30 - 11:30 AM (Refresh-

*Seminars, continued*

**Place:** ments at 10:15)  
310 Barton Lab

**Subject:** Graduate students and postdocs will have an opportunity to practice talks or posters in preparation for the annual meeting of the ESA at the end of October.

**LTC**

**Date:** Thursday, November 6, 2003  
**Time:** 9-11 AM  
**Place:** LTC  
**Subject:** Excel Open Lab  
**Instructor:** Cheryl TenEyck

**FITNESS****Aerobics**

**Date:** Mon. & Fri.  
**Time:** 12:10 - 1 PM  
**Place:** Sawdust Cafe

**Taekardio**

**Date:** Mon. & Wed.  
**Time:** 12:10 - 1 PM  
**Place:** Jordan Hall Auditorium

**CLASSIFIED**

**FOR SALE:** 9" SEARS Craftsman motorized table saw; used; Excellent shape; cuts: miter, rip, and bevel; & depth of cuts. \$170 call Debby at x2255

**WANTED:** Used dog house (not a crate). Lynn Braband, LAB45@nysaes.cornell.edu, x2408.

**FOR SALE:** 1989 Buick Century 4D, V6 3.3L, automatic, 104Kmiles, air conditioning, cruise control, power steering, locks, seat, and windows (1 rear window not working). New muffler and front brakes, runs great. Asking: \$900 or BO. Contact: Diego Genovese at x2368, 781-9135, e-mail: dbg25@cornell.edu

**FOR SALE:** Geneva High School Class of 2004 Substance/Alcohol Free Graduation Party Discount cards are on sale now! \$20 Smart Card includes \$40 car wash coupons, buy on dinner get one free at many area restaurants, 1 month free membership at Champion Fitness (\$30 value), and much more! \$5 Panther Card many discounts for businesses all over the area. Both discount cards do not expire until November of 2004. More than 1 year of savings. For cards or information please contact Cindy Huftalen(cdh13) 787-2243 or 781-1902

**FOR SALE:** Airofit exercise glider with electronic speed/distance meter. Very good condition. \$25. Call Art at x2341

**FOR RENT:** Large 2-bedroom apartment available starting Dec 1. \$725/month (includes heat and gas). 2nd floor, quiet neighborhood. Within walking distance of NYSAES. Email mmk23 for more information.

**FREE:** Lop-eared rabbit, nice tri-color. Male, about 5 mos old. 539-3155 or JWL2.

**FOR SALE:** 1991 Buick LaSabre, 112,000 miles, asking \$1000. Contact Nancy Long at x2288 for details.

**FREE:** Two 4-year-old cats looking for a home. Female, long-hair calico, very affectionate lap cat. Male, short-hair spotted white, playful and smart. A single home for both is preferred. Call Nicole at x2367.

**FOR SALE:** Lennox gas furnace. Rated input 75,000 BTU per hour. Rated output 60,000 BTU per hour. \$200. Electric Water Heater: Quik Flo Energy Saver. 30 gal. \$50 or B/O. E-mail Keith at krc6, work-781-5318, home-548-2516.

**The Geneva Chapter Sigma Xi  
PUBLIC LECTURE****The Finger Lakes Institute**

Dr. John Halfman

Associate Professor, Department of Geoscience, Director of Environmental Science, Acting Coordinator of the Finger Lakes Institute, Hobart & William Smith Colleges

Tuesday, October 28, 2003,  
**5PM, Jordan Hall Staff Room**

The Finger Lakes Institute was established in 2002 to promote research, and education and community outreach for the eleven finger lakes. Prof. Halfman will describe for us some of the work being undertaken by the institute.

**ALL ARE WELCOME**

**THE STATION****PUMPKIN  
AND APPLE  
COOK-OFF!**

**Thursday, Nov. 6, 2003**

**Noon in the Sawdust Café**

Bring along a pumpkin or apple entry. There will be prizes for best savory dish, best sweet dish and most innovative dish.

**EVERYONE IS WELCOME TO ATTEND!**  
**Sponsored by SAGES Contact Kat (kmk33), x2616 with any questions you may have.**

**Holiday  
Craft Fair  
& Book Sale/Exchange**


November 8, 2003

**10 AM - 3 PM • Jordan Hall**

For every 3 books you donate, you will receive a coupon entitling you to 1 free book on the day of the sale.

Donations will be accepted at the Library on Wednesday, November 5 - Friday, November 7.

(Please, no early drop-offs due to space limitations.)