Calendar of Events

4/8  New Hire Orientation
4/18  Good Friday (1/2 day holiday)
4/15-16  Biometric Screenings
4/19  Deadline for next Open ’Gate submissions
4/22  Administrative Professionals Reception
5/2  Next Open ’Gate Issue

Retirement Individual Counseling Sessions

TIAA-CREF
4/8  Seminar Room, ALANA Cultural Center
4/30  107 Conference Room, Lathrop Hall
5/15  Alton Lounge, J.C. Colgate Hall
6/3  438 Niederauer Seminar Room, Case-Geyer
6/25  Conference Room, Colgate Bookstore

TIAA-CREF appointments can be scheduled online at www.tiaa-cref.org/events or by calling 1-800-732-8353.

Fidelity
4/14  Seminar Room, ALANA Cultural Center
4/22  438 Niederauer Seminar Room, Case-Geyer
5/19  Alton Lounge, J.C. Colgate Hall
6/19  Conference Room, Colgate Bookstore

Fidelity appointments can be scheduled online at www.fidelity.com/atwork/reservations or by calling 1-800-642-7131.

CU Well Wellness Programming

Join the 2014 Wellness Initiative and earn $250! Click here to learn more.

April Wellness Resources:
Metabolic Disorders-Click here to read more.

Member Health Assessment
Healthy Coaching
Nutrition Information
www.myviverae.com

Protecting Our Data

As the world of technology grows so does our obligation to focus strategically on information management and protecting the data that is collected and housed throughout the University’s systems. Information assurance encompasses privacy, compliance, audits, business continuity and incident response.

As reported by Kevin Lynch, chief information officer, at the March 18 All-Staff Meeting, the University has several strategic initiatives that are being worked on that protect our information and data. These initiatives include: data classification project; PCI compliance project; security awareness; and investigating and deploying “trusted viewing” platforms in Tableau and Google Docs.

It is the responsibility of everyone at Colgate to protect the data of our students, employees and business. This includes when we engage with outside providers to collect information, we must ensure that they follow the best practices for securing information. Recently, concerns have been raised by employees related to providing their SSN for Motor Vehicle Reports. The University contracts with HireRight for performing pre-employment background checks and Motor Vehicle Reports. HireRight is recognized globally for following industry best practices, with data encryption for Internet data transmission, robust firewalls and external security experts and intrusion detection systems to monitor that no security breach opportunities exist. Secure logins are used to attain the MVR results and access to SSN is not provided to those assigned for reviewing this information.

Providing online personal information is understandably a concern. There are many steps we can take to help secure both the information of the University and our own personal information. All employees at Colgate should be following the below practices:

1. Use strong passwords (http://www.colgate.edu/itsecurity/passwords). Never use the same password on different accounts. Change your passwords often and never reuse them.
2. NEVER share passwords with anyone. If you share access to certain programs, data, or computers, contact ITS so they can help enable access while maintaining individual accounts.
3. Lock or log out of computers when you are not using them. If you share a computer, everyone should log in with their own user name and password. ITS can help with questions about how to set and password protect a screen saver.
4. Lock your smart phone. If someone finds your phone the lock will prevent them from accessing all of your contacts, personal information, email, and any other information on your phone.
5. Watch for phishing emails. To learn about how to spot phishing emails, check out http://www.colgate.edu/itsecurity/phishing. Colgate will never send an email requesting your password.

Continued
**Open ‘Gate**

6. Only use sensitive information when absolutely necessary and use secure sites.
7. Review what data you handle, how you secure it, and how you dispose of it. Including paper files – lock your files, desks and drawers. Shred sensitive data when you dispose of it.
8. Report suspected breaches or irregularities to ITS immediately.
9. Do not exchange sensitive information in email – send links to documents.

**Sustainability Spotlight**

**Colgate experiences dramatic reduction in water usage**

By Steve Dickinson, Program Coordinator

Between fiscal year (FY) 2012 and 2013, Colgate’s water usage plummeted by about 8 million gallons of water, saving the university over $100,000 in operating costs (not including the energy savings due to a reduction in hot water usage!). To put that in perspective, 8 million gallons is approximately enough water to fill more than 12 Olympic-sized swimming pools!

How did Colgate manage to drop its consumption so dramatically in the course of a year? During the summers of 2011 and 2012, Colgate installed a total of 562 Moen low-flow shower heads around campus (107 in 2011 and 455 in 2012). These showerheads use only a third of the water some of the old showerheads used, which results in several gallons of water being saved every time a student showers. The total cost for the showerhead project over the two years, including labor, was approximately $17,400.

While not all of the water reductions might be attributed to the change of showerheads, such a significant drop in just one year is certainly due in large part to this project. In fact, since the showerheads were installed, Colgate’s water usage is down more than 11 million gallons from FY 2011. The use of the low-flow showerheads, coupled with the strong outreach of the Green Raiders (Sustainability Office Interns) has lead to a dramatic reduction in water use; proving once again that investments in sustainable practices can have dramatically positive payoffs.

The Sustainability Office would like to thank Colgate’s entire plumbing shop including Jim Albertina, Mike Bonsie, Jerry Bugbee, Steve Degroat, Chuck Haurik, and especially Tom Kane for making this project possible.

---

**Summer Employment 2014**

All summer and/or temporary hires must be coordinated with Human Resources.

For hiring departments, it is extremely important that all applicants seeking employment at Colgate are treated equitably.

Departments, excluding those hiring research assistants, must coordinate their hires with human resources at x7411. If you are interested in making a summer or temporary hire, please complete the online request form by clicking here. You will be provided access to the pools of applications or we will post a position for you if there are special skills and abilities required.

Once an applicant meets the requirements of the position, preferential consideration for summer jobs should be given to regular employees of the university who work less than 12 months, Colgate students who are on campus for the summer, and children of Colgate employees. Those seeking employment should apply for all positions they are interested in. Positions available to Colgate students **ONLY** should be directed to Financial Aid, for posting on their portal. If your position can be filled by either students or non-students HR will post following the directions described above. Please contact Eva Gibbons in Human Resources at egibbons@colgate.edu for assistance.

As a hiring manager, you are responsible for adhering to the variety of regulations and policies regarding hires. This important information can be reviewed here or by calling x7411.

**We look forward to assisting you in your summer employment needs!**
Upcoming CU Well Biometric Screenings

On April 15 & 16, take advantage of an on-campus biometric screening as part of the CU Well Program. This free and confidential screening takes just a few minutes of your time and can provide you with an overview of your health, a first step to being well.

By participating in the CU Well program, benefit eligible employees who earn 200 points will receive a taxable cash incentive of $250 in their December 2014 paycheck. The completion of the biometric screening will provide 50 points towards the incentive!

Space is limited; if you are unable to attend your scheduled appointment, please notify HR at extension 7411. The next screenings will be held in July and November. Please note that you are only eligible for one biometric screening per year.

Registration is now open at www.myviverae.com under the My Program tab. First time users will need to create an account.

The screenings are being held in the Clark Room, James C. Colgate Hall. Please contact Human Resources at extension 7743 with questions.

Sign up today!

Wellness Spotlight - Women's Health
By Thad Mantaro, Director Shaw Wellness Institute

According to the U.S. Centers for Disease Control, the percentage of women 18 years or older in fair or poor health is 13.7, the percent of women 18 years and over who currently smoke cigarettes is 17.3, the percent of women 20 years and over who are obese is 35.9%, the percent of women 20 years and over with hypertension is 32.8%, and the leading causes of death include heart disease, cancer and stroke (http://www.cdc.gov/nchs/fastats/womens_health.htm).

These are problematic statistics and this month the employee wellness program focuses on women’s health in recognition of this concern.

As we all know, women have unique health and wellness concerns, and it’s important that they understand the specific risk factors that will help them manage their health and avoid disease. These factors include a family history of disease, ancestry, age, and individual health issues. The good news is that risk factors often can be controlled or managed; with special attention to what one eats, how much physical activity one gets, how much alcohol one drinks, and to choices like wearing a seat belt women can lead productive, long lives, with a high degree of health (“A lifetime of Good Health” www.womenshealth.gov).

The key to a healthy life is the management of risk factors. These risk factors can often be managed effectively through behavioral choices and good self-care. A close relationship with one’s primary care physician can help even those women with a family history of chronic disease, and these women can learn lifestyle modifications that will help to impact their risks. Most of us know, of course, that one should make and follow up on routine screenings and mammograms. Compliance with the latter can help people with a family history to recognize potential disease factors early, before symptoms appear for better health management.

The U.S. government recognizes the special needs of women and has created a website with resources designed that addresses fundamental concerns like screenings and immunizations, preventive services, heart attack/stroke concerns, diabetes, chronic health concerns, physical activity and nutrition, flu, special women’s health concerns, menopause, and many others. You can find the website at www.womenshealth.gov. There are also many good resources on the Viverae website available to Colgate employees. Also, through the CU Well program, there are fitness workshops, classes, and employee Focus on Fitness programming at the Trudy Fitness Center.

The Colgate Bookstore now carries the Fitbit Flex, a wireless wristband that many students, faculty and staff have been using to track their physical activity and help reach their fitness goals. The device monitors steps taken, calories burned, and sleep time/quality; tracks progress; and can automatically sync stats with a computer or select smartphones.

To encourage shopping locally, the Bookstore is offering the Fitbit Flex in-store for $89.99 ($10 off the regular price).

Stop into the Bookstore to take advantage of this great deal!

Women’s Wellness Event

When: Thursday, April 24 at 12:15 p.m.
Where: Shaw Wellness Institute

Cindy Marshall, NP from the Community Memorial Hospital Family Health Center will present on Women’s Health.

Please email Thad Mantaro at tmantaro@colgate.edu for more information.
Managing Tax Day Stress

It is inevitable that when we get stressed we are sometimes led to rely on unhealthy and destructive behaviors such as; poor eating, smoking, or drinking. Those behaviors can take a toll on our bodies and lead to long-term health problems. One of the most common causes of stress for many comes from financial worries. At what time of year does money lie most heavily on our minds? Tax season.

According to the American Psychological Association’s article, Tax Day: Strategies for Managing Money Stress, “Seventy five percent of people attribute their stress to money and 70 percent report that work is a cause of stress, interrelated issues that are emphasized for many during the tax-filing process.”

Before you let tax day stress lead you down a path of unhealthy behaviors, determine ways that help you manage your financial stress. To start, here are several financial stress managing strategies offered by the American Psychological Association.

- **Define what your stressors are** and how you react when you feel those stressors coming on.

- **Identify your money stressors** whether that is when you pay bills every month or when you file your taxes every year.

- **Recognize how you deal with your individual financial stress** whether it is by relying on unhealthy behaviors or by ignoring and neglecting your finances all together.

- **Understand what your money means to you** and what it represents to you.

- **Find healthy ways to manage your money stress** like exercising, journaling, or talking things through. These healthy stress managing tactics should replace any unhealthy behaviors such as poor eating, smoking, or drinking.

- **Ask for professional support.** American Behavioral is available to listen and help, especially during stressful times such as tax season. We are available 24 hours a day, 7 days a week. Call 1-800-925-5327 today and let one of our counselors help you manage your financial stress.


Free Health Coaching Now Available!

**CU Well Colgate University Health Coach Queue**

**Take Advantage of Viverae Health Coaching!**

You have the opportunity to receive up to 20 points toward your incentive for engaging in coaching sessions with one of Viverae’s health professionals.

**Working toward better health? Call in your personal coach!**

Whatever our goals in life, we could all use a little help from the experts from time to time. Many of us are striving for better health, which is why the Viverae Health Coach program is such a valuable part of CU Well’s wellness program.

As a CU Well wellness program participant, you have access to a variety of specially trained health professionals, including registered dietitians, clinicians, nurses and certified personal trainers. You’ll be assigned to one or more of these professionals depending on your health goals.

**What should I expect during my coaching session?**

Your Health Coach is an experienced, certified Viverae Health Professional who will support you in behavior and lifestyle modification. You’ll receive health education as needed and work together to set realistic health goals. Your coach will help you track progress over time and adjust the program to help you meet your goals. Whether you need to lose 15 pounds, quit smoking, or reach a specific fitness goal, a Viverae Health Professional can assist. Coaching sessions take place over the phone or by secure messaging on www.myviverae.com, and last from 10 minutes to one hour, depending on the focus and instruction needed.

Click the link below to see a video on a typical coaching session: http://myviveraecommunications.com/coaching

**How do I contact a Health Coach?**

Contact your Health Coach by calling 888-VIVERAE (848-3723) or by visiting the www.myviverae.com homepage. Click on the Secure Messaging icon. Then click on the Send a Secure Message to a Health Coach link.

See more information in the Coaching FAQ Flyer posted on www.myviverae.com. Look under the tab labeled “My Program” and go to “Forms and Information”.

For any questions or more information about your program call the Viverae Health Center at 1-888-VIVERAE or 1-888-848-3723.
Congratulations to Paula Musacchio, assistant director of human resources, for obtaining certification in Diversity Management from the Cornell University School of Industrial and Labor Relations. Coursework in this program includes, but is not limited to, fundamentals of diversity initiatives, the law of EEO, and strategic diversity recruiting and retention.

Way to go Paula!

Kudos to Don Vaughan, head men’s ice hockey coach, assistant athletic director, instructor in physical education, for being awarded his second ECAC Hockey Coach of the Year award.

Congratulations on an outstanding season!

Scott Brown, associate vice president and dean of students, was recognized at the ACPA conference with the 2014 annuit coeptis award. This recognition honors individuals for their contributions to the fields of administration, teaching, research, and publications as well as service and leadership to ACPA.

Congratulations Scott!

Please submit items and articles of interest to HumRes@Colgate.edu

News from the Office of Admission

April Visit Days Are Upon Us

Regular application decision letters will be mailed on March 25, 2014, and each student will have the month of April to decide upon the college of his or her choice. Currently, the admission staff is preparing for April Visit Days, the time of the year when faculty, students, and staff contribute to a campus-wide effort to encourage students to choose Colgate.

As you know, the key to a successful program is the cooperation of the entire community.

April Visit Days will be offered on two days in April - Wednesday, April 9 and Monday, April 14. The programs will begin at 9:00 a.m. and will conclude at 4:30 p.m. Alumni Memorial Scholars, OUS Scholars, and Benton Scholars will be invited to participate in special events related to their respective programs on Sunday, April 13.

Admitted students also have the option of visiting campus at any point throughout the month of April through Experience Colgate. This is a personalized, morning-long visit program that allows students to attend classes, enjoy a meal at Frank Dining Hall, and spend time with current students. Students who wish to spend the night on campus are allowed to request an overnight host on Sunday-Thursday nights from March 30-April 22 (space is limited).

We appreciate the time and energy that you devote to these programs!

Career Opportunities

All current position vacancies and our online application can be found online at: https://careers.colgate.edu

Colgate University is an EO/AAE.

Developing and sustaining a diverse faculty, staff, and student body furthers the university's mission. We strive to be an inclusive community - one that embraces and values diversity in an environment of mutual respect, communication and engagement. We acknowledge that in order to fulfill our aspirations, we must free ourselves from personal biases, ingrained social stereotypes, and institutionalized forms of discrimination. While we recognize that there are challenges in the experience of diversity, we seek to face them in a spirit of growth and learning.
Welcome New Hires!

Severin Flanigen accepted the position of Data Analyst/Data Visualization in Information Technology Services effective March 10. Sev is a graduate of the Rochester Institute of Technology with a MS in Mathematical and Applied Sciences. He enjoys golfing, hiking and cycling and spending time with his wife, Mary.

Bridget Gaudreau accepted the position of Business Systems Analyst in Information Technology Services effective April 7. She has a BS in Information Systems from Le Moyne College.

Ellen Holm accepted the position of Director of Infrastructure Services in Information Technology Services effective March 10. Ellen has a MPA from Syracuse University. She enjoys outdoor activities including backpacking and skiing with her husband, Geoff, Assistant Professor of Biology, and children Emily and Andrew.

April Anniversaries

10 Years
Tracy Hull, Facilities

5 Years
John Pumilio, Sustainability

With Thanks

The family of Judy Wilcox would like to thank the Colgate community for their support and kindness during her passing. Some of Judy's favorite past times were walking the half mile trail at the top of the ski hill, attending a basketball game or volleyball match, and listening to concerts at the Chapel. Thank you, Colgate, for bringing joy to her life.

Lori & Mark Godshalk
Beth & Dave Holcomb
Kathy & John Rushforth

Births

Amanda and Gary Bridge, Office Manager for Counseling and Psychological Services and Fire Safety and Emergency Preparedness Manager, welcomed a daughter, Alaina Hope on March 31. She weighed 5 lbs, 1 oz and was 19” long. She joins big brother Jackson and proud grandmother Ruthie Bridge, Student Health Services and great aunt Dianna Lundrigan, Accounting.

Ainslie Ellis, Regional Advancement Director, and husband Nicholas welcomed a son, Peter Francis Kagey on March 11. He weighed 6 lb, 10 oz and was 21” long. Peter joins big brother, Samuel.

Staff Bus Trip

Where: Boston
When: Saturday, May 10, 2014
Cost: $50 per person

The bus leaves at 5:00 a.m. and departs Boston at 7:30 p.m., returning to Hamilton at approximately 1:30 a.m.

For additional details, please contact Shannon Hanby (shanby@colgate.edu) or Michele Carney (mcarney@colgate.edu).

Seats are limited, so reserve yours today!

In Memoriam

Margaret Abbott, retired manuscript typist for social sciences, passed away March 27.

FREE Classes! Check out the new courses at Lynda.com!

Project Management Fundamentals
Discover how to more efficiently manage your business projects with Lynda.com! This course lays out a set of principles and examines the concepts behind project management – from defining the problem, establishing project objectives, and building a project plan to meeting deadlines, managing team resources, and closing the project.

Excel 2010: Charts in Depth
Analyze and communicate the data in spreadsheets more efficiently with charts in Excel.

Log in through the portal to access Lynda.com and sign up for a free course today!

Upcoming Retreat:
Meditation and Interfaith Learning for Students, Educators, Social Service, and Health

When: Pre-Retreat Panel Discussion
Friday, April 18, 7:30 p.m. - 8:30 p.m.
Day-long Meditation Retreat
Saturday, April 19, 9:30 a.m. - 5:00 p.m.

Where: Colgate Inn
A registration fee of $30 includes continental breakfast and lunch at the Inn (Passover food available).

Please click here for flyer information.