Celebrate Summer - Annual Employee Picnic
On July 3, Human Resources hosted the annual employee picnic on the Merrill House lawn in recognition of the hard work and dedication of our employees. Thank you for all you do for our students, the campus, and the community.

May you all enjoy the remainder of summer!

Raffle winner: Mike Mansuy
**Open ‘Gate**

**Employees and Dependents Can Save 33% on Prescriptions**

Did you know the University’s prescription plan provides member savings if you participate in home delivery through Express Scripts? All active employees participating in the health plan are eligible especially if you have medication(s) that you take on a regular basis. In addition to saving yourself at least 12 trips to the pharmacy each year, member benefits include:

- Pay just 2 copays for a 90 day supply, saving you a copay or 33%
- Free standard shipping
- Worry-Free Fills® delivered automatically or refill online, via mobile app or by phone
- Payment can be made using your PayFlex debit card if you participate in the University flex plan

Getting started is easier than you think! Simply call an Express Script’s prescription benefits specialist at 877-603-1032, sign in to Express-Scripts.com, or you can speak with your physician. More home delivery literature can be found at [http://www.starthomeelivery.com/](http://www.starthomeelivery.com/)

**Vacation Supplies**

Are you in need of a vacation supply of prescriptions?

Call Relph Benefit Advisors (RBA) @ 1-800-836-0026 ext. 510.

RBA is your single point of contact for all your healthcare needs and insurance-related questions.

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**Shaw Wellness Spotlight**

**The Benefits of Sleep**

By Thad Mantaro, director, Shaw Wellness Institute

This article is adapted from WELCOA’s health bulletin, Take Charge: May/June 2014.

We have many demands on our time, jobs, family, and errands, not to mention finding some time to relax. To fit everything in, we often sacrifice sleep. But sleep affects both mental and physical health. It’s vital to your well-being.

Of course, sleep helps you feel rested each day. But while you’re sleeping, your brain and body don’t just shut down. Internal organs and processes are hard at work throughout the night.

When you’re tired, you can’t function at your best. Sleep helps you think more clearly, have quicker reflexes and focus better. Indeed, loss of sleep impairs your higher levels of reasoning, problem solving and attention to detail. Tired people tend to be less productive at work. They’re at a much higher risk for traffic accidents.

Lack of sleep also influences your mood, which can affect how you interact with others. A sleep deficit over time can even put you at greater risk for developing depression. It also affects almost every tissue in our bodies including growth and stress hormones, our immune system, appetite, breathing, blood pressure and cardiovascular health. It increases the risk for obesity, heart disease and infections. Your body releases hormones during sleep that help repair cells and control the body’s use of energy. These hormone changes can affect your body weight.

A good night’s sleep consists of four to five sleep cycles. Each cycle includes periods of deep sleep and rapid eye movement (REM) sleep when we dream. Although personal needs vary, on average, adults need 7 to 8 hours of sleep per night. Babies typically sleep about 16 hours a day. Young children need at least 10 hours of sleep, while teenagers need at least 9 hours.

Many things can disrupt sleep. Stimulants such as caffeine or certain medications can keep you up. Distractions such as electronics—especially the light from TVs, cell phones, tablets and e-readers—can prevent you from falling asleep.

By some estimates, about 70 million Americans of all ages suffer from chronic sleep problems. The two most common sleep disorders are insomnia and sleep apnea. People with insomnia have trouble falling or staying asleep. Most of us have occasional insomnia. But chronic insomnia can trigger serious daytime problems such as exhaustion, irritability and difficulty concentrating. People with sleep apnea have a loud, uneven snore (although not everyone who snores has apnea). Breathing repeatedly stops or becomes shallow. If you have mild sleep apnea, you might try sleeping on your side, exercising or losing weight to reduce symptoms.

Good sleep is critical to your health. To make each day a safe, productive one, take steps to make sure you regularly get a good night’s sleep.

*Continued on next page.*
Reminder to submit tuition bills for the fall semester higher education grant!

For employees that have submitted higher education grant applications for the 2014/2015 academic year, please submit an itemized tuition bill to the Human Resources Department at least three weeks in advance of the due date to allow time for processing. You will be notified once the check is issued.

For questions on the Higher Education Grant benefit, please contact Jill Dinski at jdinski@colgate.edu or at extension 6668.

Check Your Information

The start of the semester is a great time to check your contact information!

Please log into the portal and review the information on the My Contact Information channel. Changes can be made by updating the information and clicking the Submit Changes button. Please note that submitted changes may take a few days to appear. If all of your data is correct, no action is necessary.

Your assistance in reviewing this information is valuable to maintain accurate records. Please call extension 6668 if you have any questions or need assistance accessing the information.

Open ’Gate

Capital Corner—Updates on Capital Projects

Last month, we introduced this column as method of communication regarding the numerous construction and renovation projects that are happening on our beautiful campus. Featured today is a wrap up of the summer capital projects. Thank you for your interest and patience as we continue to make Colgate the most beautiful campus in the country.

New Soccer Stadium:
Construction completion: August 1, 2014. This project is the first phase of the new athletic facility project. This field will replace existing Van Doran Field. We are presently constructing the new field adjacent to Tyler’s Field. This new filed will be a FIFA 2 Star Turf field, with new bleachers, press box, home and visiting team rooms, Musco sports lighting and support IT infrastructure.

McGregory Hall Computer Science Renovation:
Construction Completion: August 15, 2014. This project includes renovations to the entire 3rd floor in order to meet the evolving needs of the Computer Science Department for both teaching and research. The work involves selective demolition and renovations to approximately 12,590 gsf. The layout of this area is designed to better meet the pedagogical needs of current and future faculty with dedicated teaching space, research/workrooms, conference space for small groups of students or faculty, and faculty offices. The teaching space includes two classrooms of approximately 30 seats each, one classroom of approximately 18-20 seats, and one classroom for 16-18 students. Departmental space includes departmental office, administrative assistant, faculty offices of a size that is consistent with current university standards (~160sf), 12 seat conference room, departmental library/testing room, and a combined faculty-student department center. In addition, the toilet rooms will be renovated and upgraded to provide additional toilet fixtures for both men and women.

New flooring, ceilings and lighting will be installed throughout the renovated area. The east and west ends of the floor will maintain the ‘loft’ feeling of the existing structure, while introducing additional acoustical absorption. In addition, work will be required in the attic to accommodate exhaust and air intake for new ventilation and AC equipment to serve the 3rd floor. The base project includes air-conditioning, fire protection, lighting, HVAC, power and data of the entire floor.

James B. Colgate Hall Window Replacement Project
Construction completion: August 1, 2014. This project is the installation of the remaining 131 high performance Marvin windows in JBC.

This project will also include the asbestos abatement of existing window caulk during the removal of the old windows.

To continue reading about additional upcoming capital projects, please click here.

Top Tips for Healthy Sleep

- Go to bed the same time each night and get up the same time each morning
- Sleep in a dark, quiet, comfortable environment
- Exercise daily (but not right before bedtime)
- Limit the use of electronics before bed
- Relax before bedtime. A warm bath or reading might help
- Avoid alcohol and stimulants such as caffeine late in the day
- Avoid nicotine
- Consult a health care professional if you have ongoing sleep problems

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Sustainability Spotlight
The New and Improved Colgate Community Garden
By John Pumilio, director of sustainability

You may have noticed that Colgate’s Community Garden has a new location. This spring, we moved from College Street (near the Newell Apartments) to Broad Street, just south of the Townhouses and Community Hospital. The garden team including interns Alex Schaff ’16 and Quincy Pierce ’16 and our garden manager, Beth Roy, have literally built the garden from the ground up! The team tilled the field, built a compost bin, formed garden rows, weeded, planted seedlings, and are comfortably adapting to the new site.

The garden team is working closely with the Hamilton Food Cupboard and Hamilton Central Schools to grow, share, and donate food. Even with the challenge of moving the garden, we have already had a successful harvest including zucchini, squash, peas, cucumbers, and spinach. While most of the produce goes to the Hamilton Food Cupboard, we have had the privilege of selling fresh produce from our garden through a farm stand at 104 Broad Street every Tuesday at 5:00 p.m. The funds raised goes back to support the operation of the garden (purchasing seeds, tools, etc.)

The garden team has been thrilled with all of the support and enthusiasm from community members throughout this summer. A lot of new faces have stopped by to attend work parties, movie nights, and volunteer hours. Others stop by to care for their own personal raised bed garden.

Please, stop by to get your hands dirty or just say hello and get a tour of the garden. All are welcome! Check the Colgate Calendar for upcoming events. Also, volunteer hours are on Monday and Friday from 2-3:00 p.m. and on Wednesday from 4-5:00 p.m. For more information, email communitygarden@colgate.edu.

Weather Alerts!
For the safety of all our employees please be sure to:

1. Sign up for Colgate's RaveAlert emergency notification system. This system is designed to quickly communicate via text and voicemail messages on personal cell phones, and via social media outlets. Please review your RaveAlert account on the Colgate portal. After signing in, click on "RaveAlert.” Please remember to add and/or update your contact information if it changes.
2. Sign up for local alerts from NYALERT.gov, the National Weather Service or other public sources, and to please check road and weather conditions before traveling.

In addition, the University provides two other notification systems for your safety:

1. Informacast issues messages through Colgate’s VOIP telephone network. These messages are very brief and identical to RaveAlerts.
2. The Cooper Wide-Area Mass Notification System broadcasts audible messages to people who are outside of buildings or not reachable through other mass notification means.

The University will make every effort to provide essential services to residential students and campers, even in cases of extreme adverse weather or other emergencies. Therefore, the University will almost always remain open.

Under extraordinary conditions, however, the university may:

1. Close entirely and cease operations prior to normal operating hours.
2. Close while asking essential personnel to report prior to normal operating hours.
3. Close during operating hours while asking essential personnel to remain and/or report or (4) delay opening while asking essential personnel to report or (5) early release due to extreme adverse weather or a campus emergency.

Irrespective of university status, employees – even essential personnel – must make individual decisions about whether to travel between home and the university or between the university and home based on local conditions. Employees who cannot travel should notify their supervisors as soon as possible, if communication is practical.

The complete Emergency Closing Policy can be found here.

5-A-Day Challenge
Congratulations to the 50 employees who participated in the 5-A-Day Challenge and earned 15 health challenge points towards their wellness incentive award!

The 4 week challenge began on May 5 and ended on June 1. Participants were awarded 1 point for each serving of fruits and vegetables per day up to 5 points per day.

There is still plenty of time for benefit eligible employees to sign up for the 2014 taxable cash wellness incentive by earning 200 points. Log into www.myviverae.com.
The **Annual Retirees Luncheon** was held on Tuesday, July 22, at Donovan’s Pub. **Brian Hutzley**, vice president for finance and administration, provided opening remarks which included an overview of new developments and campus projects. During the event, we asked several retirees what advice would they give to a new employee at Colgate; their answer was unanimous - to learn as much as you can and take advantage of all the things Colgate has to offer! Thank you to all of our retirees for your dedication and service!

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**Colgate Bookstore Annual Customer Appreciation Day & Luncheon**  
**Tuesday, August 12, 11:30 a.m. to 1:30 p.m.**

Please join us for our annual Customer Appreciation Day to thank our customers and celebrate our 12th anniversary in our downtown location. This event is **free and open to all**.

**13% off almost everything in the store, all day long!**
(This will stack with the 10% Colgate staff discount, click [here](#) for exclusions.)

**August Sales (all month long):**
- 20% off Nalgene water bottles & sport bottles
- 13% off sweatshirts

**123 Book Sale:**
- 10% off local Interest books
- 20% off travel books
- 30% off reference books
- 13% off our Top 13 mystery books

**Computer deal:**
Buy a qualifying Apple computer, receive a $100 iTunes gift card
Buy a qualifying iPad, receive a $50 iTunes gift card

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Join Us For:
- Lunch & Cake
- Give-A-Ways
- Live Entertainment
- Face Painting
- And More!
Welcome New Hires!

**G. Cory Duclos** accepted the position of director, keck language center effective July 25. Cory has a Ph.D. from Vanderbilt University. He enjoys sports of all kinds especially rugby and soccer; cooking and spending time with his wife and three daughters.

**Sarah Ellis ’12** has accepted an interim appointment as assistant director of residential life effective August 1.

**Fareeza Islam ‘14** has accepted an interim appointment as assistant director of residential life effective August 1. In her free time, she enjoys traveling.

**Khristian Kemp-DeLisser** accepted the position of assistant dean and director of LGBTQ initiatives effective July 9. He has a Ed.D. from the University of Vermont. Khristian enjoys running and hiking.

**Janine Knight** accepted the position of Staff Counselor effective August 1. She has a M.Ed. From Kutztown University of Pennsylvania. Janine enjoys games, concerts and karaoke.

**Erin Milin** accepted the position of senior assistant dean of admission effective July 9. She has a MA from Binghamton University. Erin enjoys traveling, cooking and reading.

**Laura Milot** accepted the position of assistant dean of admission-coordinator for international student recruitment effective July 7. She has a BA from Guilford College and is a certified TOFEL/ESL and TESL-C instructor. Laura enjoys traveling, learning new languages, writing and running.

**Rachel Reuben** accepted the position of vice president for communications effective July 28. She has a MBA from SUNY New Paltz. In her spare time, Rachel enjoys making jewelry and playing the flute.

Transfers/Promotions

**James Albertina** has been promoted to plumber, foreperson effective July 7.

**Chelsea Lehmann** has accepted an interim appointment as program coordinator for new student initiatives effective August 1.

**Sarah Courtney** has accepted an interim appointment as assistant dean, dean of the college effective August 1.

**Kerra Hunter** has accepted an interim appointment as director of residential programs effective August 1.

August Anniversaries

35 Years
- **Marcelle Tyburski**, financial aid
- **Penny Mintel**, provost and dean of the faculty

30 Years
- **Rich Grant**, ITS
- **Mary Jane Walsh**, library

25 Years
- **Cindy Baker**, psychology
- **Ann Ackerson**, library
- **Jordan Kerber**, sociology & anthropology

20 Years
- **Nikki Doroshenko**, biology
- **Murray Decock**, institutional advancement
- **Bob Northrop**, facilities
- **Joy Wratten**, facilities
- **Beth MacKinnon**, humanities

15 Years
- **Marni Manarren**, economics
- **Tina Young**, health services
- **Patti Blinebry**, accounting & control

10 Years
- **Mike Poulin**, library
- **Kelly Thomas**, bookstore

5 Years
- **Shannon Cutting**, athletics
- **Adrian Hyett**, economics
- **Kay Pollock**, economics

10 Years
- **Mahadevi Ramakrishnan**, romance languages

In Memoriam

**Minnie Marris**, retiree, passed away July 9.

Career Opportunities

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