2013 Wellness & Benefits Fair

A primary goal of this year’s Wellness and Benefits Fair was increasing awareness of staff and faculty to all of the benefits and services available to them as employees of Colgate University. Based upon feedback and comments provided, it seems our objective was met! On Tuesday, November 13 over two hundred of Colgate’s staff and faculty visited the Hall of Presidents to meet with benefit providers and local vendors.

Hosted by the Human Resource Department, representatives from over forty organizations staffed booths to provide employees an opportunity to learn more about the options they can take advantage of as an employee of Colgate. Some employees were delighted to learn about the savings discount offered by local provider Mang Insurance on personal protection programs. Others were happy to avail themselves of the free chair massages and the opportunity to win additional massage services from several local providers.

In keeping with Colgate’s overall theme of sustainability, this year’s fair also featured reusable shopping bags with the CU Well logo on it, a big hit amongst attendees. Our new wellness partner, Viverae, had staff on hand to conduct biometric screenings (don’t forget, you will have one more chance to have your biometric screening done in February – watch your email for details) and provided valuable personal health information including blood pressure and cholesterol levels.

As a result of the generosity of both external vendors and internal departments (thank you Athletics and the Bookstore!), there was no shortage of door prizes to raffle off, including the grand prize won by Sarah Hughes, Administrative Assistant for Advancement-Capital Support, pictured below with Meghann Losee. According to Sarah “Colgate is a wonderful place to work”. We in the Human Resource Department agree, and are happy that so many of you were able to take time out of your day to attend the Fair. Your health and wellness are important to us and we will continue to work together to help find ways to enhance them in the coming year!
Sustainability Spotlight
submitted by the Sustainability Office

This month we would like to focus on the effort put in by the professional and student staff members in the library for recycling ~15,000 volumes of 499 journals and 715 rolls of microfilm.

Many journals and other forms of print information have been digitized and made readily available online through databases like JSTOR. This renders the need for paper copies and microfilm records obsolete. So, what do universities and other institutions do with all those copies? Well, thanks to the efforts of Karen Johnston, Ian Woodward, Emily Hutton Hughes, Darlene Virgil, Lisa Wynn, and several other members of our fantastic library staff all of our waste was handled properly.

This project began last summer when digitized, infrequently used, non-image intensive journals began to be identified. A program called ITHAKA was used to help identify journals that could potentially be removed. A list of journals was then circulated to departments to ask if anyone wanted to keep the physical copies of any journals on the list. Some of the journals were donated to departments. Others were offered to print depositories like the Center for Research Depositories. However, many of the journals were still left to dispose of.

Our library staff – with the assistance of the Office of Sustainability – looked for a recycling company that would assist with the disposal and they found Syracuse Haulers. Syracuse Haulers brought a 15 yard dumpster, complete with cover and lock to protect from weather and the unknowing trash depositor, to campus which the library filled within 2 weeks. They then proceeded to partially fill a second 15 yard dumpster. This process was much more labor intensive than it seemed at first glance. Most library journals had been bound with a non-recyclable cover that had to be cut off by hand with X-Acto knives (NOTE: no injuries occurred in the process of this recycling). The entire recycling effort took less than 4 weeks including the collection of the volumes from LASR, stripping of covers, and disposal for all 15,000 volumes.

The second phase of the library’s recycling efforts involved the proper disposal of microfilm. Our microfilm was determined to not possess silver halide, which you can actually sell for it’s silver content. However, Empire Resource Recycling Inc. has just agreed to pick up the microfilm and even offered to supply us with a certificate of proper destruction.

Overall, Karen Johnston said, “It was a whole lot easier than I thought!” That just goes to show a little extra effort can make a big difference. Thank you again to the Library staff for your contribution to Colgate’s sustainability program and concern for our precious planet!

The Sustainability Office is looking for more spotlight-worthy projects! If you know of an office or project that is applying sustainable practices in unique ways please let us know! Nominations can be sent through email to sustainability@colgate.edu.

Environmental Health & Safety Corner

Stay Safe When the Power Goes Out

Here in the Chenango Valley, sudden power outages due to severe winter storms are a very real possibility. Have a plan and be prepared for weather-related emergencies.

Keep an up-to-date emergency kit including:
- Battery operated devices such as flashlights and radios
- Lamps
- Extra batteries
- Blankets
- Food and water
- First aid kit with extra medications
- Plastic bags
- Baby items
- Cat litter or sand for icy walkways

Try to stock food that needs no cooking or refrigeration. If the power is out for less than 2 hours, then the food in the fridge and freezer will still be safe for consumption. If the freezer is half full it will store food safely for up to 24 hours and up to 48 hours if it is full. Keep all fridge and freezer doors closed while the power is out. You can also pack milk, dairy products, meat, fish, eggs, and leftovers into a cooler surrounded by ice.

If you use a generator, grill, or camp stove during a power outage, be aware of the dangers of carbon monoxide (CO) poisoning. CO is a colorless, odorless gas that can cause sudden illness and death. Know the symptoms (headaches, nausea, and disorientation) and seek medical attention if you suspect CO poisoning. Keep generators out of the house and garage, and only use them outside, at least 20 feet away from your home.

When the power goes out, water purification systems may not be fully functioning. Safe water for drinking, cooking, and personal hygiene includes bottled, boiled, or treated water. Do not use contaminated water to wash dishes, brush your teeth, wash and prepare food, wash your hands, make ice, or make baby formula. Use only bottled, boiled, or treated water until your supply is tested and found safe. Bringing water to a rolling boil for 1 minute will kill most organisms.

If you become stranded in your car during an emergency, stay in the car unless safety is no more than 100 yards away. Continue to move your arms and legs and stay visible by putting a bright colored cloth on the antennae or by leaving the inside overhead light on. Run the engine and heater only 10 minutes per hour. Also, keep downwind window open and make sure the tailpipe is not blocked. Have another emergency kit in your car with the following additional items: a compass, maps, booster cables, a tire pump, and flares.

These tips and more can be found online, through the CDC Emergency Preparedness Guide and The American Red Cross.
New Employee Discount

Mang Insurance Agency, LLC, the University’s preferred service provider, has agreed to extend discounts on various personal protection programs (home and auto insurance) to Colgate employees.

For more information on this program and other employee discounts please visit the University’s purchasing web site, www.colgate.edu/offices-and-services/purchasing, and click on the employee discounts tab on the right of the page.

Employee Assistance Program (“EAP”)

Changes to the Scheduling System

Recently, the EAP made an update to their system for making appointments. This change was made to ease and expedite the process, based on feedback from employees. Now, if you call Colgate’s EAP for an appointment, you will be prompted to leave your e-mail address, if you choose. EAP will then send you a link to a secure website that allows you to schedule your own appointment. Employees are still able to leave their name and number and a provider will return your call as quickly as possible. The EAP can be reached by calling 315-451-3886.

Weight Watchers

The Weight Watchers at Work program at Colgate is an ongoing program and is open to all, so please feel free to share this announcement with family and friends. Payment is made on a monthly basis of $39.95 charged to your debit or credit card.

Visit www.weightwatchers.com for more information. The group meets every Tuesday from 4:45pm (weigh in) with the meeting starting at 5:00pm in the Wooster Room at Huntington Gym. Contact Dianna Lundrigan at dlundrigan@colgate.edu 315-228-7411 for details.

December ‘Gate Fitness Programs

Don't let the end of the semester and the holiday season get you stressed! Manage stress and get re-energized with ‘Gate Fitness programs, group fitness classes and workshops! December programs include Regeneration Session on 12/10, group fitness classes through 12/14, Trudy Fitness Center Orientations every Wednesdays, and personal training services! Check-out all December ‘Gate Fitness programs online! www.colgate.edu/campus-life/sports-and-recreation/trudy-fitness-center

Tips for Reducing Stress

Information provided by Excellus

Identify sources of stress:
Write down what is causing stress in your life. Think about your reaction or behavior toward stress. Are your current coping strategies helpful or harmful?

Acceptance:
There are some situations, such as the death of a loved one or coping with a serious illness, when learning to seek support and find acceptance will help you and your family.

Make a schedule:
List the things that you would like to get done and how long you think they should take. Make sure you're not setting your goals too high.

Exercise:
Exercise can support your immune system, lower your cholesterol, and lower your blood pressure. Running, swimming, walking and bicycling can all help release mood-elevating chemicals.

Quit smoking:
Nicotine can boost stress levels.

Limit caffeine and alcohol:
Caffeine is a stimulant, and alcohol is a depressant. Both may affect your stress level, so limit your intake of coffee and alcohol or do not consume them at all.

Sleep:
Sleeping eight hours a night can help alleviate stress. A consistent bedtime can help you sleep through the night.

Relax:
Give yourself some time to unwind and clear your mind. Yoga, meditation and deep breathing are great ways to relax.
NEW HIRES
Jane Babik accepted the position of Evening and Weekend Circulation Supervisor for Case Library effective November 5, 2012. Jane enjoys outdoor activities and fitness. She and her husband, Milan, Visiting Assistant Professor in Political Science, have two children, Kylian and Matyas.

Serenity McCracken accepted the position of Administrative Assistant, Advancement, Special Events effective November 12, 2012. Serenity received her A. S. in Business Administration from Morrisville State College. She and her husband, Jeremy, have two children, Parker and Brendan.

Paula Jo Roman-Yorke accepted the position of Office Manager for Career Services effective November 12, 2012. Joie and her husband, John, have two children, Alex and Adri.

PROMOTIONS
Lori Chlad was promoted to Associate Vice President for Human Resources effective November 1, 2012.

Patrick Fagan was promoted to Computer Installations and Hardware Repair Assistant effective October 15, 2012.

Amy Ryan was promoted to Director of Benefits and Associate Director of Human Resources effective November 1, 2012.

Thank you and Best Wishes!

Jeanne Kellogg, Associate Director, Telecommunications, is retiring as of December 31, 2012. Thank you Jeanne for your 36+ years of service!

Judy Murphy, Campus Safety Dispatcher, is retiring as of January 6, 2013. Thank you Judy for your 25+ years of service!

Join us in wishing them all the best as they begin their new adventures!

ANNIVERSARIES
30 Years
Barbara Cook - Facilities

20 Years
Tracy Ogren - Accounting & Control

15 Years
Jeanne Brown - Facilities

5 Years
Dave Bowers - Facilities
Ann-Marie Guglieri - Athletics
Shelley Seager - Colgate Bookstore

POSITION VACANCIES

Regular positions
Administrative Assistant, Annual Leadership Giving
Administrative Assistant for the Deans Office
Assistant Dean for Undergraduate Scholars Programs
Associate Director for Career Development
Custodian
Custodian-Townhouses (40 hours/week), expected end date 06/30/13
Director of University Museums
Human Resources Consultant
Interim Program Assistant - Temporary - expected end date 06/30/13 - Off Campus Study
Laundry/Equipment Cage Attendant - Reid Center
Program Assistant in the Center for Leadership and Student Involvement (10 months)
Project Manager - Facilities
Senior Business Systems Analyst, ITS or Business Systems Analyst, ITS
Web Order Fulfillment Associate/ Business Office Assistant, Bookstore (10 months)

Temporary/Casual
(No Benefits)
Administrative Support - various Campus Safety Officer/Dispatcher (p/t)
Temporary - Athletic Event Staff, (p/t)
Temporary - Barge Customer - Associate/Cashier- (temporary and p/t positions)
Temporary - Equipment Services Assistant
Temporary - Maintenance Laborers
Temporary - Office

For complete information on position vacancies and to submit an application visit our website at: https://careers.colgate.edu

COLGATE UNIVERSITY IS AN EO/AAE
Developing and sustaining a diverse faculty, staff, and student body further the university’s educational mission.