Human Resources Recent Events

On July 3rd, nearly 150 employees gathered in the HR parking lot to “Celebrate Summer.” Human Resources sponsored a strawberry/blueberry shortcake social prepared by Sodexho, who also donated drinks for the event. Those who turned out in red, white or blue or with something Colgate on, were able to enter a drawing for an iPod Shuffle. The winner of the drawing was Brent Nolan, groundskeeper. Based on the positive feedback from employees, we hope to turn this into an annual event.

Sixty-seven retirees attended the annual Retirees’ Luncheon held at the Colgate Inn on July 10. It was once again a wonderful opportunity to see friends and enjoy a great meal. David Hale, financial vice president & treasurer, who represented President Chopp, welcomed the retirees and offered updates on the library and science building, the Passion for the Climb campaign, admission statistics, athletics and the recent successes of lacrosse and softball teams, and more. Door prize winners were Malva Ferlito, Jim Peckham, Fran Dewey, Fred Dunlap, Hazel Rockwell, Louise Wilco, Brad Phillips, Dietz Kessler and Jeanette Lollman.

Dia de Celebracion ’07 (Spirit Day 2007) was held on July 12. Over 500 people enjoyed a picture perfect day on Whitnall Field. Will Cotter and his crew served a wonderful meal and music and games were provided by DJ Shelly Harris. Jane Jones and husband, Bob, served refreshing mocktails.

(continued pg. 3)
**Tips for writing e-mail messages**

E-mail should not be used for confidential communication. E-mail is now considered a formal written record that carries the same legal weight as a formal memorandum. Users of e-mail should remember that e-mail messages become the possession of the receiver and can be easily duplicated and redistributed by recipients. Messages that have been deleted can unintentionally be retained on system backup files. In addition, even secure passwords are not completely confidential. When a private message needs to be conveyed between two individuals, a conversation is the best way to accomplish it, and messages that should not be preserved should be deleted immediately.

University policy prohibits certain types of e-mail. These include mail that may be perceived as harassment, political campaigning, or commercial solicitation. Chain mail is also prohibited because it consumes large amounts of system resources. These policies will be enforced when violators are brought to the attention of the ITS administration. Certain types of e-mail, including but not limited to harassing e-mail, may also subject the sender to civil or criminal penalties. In spite of university policy, e-mail can be abused by malicious users who know the owner’s computing ID and password. Users are responsible for protecting their own passwords.

The following has been adapted from *You Are the Organization: Every Employee’s Public Relations Role*, Briefings Publishing Group (703)518-2343, www.briefings.com:

Make sure your e-mail messages are clear, compelling and professional. Follow these guidelines:

- Write in clear, slightly formal language. So write in complete sentences and forgo using Web shorthand such as “r u” for “Are you.” Don’t forget: This is a business message; you’re not writing to friends.

- Include your full name, e-mail address, and phone and fax numbers, so recipients can easily reach you. Most e-mail programs allow you to automatically include this information.

- Use positive language. Example: instead of “We can’t have them there until June 15,” write “you should receive them on June 15.”

- Proofread before sending.

- Use humor and sarcasm with caution. They don’t translate well to e-mail.

- Never send an e-mail message when you’re angry or upset.

**FOR YOUR BENEFIT**

The **Work Related Course reimbursement** will increase to $1,825 for the 2007-08 academic year.

**HEALTH ADVOCATE @ your service**

Their team of Personal Health Advocates, medical directors and administrative experts are there to help you and your entire family. They can assist you and your loved ones with a range of senior care issues including:

- Answering questions about the new Medicare Part D Prescription Drug Plan
- Assisting with Medicare claims
- Arranging appointments with hard to reach specialists and other providers
- Providing information about eldercare questions including home care, assisted living and nursing home care

**Top 10 Reasons to Call HEALTH ADVOCATE**

1. Find the best doctors, hospitals, dentists, and other leading healthcare providers anywhere in the country. This includes locating providers in your health insurance plan’s network.
2. Schedule appointments with providers including hard to reach specialists and critical care providers and arranging for specialized treatments and tests.
3. Help resolve insurance claims and assist with negotiating billing and payment arrangements and related administrative issues.
4. Work with healthcare providers and your insurance company to facilitate the provision of covered services.
5. Assist with eldercare and related healthcare issues facing your parents and parents-in-law. They work with Medicare and other government insurance programs and help make arrangements following discharge from a hospital for in-home or needed institutional service.
6. Answer questions about test results, treatment recommendations and medications recommended or prescribed by your physician.
7. Obtain unbiased health information to help make an informed decision.
8. Assist in the transfer of medical records, x-rays and lab results.
9. Locate and research the newest treatments for a medical condition.
10. Assist with finding qualified wellness programs, providers and services.

**DID YOU KNOW?**

Just over half of all caregivers for persons aged 50+ are employed full-time and almost two-thirds are employed either full- or part-time.

**NEED HELP with Medicare and eldercare issues?**

Just call HEALTH ADVOCATE at 1-866-695-8622 (toll free).

**Note:** This benefit is funded by Colgate University and provided at no cost to employees.
All piñatas are being donated to Heritage Farms, Madison Lanes Senior Center and the Extended Care Facility at Hamilton Hospital.

Hot Tamale Contest
1st place – John Fava
2nd place – Leslie Kirley

Best Decorated Sombrero
Brynn Bikowsky – Children’s 1st place
Diane English – Adult 1st place

Prizes were awarded for the following:
Piñata contest
1st place – Accounting & Control - Passion for the Climb
2nd place – Library - Penguin - Way south of the border
3rd place – ITS - Computer

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Cash donations and a 50/50 raffle raised $382 for the Hamilton Food Cupboard. Thank you all for your generosity!

Attendees stopped by the hand painted Spirit Day Mural created by local artist Paul Capotosto and had their picture taken.

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A special thanks goes to those that make this day possible: B&G, the grounds crew, the electricians, Seven Oaks Pro Shop and Golf Course, media services, student health services, purchasing, Will Cotter, Shelly Harris, Dave Turner, and the Spirit Day committee members: Dave Augustine, John Collins, Jackie D’Amore, Linda Gregory, Jane Jones, Beth MacKinnon, Marni Manwarren, Rhonda Pancoe, Jen Servedio and Cindy Sherwood.

We hope you will take the time to complete the Spirit Day Survey that was e-mailed July 17. Your feedback is important to us and will help us in planning future Spirit Day events.
NEW HIRES
Tiffany Meertins accepted the position of assistant dean of admission/coordinator of multicultural recruitment effective July 1. She received her masters of education from the University of Virginia. Tiffany’s hobbies include photography.

Michelle Murray accepted the position of administrative assistant, residential life effective July 9. She was formerly employed as an internet developer/resource coordinator at New York Central Mutual. Michelle received her BA from Ithaca College.

Cody Tipton ’07 accepted the position of summer programs intern effective July 1. He was previously employed at CD Publications as an intern.

Jennifer Wilson accepted the position of assistant dean of admission effective July 16. She was previously employed as an assistant director of admissions at Stevens Institute of Technology. She received her MA from Lehigh University. Jennifer enjoys travel, reading, and walking her dog.

PROMOTIONS
Effective June 1, 2007:
Raj Bellani, Associate Dean of Academic Programs/Special Assistant to the Vice President and Dean of the College
Emily Blake, Assistant Director for Student Life and Academic LGBTQ Initiatives

Effective July 1, 2007
Hillary Bobys, Associate Director of the Annual Fund
Thirza Dawkins, Director of Stewardship
Lauren Galikker, Senior Regional Advancement Director - Manhattan
Karen Luciani, Senior Graphic Designer
Erik Moore, Senior Web Developer
Daniel Partigianoni, Associate Controller
Cara Share, Assistant Dean of Admission
David Terrazas, Web Designer/Developer

Effective July 16, 2007
Darcy Nolan, Leadership Gifts Officer, Parents Fund

TRANSFERs
Jose Figueroa will transfer to the position of groundskeeper effective August 13.
Jim Matott will transfer to the position of custodian effective August 13.

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

Due to technical issues, this link is not available on the portal.
[Note: Bargaining Unit positions will continue to be handled in accordance with the Collective Bargaining Agreement.]