Staff Affairs Committee

We are pleased to announce the formation of the Staff Affairs Committee (“SAC”). The SAC membership will serve all non-faculty staff employees, excluding members of the President’s Staff. In response to the campus climate survey, conducted in March 2011, Colgate is providing an enhanced structure for employee engagement on a broader and more inclusive level across the university. The SAC will create an opportunity for all non-faculty staff to contribute and add institutional value in support of organizational initiatives, while having a venue to express ideas, celebrate success and improve our community.

SAC will provide a means of broadening communication efforts between staff and university administration. Responsibilities of the group may include:

- Serving as a resource in support of campus climate initiatives
- Assisting with actions that will create and promote a positive, inclusive and welcoming work environment for all members of the Colgate community
- Gathering input and suggestions from staff on effective methods of internal communication between staff, administration and faculty
- Serving as an internal structure to raise concerns and offer feedback to administration
- Providing a mechanism for communication among a broader group of employees

SAC will be comprised of 14 members with cross-functional participation of members from each division (based on division size and employee groups). The committee will be co-chaired by the Associate Vice President for Human Resources and a committee member who would serve at least a three-year term. In addition, a faculty representative will be appointed to the committee to serve as a liaison to faculty.

Committee members will be expected to have a strong performance record; have at least one year of service at the University; and be available for meetings, through both schedule and work load. Human Resources will solicit nominations from the Vice Presidents/Deans in November. Membership will be voluntary, meaning those selected have the option to decline an offer to serve. Membership will be staggered terms to insure continuity and maintain momentum. Meetings will be held at least twice per semester, with sub-committee meetings held as needed, when working on specific projects.

An announcement regarding membership will appear in a future article of the Open ’Gate. We look forward to this exciting opportunity that will bring organizational value and a broader opportunity for employee engagement.

Please contact Lori Chlad in Human Resources at x7411 or lchlad@colgate.edu should you have questions regarding this committee.
In October, a Colgate team of staff and students attended the Design by Nature Conference in the Hudson Valley (NY). It was an inspirational weekend that gave participants a new, more holistic view of the sustainability movement. The conference featured leaders in the field like Jeremy Rifken, founder and president of the Foundation on Economic Trends; Janine Benyes, cofounder of the Biomimicry Institute, a nonprofit organization that promotes the study and imitation of nature’s remarkably efficient designs; Dickson Despommier, a microbiologist and environmental health ecologist at Columbia University who authored The Vertical Farm, a method of producing food crops in tall buildings located throughout densely populated urban centers; Bob Berkebile, sustainable design architect and community planner and founding principal of BNIM Architects; and Van Jones, best-selling author of the definitive book on green jobs, The Green Collar Economy, an award-winning pioneer in human rights and the clean energy economy and one of Time magazine’s "most influential people in the world" in 2009.

The topics included what the green movement can do for the American economy, the future of food production, and the lessons humans can learn from nature. It touched on economic, architectural, and design solutions to many of our country’s most pressing social and environmental challenges.

The Colgate team walked away with renewed inspiration and ideas as each speaker gave specific examples of where these big concepts are being put into real-world application.

The OMEGA Institute has embodied this dedication to sustainability by building the first LEED Platinum Certified Living Building. The building serves as both a wastewater treatment center and a learning and fitness studio. Surprised about the combination? The system uses entirely natural processes to break down wastewater. The process includes anaerobic bacteria, outdoor wetland plants and indoor vegetation, fish, and water circulation to remove all contaminants, including pharmaceuticals and hormones, from the water. The process is odorless and can be done with less energy than the building collects on its solar panels – meaning that the building makes more energy than the process uses. Wastewater can be processed like this almost anywhere. It is with this kind of innovation and inspiration from nature that we should continue into the future.

OMEGA Institute Design by Nature Conference
Submitted by the Sustainability Office

Thanksgiving Food Safety Tips
Environmental Health & Safety Corner

With Thanksgiving just around the corner, planning to cook a traditional dinner can bring up many questions.

1. What size turkey should you purchase? If you’re buying a whole turkey, 1 pound per person is suggested.
2. How should you stuff your turkey? The USDA suggests stuffing loosely or cooking the stuffing outside the bird.
3. Should you buy a fresh or frozen turkey? Buy a fresh turkey only a day or two in advance, and make sure you have the freezer space if you purchase a frozen bird. The National Turkey Federation recommends thawing a frozen turkey in the refrigerator for approximately 24 hours for every five pounds in weight. If you need to, a frozen turkey can be submerged in cold water for about 30 minutes per pound of turkey, but make sure you change the water every 30 minutes. Microwave thawing is safe for smaller birds.

If you choose to use a turkey fryer, be aware of the safety hazards, and take the appropriate precautions:

- Turkey fryers must be used outdoors at a safe distance from buildings and flammable materials.
- Make sure the fryer is on a stable, flat surface, since many units can easily tip over.
- Never leave the fryer unattended. Make sure the turkey is completely thawed to prevent spillover.
- Keep an all-purpose fire extinguisher nearby, and do not use water to extinguish a grease fire.

Even if turkey is not a part of your holiday meal, here are some more general food safety rules to follow:

- Refrigerate or freeze perishable foods within 2 hours of shopping or preparing.
- Have separate prep areas for raw and cooked foods.
- Wash hands before and after handling food. The CDC recommends washing for at least 20 seconds, which is how long it takes to hum the “Happy Birthday” song from beginning to end twice.
- Use a food thermometer to check that foods are cooked to safe minimum internal temperatures (165°F for turkey). Check a turkey’s temperature in the innermost part of the thigh and wing, and in the thickest part of the breast.
- Keep hot food hot (at or above 140°F) and keep cold food cold (at or below 40°F).
- See StillTasty.com for more guidance on food storage.

More tips at BeFoodSafe.gov and HolidayFoodSafety.org, or contact the USDA Meat & Poultry Hotline with questions (1-888-MPHotline or MPHotline.fsis@usda.gov).
Have you met Lynda(.com)?

Lynda.com is an on-demand, online learning tool that is available to everyone with a Colgate email address. As announced by ITS in early October, this online learning tool provides access to hundreds of hours of instructional videos on the latest software tools and skills. Over 1,400 courses are available with new courses added weekly, so there is something for everyone.

Managers and employees can use Lynda.com as a resource, when goals are set for enhancing work-related skills. Some of the most viewed business courses include both the Word and Excel 2010 Essential Training. Interested in running an effective meeting or working on your public speaking skills? Lynda.com offers courses on these, as well as, time management, project management and many more. Have a hobby you want to improve or learn more about? Log in from home and take advantage of the many other courses available such as photography, music composition, tips and tricks for your iPhone and much more.

The extensive video course library is searchable by subject, software or author. It is accessible anytime, anywhere and from your smartphone or tablet. Videos are presented in short, easy to search formats with user controls for the ability to start, stop and pause as frequently as needed. The bookmarking functionality, allows users to create bookmark reminders for future reference or to share helpful sections with colleagues. Training courses range from beginner level to advanced, with a feature for printing and sharing certificates of completion.

To get started, access Lynda.com with your Colgate username and password by going to www.lynda.com/portal/colgate. Dive right in to the course offerings or start by watching the How to use lynda.com video for instructions. Should you need assistance with Lynda.com, please email the ITS Helpline at ITSHelp@colgate.edu.

October was Breast Cancer Awareness month.

The staff in Human Resources observed Denim Day on Friday, October 19 – wearing pink and denim. The staff donated funds to support Jeanne Brown, Custodian, as a member of team Never Surrender, a team formed by her daughter, Tracy, a cancer survivor. Team Never Surrender walked in the 2012 Making Strides Against Breast Cancer Event held on Sunday, October 21 in Albany. The funds raised for this event support the American Cancer Society to save lives from breast cancer --and create a world with less breast cancer and more birthdays. On the same day, the HR staff created birthday bags to donate to the Hamilton Food Cupboard, to give to the community, in lieu of each other. The birthday bags contain all the fixings for a birthday party - cake mix, frosting, cupcake holders, candles, plates, napkins, forks, balloons and card.

The Bookstore showed their support in several ways during October. The staff wore pink and denim every Friday throughout the month to help raise awareness. Ribbons were sold for $1 with all proceeds going to Making Strides Against Breast Cancer. Those who donated received a breast cancer awareness pen. In addition, staff donated funds to support co-worker and cancer survivor, Linda Miers, for her team, Team Linda, in the 2012 Making Strides Against Breast Cancer Event held Sunday, October 21 in Utica.

If you have an idea for next October, for raising awareness for breast cancer, feel free to contact Amy Ryan at x7411 or Aryan@colgate.edu.

Family Fun Night Planned for Local Community

The Colgate University Shaw Wellness Institute, along with the Morrisville State College Human Performance and Health Promotion Program will host a Family Fun Night on Friday, November 16 from 6:30 – 8:00 p.m. at Sanford Fieldhouse. The organizers will host entertaining activities for family members of all ages. Come walk laps together, climb the obstacle course, kick the soccer ball, play hula hoop or bowl, explore the Wellness Walkabout, and just plain have fun! Lots of prizes and snacks! T shirts to the first 50 attendees.

The event is open to all community members but childcare is not provided. A parent or guardian must accompany children.

For more information on this event, contact Thad Mantaro at the Shaw Wellness Institute at tmantaro@colgate.edu.
**NEW HIRES**

**David DeVries** accepted the position of Admission Marketing Manager, Communications effective October 1, 2012. David received his education from SUNY Plattsburgh. He enjoys disc golf, board games and he is a member of the Sconondoa Sherrill Masonic Lodge 814. He and his wife Stephanie have one daughter, Lucy.

**David Herringshaw** accepted the position of Online Community Manager, Communications Department effective October 5, 2012. David received his education from the University of Buffalo. He and his wife Kate are expecting their first child in January.

**Shauna Hirshfield** accepted the position of Career Advisor, Career Services effective October 8, 2012. Shauna received her M.S. in higher education from Syracuse University. She enjoys cooking, being active, spending time with family, friends and her dog, Baxter.

**Donald Lang** accepted the position of Associate Director of Planned Giving effective September 4, 2012. Don received his B.S. in Business Administrative from SUNY Oswego. He enjoys spending time with family and friends. Don and his wife, Jill, have three children.

**Kathleen Weimar** accepted the position of Administrative Assistant for Capital Support and Stewardship effective October 22, 2012. Kathleen enjoys local history, gardening and quilting.

**6th Annual Holiday Cookie Exchange**

Tuesday, December 11 at 12:00 p.m.
Location: 107 Lathrop

Bring 4 dozen of the same cookie and take 4 dozen of assorted cookies home!

Please contact Makiko Filler at mfiller@colgate.edu or call x6016 by Wednesday, December 5, if you are interested!

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**ANNIVERSARIES**

**35 Years**
Craig Blanchard - Purchasing

**15 Years**
Anna Nicholls - Library

**10 Years**
Erik Moore - ITS

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**Wellness Tip For November: Diabetes Month**

You can prevent or delay the onset of type 2 diabetes through a healthy lifestyle. Change your diet, increase your level of physical activity, maintain a healthy weight. With these positive steps, you can stay healthier longer and reduce your risk of diabetes. Visit excellusbcbs.com/health for information on Diabetes

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**PLEASE JOIN US!**

**CU WELL**

Wellness & Benefits Fair for Employees
Tuesday, November 13, 2012
Hall of Presidents
11:30 a.m. to 1:30 p.m.
Lunch will be served from 11:30 a.m. to 1:00 p.m.
Donovan’s Pub

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**BIRTH ANNOUNCEMENTS**

Sondra and **Jeremy Baker**, Custodian, welcomed a son, Brent, (8 lbs. 9 ozs., 22” long) on October 5, 2012. He joins brother, Drew (5) and sister, Kaitlyn (3).

Omnia Mahmoud and **Khaleed Sanad**, Assistant Rowing Club Coach, welcomed a son, Yassen, (9 lbs., 22” long). He joins a brother Youssef (2).

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**POSITION VACANCIES**

**Regular positions**

- Administrative Assistant, Annual Leadership Giving
- Administrative Assistant for the Deans Office
- Administrative Assistant, Special Events
- Assistant Dean for Undergraduate Scholars Programs
- Associate Director for Career Development
- Chief Information Officer
- Coordinator/Assistant Director of the Annual Fund
- Custodian-Townhouses (20 hours/week), expected end date 06/30/13
- Director of University Museums
- Interim Program Assistant - Temporary - expected end date 06/30/13
- Program Assistant in the Center for Leadership and Student Involvement (10 months)
- Senior Administrative Assistant to the Vice President/Dean of Admission
- Senior Business Systems Analyst, ITS or Business Systems Analyst, ITS
- Web Order Fulfillment Associate/ Business Office Assistant, Bookstore (10 months)

**Temporary/Casual**

- Campus Safety Officer/Dispatcher (p/t, no benefits)
- Staff Nurse (per diem, no benefits)
- Temporary - Athletic Event Staff, (p/t, no benefits)
- Temporary - Barge Customer - Associate/Cashier- (temporary and p/t positions)
- Temporary - Equipment Services Assistant - (no benefits)
- Temporary - Maintenance Laborers (no benefits)