‘New and Improved’ Policy on Equal Opportunity, Nondiscrimination, Sexual Harassment and Other Forms of Harassment

On September 5th, an important new policy went into effect that underscores Colgate’s commitment to fairness and equity in all aspects of the educational enterprise and all areas of the institution. This new policy builds on our previous policies in fundamental ways:

1. it unifies all nondiscrimination and harassment policies and procedures for handling inquiries and complaints;
2. it unites students, faculty, and staff under one policy and replaces the three separate policies originally found in the Student, Faculty and Staff Handbooks;
3. it establishes a broad-based Equity Grievance Panel, whose members are trained in all aspects of the policy and who are available as resources for the entire campus.

The policy can be found online at http://www.colgate.edu/docs/d_offices-and-services_deanoffacultyoffice_affirmativeactionpolicies/equity-grievance-process-policy.pdf?sfvrsn=0 and includes sections on nondiscrimination, disability, discriminatory or bias-related harassment, and sexual harassment, as well as the University’s position on retaliation, remedial action and confidentiality.

Procedures for resolving complaints of harassment and discrimination are clearly outlined, including the composition and function of the Equity Grievance Panel, steps for filing a complaint, and the various options for complaint resolution. We strongly encourage you to read the new policy carefully, to understand your rights and responsibilities, and to help promote a Colgate community where all members can study, live, and work together in an environment characterized by mutual respect.

Members of the Equity Grievance Panel are trained in all aspects of the grievance process:

- to provide sensitive intake and initial advising of complaints;
- to serve in a mediation role in conflict resolution;
- to investigate complaints;
- to act as advisers to those involved in complaints; and
- to serve on hearing panels for complaints.

Panel members and their contact information can be found at: http://www.colgate.edu/offices-and-services/deanoffacultyoffice_affirmativeactionpolicies. Anyone who has a concern is encouraged to contact the Title IX Coordinator, Marilyn (Lyn) Rugg, any member of the Equity Grievance Panel, or a supervisor.
Suggestions, Questions or Concerns?

At Colgate, we encourage an environment where employees are able to make suggestions, ask questions or raise concerns with their supervisors, co-workers, Human Resources or Vice Presidents/Deans. However, we recognize there may be situations when an employee may not be comfortable following established reporting channels.

In an effort to provide alternate methods, as well as anonymous reporting options, the following reporting methods are available.

**Have a question or suggestion?**

A link, located on the Human Resources website, provides staff an opportunity to submit questions and suggestions anonymously. Questions may be submitted by clicking on the following link: [http://www.colgate.edu/askaguestion](http://www.colgate.edu/askaguestion). Submissions will be shared, as appropriate, for responses at All-Staff meetings, informational Open `Gate articles or other appropriate means for responding. You may add your name at the end of your submission, if you do not wish to remain anonymous.

**Health and Safety Suggestions**

In order to make reporting health and safety concerns, suggestions and recommendations easier for campus community members, the Environmental Health and Safety (EHS) department, in conjunction with the Safety Advisory Committee (SAC), has set up an online suggestion box. Campus community members can now submit health and safety concerns and suggestions through the EHS home page: [http://www.colgate.edu/ehs](http://www.colgate.edu/ehs) in addition to the suggestion boxes set up outside of Ho Science Center Room 133 and the Facilities building. Campus community members are encouraged to submit any health and safety concern along with any recommendations and/or suggestions for making our campus a safer place. Anyone submitting a concern/suggestion is able to do so anonymously or can choose to leave their name and email address if they would like to be contacted regarding their submission. All submissions will be reviewed by the SAC and EHS to determine if corrective actions are needed in the area of concern. Please note that health and safety concern of an immediate nature should be reported to Campus Safety upon discovery and should not be submitted through the suggestion box system. If you have any questions regarding the suggestion boxes please contact EHS Director Daniel Gough ([dgough@colgate.edu](mailto:dgough@colgate.edu); X7994).

**Fiscal Compliance Hotline**

A toll free phone number, 1-800-910-6717, provides a means of reporting fiscal improprieties. This service administered by Compliance Concepts, Inc., an independent third-party, allows protection of the identity of employees reporting a concern while ensuring that the university appropriately investigates and resolves any identified issues.

All calls submitted through the hotline will be given careful attention with the objective of responding to and correcting the reported situation. Complete details and instructions can be found at: [www.colgate.edu/fiscalcompliancehotline](http://www.colgate.edu/fiscalcompliancehotline).

**Reuse**

Submitted by the Sustainability Office

We should all know the three R's of being green: Reduce, Reuse, and Recycle. There is a strong emphasis on how to reduce and recycle on campus by doing things like printing double sided, limiting energy use, and using the blue recycling bins around campus, but many people are unaware of the programs available to help you reuse.

The Office Swap program allows faculty and staff to connect and help turn one office's trash into another's treasure. It encourages people to post office supplies that they may have in surplus or are just getting rid of and also to post things that they are looking for. Goods are simply transferred to where they are needed instead of being thrown out, which saves your department time and money! All posted goods are meant to be free for other offices to claim, but salvage credit is available. The best part about the Office Swap program is that it is as easy as using a Google document! Please email the Sustainability Office at sustainability@colgate.edu if you would like more information about how to get access or use the Office Swap program.

If you are looking to buy or sell something that is not office related, there is also a program for that, the Gate Swap program. Gate Swap is a website that allows people to post anything that they wish to get rid of from textbooks to cellphones to shoes. You can also post wanted items and list an asking price for your goods. Check it out at [www.gateswap.com](http://www.gateswap.com) for more information.

Nextdoor Hamilton is an Internet resource for buying, selling, giving away, and communicating with only Hamilton residents. Nextdoor Hamilton is a private social network just for Hamilton (for which you should use your personal email address). Already, nearly 800 Hamilton households have joined. It’s free. To access Nextdoor Hamilton go to [https://hamilton.nextdoor.com/login/?next=/news_feed/](https://hamilton.nextdoor.com/login/?next=/news_feed/) wait for your address to be verified, and start connecting!

Some other places to buy and sell used goods are Craigslist if you need to access a slightly broader location, Worn Again for clothing (now located in Parry’s and open Tuesdays, Thursdays, and Saturdays 10am-4pm), and the university Salvage warehouse for furniture and electronics.

With so many options available the need to buy new is greatly reduced. By reusing previously made good it cuts back on all associated emissions of production. It takes 400 gallons of water to make one new cotton t-shirt and zero for a shirt from a thrift store. So, before you throw it out see if you can find a way to reuse or better yet resell it!
**Open Gate**

**Reminder-Dependent Coverage**
Dependent children are eligible for medical and dental coverage provided that they are under the age of 26, regardless of student status, tax status, marital status or access to other employer sponsored health care. Dependents can be added during open enrollment or after a qualifying event. Please contact Human Resources at X7743 if you have any questions.

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**New Hire Orientation Held September 19, 2012**

![New Hire Orientation](image)

Front row (left to right): Chelsea Lehman, Meghan Pils, Eleanor Schmidt, Kara Bingham, Sheila Reagan, Sarah Ellis, Kerri Mikalunas, Tracy Dorman, Sherry Fidler Rose, Sarisha Guarneiri, Esther Rosbrook, Amanda Douberley, Rhona Hames, Kerra Hunter, John Painter, and Ashley Stagner. Back row (left to right): Matthew Talerico, Bentley Johnson, Rorie Wells, Karyn Belanger, Aaron Solle, Donald Lang, Patrick Campolieta, Michael Sciola, Laura Masse, Andrew Turner, Mary Williams, Sheila Johnson-Willis, Christina Khan, Mathew Hames, Jeanne Smith, Erin Yastro, and Aaron Gratch.

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**Bus Trip to New York City**
You’re invited to join the Colgate community on a one day bus trip to New York City!

When: Saturday, November 10
Cost: $40 per person

Sign up by October 15 and receive the Early Bird Special rate of $38 per person.

To register, please contact Makiko Filler, the organizer of the trip, at mfiller@colgate.edu or call X6016. Seats will be filled on a first-come, first-served basis.

Click [here](#) for detail information and sign up sheet.

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**Faculty/Staff SafeZone Training**
The SafeZone training program is designed to help create a supportive campus by offering up-to-date information on the experiences of queer college students, issues of sexuality, resources and advocacy for LGBTQ issues. RSVP by email: lgbtq@colgate.edu

Tuesday, October 16th
10:00 a.m. to 12:00 p.m.
ALANA Cultural Center
*Light refreshments will be served*

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**Mark your Calendar!**

**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
**NEW HIRES**

**Patrick Campolieta** accepted the position of Assistant Athletic Director for Advancement effective September 4, 2012. Patrick is a 2002 Colgate Graduate and received his M.S. in Sports Management from Brooklyn College. He enjoys basketball and golf.

**Kaitlyn Castner** accepted the position of Athletic Communications Assistant effective September 10, 2012. Kat received her M.A. from Point Park University in Journalism and Mass Communications. She enjoys playing soccer and spending time with her dog.

**Karell Emard** accepted the position of Assistant Women’s Ice Hockey Coach effective September 3, 2012. Kax received her M.Ed. degree in education from St. Lawrence University. She enjoys yoga and biking.

**Rhona Hames** accepted the position of Program Coordinator, Off Campus Study effective August 20, 2012. Rhona received her M.S. in Student Personnel Administration from SUNY Buffalo. She enjoys making new friends and exploring central NY. She and her husband **Matt**, Manager of Media Communications, have two children, Autumn and Gavin.

**Shannon Hanby** accepted the position of Program Assistant for the Shaw Wellness Institute effective October 1, 2012. Shannon received her M.P.H. from the University of Georgia. She enjoys reading, running and baking.

**Julie Hawkins** accepted the position of Staff Counselor effective September 24, 2012. Julie received her Ph.D from the University of Miami. She enjoys hiking and biking. She is also looking forward to the first snow fall of the season!

**Andrew Turner** accepted the position of Director of Fitness and Programming effective September 17, 2012. Andrew received his B.S. in Sport & Leisure Management with a concentration in Health & Fitness from Eastern CT State University.

**ANNIVERSARIES**

40 Years  
Leslie Lollman—Accounting & Control

30 Years  
Brian Belden—Facilities
Bonnie Button—Athletics
Steven DeGroat—Facilities

15 Years  
Diane Janney—Natural Sciences

10 Years  
Emmett House—Facilities

5 Years  
Heather Elia—Bookstore
Monica Rodriguez—Admission
James Wilson—Facilities

**POSITION VACANCIES**

Regular positions

Administrative Assistant, Special Events
Chief Information Officer
Coordinator/Assistant Director of the Annual Fund
Director of University Museums
Evening/Weekend Circulation and Building Supervisor, Library
Office Manager/Career Coordinator for Career Services
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)

**TRANSFERS**

**Teresa Fravil** will transfer to the position of Admission Office Assistant effective October 8, 2012.

**Denise Scheffler** moved to the position of General Merchandise Manager/Senior Buyer; Manager of Shipping & Receiving effective September 17, 2012.

**PROMOTION**

Domenic Bertoni has been promoted to Groundskeeper, effective October 15, 2012.

**BIRTH ANNOUNCEMENTS**

Spike and **Tess Jones**, Administrative Assistant for English became proud grandparents two times over, Karli (Jones) and Derrick Baker welcomed a daughter, Paisley Grace and Britany Jones and Timothy Osborne welcomed a son, Evan Lee.