On November 11, our community came together in the Hall of Presidents to honor those veterans among our faculty, staff, students and local community for their patriotism, love of country, and willingness to serve and sacrifice.

We extend our sincere appreciation to Kevin Lynch, chief information officer and United States Air Force veteran, who organized this first ever event which recognized the service and commitment of these individuals and the global nature of our community. Thirty veterans were in attendance, which included four Colgate students and five community members of the Hamilton American Legion.

Thank you to all members of our military, those currently serving and those who previously served, for protecting our freedom.
Wellness & Benefits Fair 2014

2014 Prize Winners!
Colgate's Document Services Receives Forest Stewardship Council® (FSC®) Chain-of-Custody Certification

Congratulations to Colgate's document services for completing an extensive Forest Stewardship Council® (FSC®) chain-of-custody sustainability audit. FSC® is an international organization that promotes responsible management of our world's forests. The audit was led by the Printers Green Resource LLC InGreen Group, who is FSC® is certified by the Rainforest Alliance. Rainforest Alliance is an accredited certifying body that can provide FSC® certification and is widely regarded as the “Gold Standard” of forest certification programs. FSC's® chain-of-custody certification verifies document service's high-level commitment to environmental stewardship and responsible business practices.

In the words of Kip Manwarren, interim manager of document services, “I am excited that Colgate University document & mail services is supporting both responsible forestry and the sustainability efforts of Colgate University through FSC® chain-of-custody certification. Offering FSC® certified printed documents reflects positively on document services and the way we do business. We take our part in conserving the forests of the world very seriously and are committed to doing our share to preserve the world’s natural resources. We are proud of our environmental record and will continue to pursue additional venues to lessen our impact on the environment.”

Located on the lower level of O'Connor Campus Center (Coop), document services provides copying and offset printing services as well as type and graphic design for students, faculty, staff, and administration. Products offered include; booklets, flyers, brochures, announcements, stationery, business cards, distributions, tickets, invitations, course packets, post cards and more. Document services also provides assistance with copyright clearance and produces course packets which are available through the Colgate bookstore. As an FSC® certified printer, document services can add the FSC® mark to any qualifying job to show that the piece was produced on responsibly sourced paper. If desired, the Rainforest Alliance certified seal can also be added to the FSC® trade marks. Both logos identify document service's and Colgate University's commitment to environmental stewardship and are valued by people everywhere who receive your documents!

The Human Resources Department will be closed on December 22, December 23 and January 2, in addition to the regular holiday break, due to scheduled R&R work in the building.

Congratulations to the 200 employees who will receive the $250 taxable cash incentive for achieving 200 points or more in the 2014 Wellness Incentive Program. May you successfully continue your health and wellness journey in the New Year!
Wellness Spotlight  Submitted by Thad Mantaro, director of the Shaw Wellness Institute

**Holiday Stress (Adapted from the Cleveland Clinic)**

As the holiday season rapidly approaches, it can often be a time of stress along with a time of joy. It’s a good opportunity to practice the various tips we’ve discussed throughout the year for managing stress. We know the holidays bring the best in terms of family, time for reflection, and a new start to the year, but they also bring tremendous pressures both personal and sometimes financial. Rushing from place to place, searching for the right gifts and managing budgets can all serve to remove us from the spirit of the season. Consider these helpful tips for keeping the joyful intentions in your holidays.

**Pull in the reins on holiday stress.** Keep your holiday expectations realistic, keep a to-do list, limit activities and avoid unrealistic goals.

**Giving the perfect gifts.** Ask people what they want instead of guessing. Shop early, when there is more of a selection, and stick to your gift budget.

**Planning family get-togethers.** Buy prepared foods instead of cooking everything from scratch. Ask others to bring their favorite dishes, and cook and freeze food ahead of time.

**Scheduling time with family and friends.** Simplify holiday commitments and traditions. Discuss with your family which traditions are most important to you and to them. It’s okay to re-evaluate past traditions. Avoid time crunches by making plans to visit some friends and family soon after the holidays. Don’t over-schedule yourself.

**Pausing before the holiday spread.** Avoid over indulging in food and drink. Avoid starving yourself in anticipation of eating at holiday parties; this approach can lead to eating too much of the wrong foods.

**Managing your time.** Set priorities and let go of impossible goals. Don’t spend all of your time planning activities for your family; take some time for you. Take the time you need to finish tasks step by step. Ask others, including the kids, to help you complete chores. Rest when your body tells you to.

Enjoy the holidays, keep things in perspective, set healthy limits, and revel in the spirit of the season. Balance time with family with time for yourself, and for reflection. And don’t forget if things get too stressful, there are helpful resources on the HR website here.

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**Additional Contribution List On My December 2014 TIAA-CREF statement**

As the value of Colgate’s retirement plans grow, participants with funds in the plans may reap the benefits of the economies of scale. This benefit can be found in different forms such as lower share class expense ratios and lower plan related fees. When the fees collected exceed the fees required to manage the plan, there is a mechanism in place to return the excess fees to plan participants on a pro rata basis.

This means for approximately 1,850 Colgate TIAA-CREF participants, a contribution was posted to their account in November 2014. TIAA-CREF returned the approximate overall credit of $42,000 to participants based on individual’s assets in the plan. Credits range from a penny to $300.

Should you have questions regarding this revenue credit, please contact Human Resources at x-7411.

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**8th Annual Holiday Cookie Exchange**

Monday, December 15 at 12:00 p.m., COOP Conference Room

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

Please contact Makiko Filler at mfiller@colgate.edu or x-6016, to sign up!
Little Blue Truck's Christmas Party
**When:** December 6 / 10:30am - 11:30am  
**Cost:** FREE
Dramatic reading of Alice Schertle's new book, "Little Blue Truck's Christmas", followed by crafts, cookies and hot chocolate. Open to children of all ages, but best suited for children ages 3-6.

Hamilton Book & Movie Club: THE FAULT IN OUR STARS
**When:** December 11 / 5:30pm  
**Where:** Hamilton Theater / Colgate Bookstore  
**Cost:** $20 (book/movie/dinner) or $11 (movie/dinner)
Read the novel by John Green, then come to the Hamilton Theater at 5:30pm for a screening of the 2014 movie; dinner and discussion to follow at the Colgate Bookstore.

Holiday Open House and Staff Appreciation Day
**When:** December 12 / 9:00am - 7:00pm
Save 10% off everything in the store, plus staff and faculty get an additional 10% off all ongoing sales. Enjoy complimentary refreshments and hot chocolate all day long.

Pajama Party
**When:** December 13 / 10:00am - 5:00pm
Enjoy coffee and donuts while shopping our 25% off lounge wear and slippers. Plus, you can come to the Bookstore in your pajamas, and get an additional 13% off.

Men's Night Shopping
**When:** December 18 / 5:30pm - 7:00pm
Special sales on lounge wear and gifts and all over the store, plus free gift wrapping with any purchase. Complimentary donuts and coffee will be served.

Last Minute Shopping Party
**When:** December 23 / 9:00am - 7:00pm
Get all your last minute gift shopping done at the Colgate Bookstore. There will be SUPER sales, and free gift wrapping.

**Reminder about Faculty/Staff Athletic Event Ticket Policy**
Colgate faculty/staff members may receive up to three (3) complimentary **General Admission** tickets to each ticketed home game. **Everyone** except children 3 and younger and credentialed event staff need tickets for admission to ticketed home games. Just show your Colgate ID at the door on game day **when doors are open for the event** to get your complimentary ticket(s) – you must appear in person; spouses, children, friends, etc. will not be given complimentary tickets if you are not present. You may not exchange them for reserved seats of equal or greater value at a discounted price. Complimentary faculty/staff tickets are available on game day while supplies last; however, in the event of a game being “sold out” to the public, there will still be the usual number of faculty/staff tickets available at the door.

Please contact Kenny Copps (x7600; kcopps@colgate.edu) with any questions.
New Hires

Tara Bugbee accepted the position of office assistant in admission effective December 1. She has a Bachelor’s degree from SUNY Cobleskill. Tara was previously a stay-at-home mom and relationship banker at First Niagara. She enjoys cooking and playing with her kids. Tara and her husband, Eric Bugbee, groundskeeper, have two children.

Michelle Dye accepted the position of office manager/career services coordinator effective November 17. Michelle enjoys reading, knitting, walking, skating, skiing, hockey and swimming. She and her husband Bob Dye, locksmith in facilities, have three children.

Amanda Smith accepted the position of administrative assistant for the music department effective November 10. She previously was employed by Frontier Communications. Amanda has a Bachelor’s degree from Empire State College. She enjoys field hockey and spending time with her family.

In Remembrance

Florence Kogut, retiree, passed away on November 16th.

December Anniversaries

10 Years
David Terrazas, ITS

New Arrivals

Sarah Ficken, administrative assistant for national fellowships, and her husband Christopher, welcomed daughter Hannah Elizabeth on November 25.

Makiko Filler, program coordinator of international student services, was awarded the NAFSA: Association of International Educators Region X "Rising Professional Award" on October 30. The award recognizes her notable commitment to the field of international education through professional activities and involvement in NAFSA and included a small honorarium to be used for professional development.

Did you know that Colgate employees, have access to thousands of free online classes through Lynda.com?

The course catalog includes 3D+ Animation, audio and music, business, CAD, design, developer, education, IT, marketing, photography, video, web and software.

You set the pace with online learning. Learn what you want, when you want, and practice with the instructor’s files while you watch and listen. There are also a variety of professional development classes.

Want to learn about blogging? Interested in taking a creativity boot camp? Looking for the latest techniques in creating presentations? These are just a few of the courses available. Simply log on through the portal to start learning today!

Career Opportunities

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

Colgate University is an EEO/AAE.

Developing and sustaining a diverse faculty, staff, and student body furthers the university’s mission.

Happy New Year!