Calendar of Events

2/27  Deadline for next Open 'Gate submissions
3/7  Next Open 'Gate Issue

Retirement Individual Counseling Sessions
TIAA-CREF
2/20  East Hall - 104B Seminar Room
3/5  J.C. Colgate Hall - Alton Lounge

TIAA-CREF appointments can be scheduled online at www.tiaa-cref.org/events or by calling 1-800-732-8353.

Fidelity
2/13  East Hall - 104B Seminar Room
3/10  J.C. Colgate Hall - Alton Lounge

Fidelity appointments can be scheduled online at www.fidelity.com/atwork/reservations or by calling 1-800-642-7131.

CU Well Wellness Programming
2/25  Having Difficult Conversations 2.0  Shaw Wellness Institute  
Join the 2014 Wellness Initiative and earn $250! Click here to learn more.

February Wellness Resources:
It is Women's Heart Health and Children's Dental Health Month.

Member Health Assessment
Healthy Coaching
Nutrition Information
www.myviverae.com
Shaw Wellness Institute
Trudy Fitness Center

Submit articles and items of interest to: humres@colgate.edu

Why We Love Working at Colgate Contest

February is the month for love. For those of you without a Valentine this year, fear not. Your love and affection need not be wasted—show it to Colgate!

We want to hear from you, the reasons why you love working at Colgate. You can send us a paragraph or just a few words that tell the story of why you came to Colgate and what keeps you here. We asked a few of your colleagues to share their thoughts, perhaps these will get your creative juices flowing.

"The real spirit of teamwork and mutual respect. New ideas are welcomed and embraced which is quite motivational."

– Don Lang, associate director of planned giving

"Colgate is a place that fosters creativity and excellence. In my entire career, never have I had so many opportunities to create and innovate. As an institution, Colgate is willing to invest in forward thinking and exploration."

– Dan DeVries, admission marketing manager

"For me, it all comes down to a sense of community. Colgate is a place where collaboration is the norm and colleagues go out of their way to be supportive of one another. The student body is incredibly driven and high-energy, and that is reflected in the faculty and staff that choose to make Colgate home."

– Katie Kammerdiener ‘10, program coordinator in the center for leadership and student involvement

So put on your thinking cap and let the declarations of love flow. We plan on compiling those that best tell the story of life at Colgate and will share them on the staff webpage. Those selected by our committee will also have their names entered into a drawing to win a gift basket. Submissions may be sent to humres@colgate.edu with the subject line HR Contest by February 28. Come on, be our Valentine!
Open ‘Gate

Summer Employment 2014

The warmer weather is right around the corner (we promise) and it’s not too early to be thinking of your summer staffing needs. Positions for summer employment are posted on the Careers at Colgate website https://career.colgate.edu.

Once an applicant meets the requirements of the position, preferential consideration for summer jobs should be given to regular employees of the university who work less than 12 months, Colgate students who are on campus for the summer, and children of Colgate employees. Those seeking employment should apply for all positions they are interested in.

For hiring departments, it is extremely important that all applicants seeking employment at Colgate are treated equitably. Departments, excluding those hiring Colgate research assistants, must coordinate their hires with human resources at x7411.

If you are interested in making a summer or temporary hire, please complete the online request form by clicking here. You will be provided access to the pools of applications or we will post a position for you if there are special skills and abilities required.

As a hiring manager, you are responsible for adhering to the variety of regulations and policies regarding hires. This important information can be reviewed here. Once a hire has been made, departments will be requested to complete an electronic Employee Change of Status form (ECOS) via email at least one week prior to the employee’s scheduled start date to allow for pre-employment requirements.

As a reminder, employment of Colgate’s current students is handled through the office of financial aid.

Sustainability Spotlight
FAQ’s on Recycling Electronics
By John Pumilio, Director of Sustainability

For the fifth straight year, Colgate is participating in the nationwide recycling contest called RecycleMania. Each year, over 600 colleges and universities, representing over 6 million students and 1.5 million faculty and staff, challenge each other to reduce waste, increase recycling, and raise general awareness of sustainability issues on campus. This year the 8-week competition begins on February 2 and runs through March 29. During this time, we collect and weigh all landfill trash and all recyclables on a weekly basis. We then compare our totals to previous years and with peer institutions across the country.

Since 2010, we have reduced our landfill waste by about 500 lbs. per day (from 4,470 lbs. per day in 2010 to 3,970 lbs. per day in 2013). On the flip side, we have increased our recycling rate from 16% in 2010 to 22% in 2013. Impressive!

Our goal for this year is to 1) keep this positive trend going, 2) increase our recycling rate to 25%, and 3) reduce our overall generation of waste. So, while recycling is important, we are also placing emphasis on less overall consumption and more reusing of unwanted items.

Here are a few easy ways you can reduce waste and participate in RecycleMania:

- Recycle all paper, newspapers, magazines, and pizza boxes in the proper “paper” recycling bins throughout campus.
- Recycle all metals, glass, and plastics in the proper “bottles/cans” recycling bins throughout campus.
- Use refillable mugs and cups instead of one-time-use throw-away ones.
- Print double-sided to save twice the amount of paper.
- Always recycle batteries and small electronic waste in one of our 16 eWaste recycling stations around campus.
- Trade office supplies with others on campus through our FREE Office Swap program.
- Look over Colgate's Guide to Recycling for a refresher on what can (and cannot) be recycled at Colgate.
- Subscribe to our blog, like our facebook page, or follow our twitter feed for the latest updates on this year's RecycleMania competition.
- Last but certainly not least, encourage your colleagues and friends to reduce, reuse, and recycle over the next eight weeks.

Together we can reach a 25% recycling rate and be one of the greenest campuses in America!
**WTPA**

In January and in accordance with the Wage Theft Prevention Act (WTPA), all Colgate employees received a Notice and Acknowledgement of Pay Rate and Pay Day that requires each employee to sign in acknowledgement of receipt of this information, and return it to Human Resources.

All New York State private sector employers are required to provide this annual Notice and Acknowledgement of Pay Rate and Pay Day, under the Wage Theft Prevention Act to all employees. The intention of WTPA is to provide greater protection to workers in New York State. For more information go to [http://www.labor.ny.gov](http://www.labor.ny.gov).

We appreciate your immediate response in signing and assisting us with this compliance effort. Should you have any questions, please contact Meghann Losee at x7743.

---

**Weight Watchers Survey**

Thank you to everyone who participated in the recent Weight Watchers interest survey that was conducted by Human Resources. The survey was seeking the level of interest in having the Weight Watchers program return to campus. Last June, the level of participation dropped below the required level (at least 20 participants) and we were forced to discontinue the on-campus program.

Unfortunately, the survey data shows there is not enough employee interest to provide the on-campus Weight Watchers program at this time. Employees interested in learning more about Weight Watchers may visit their [website](http://www.weightwatchers.com) for more information about individual programs.

---

**Flex Spending Reminder**

Don’t lose unclaimed funds in your 2013 Flex Spending Account

All requests for reimbursement from your 2013 Flexible Spending Account must be incurred by March 15, 2014 and submitted by June 30, 2014. Protect yourself from losing unclaimed funds by taking the time to look over your eligible expenses and submit them to PayFlex for reimbursement.

You can check the balance on your account, make an online reimbursement request, download claim forms, or view a listing of eligible expenses, visit [www.healthhub.com](http://www.healthhub.com).

If your PayFlex debit card is denied because of insufficient funds in the account and you still have a balance in your account, you will need to submit claims and receipts online or by mail to expend the remaining funds. Call x7743 if you need assistance.

---

**Express Scripts Prescription Drug Coverage**

As a reminder, effective January 1, 2014, Colgate’s prescription drug coverage (retail and mail order) is with Express Scripts. ID cards (similar to the picture below) were delivered to members’ home address in mid-December. If you didn’t receive your card or would like additional cards for your dependents, contact Express Scripts at 866-340-1552.

---

**Verizon Wireless Discount Changes**

Recently, some employees who are taking advantage of the employee discount program with Verizon have been receiving verification notices to confirm eligibility. In addition, we have learned that retirees are no longer eligible for the discount. Please note that these changes were not initiated by Colgate but are new procedures implemented directly by Verizon. Colgate representatives have been in conversation with Verizon to determine why retirees are not eligible and if this benefit can be extended. The contract that impacts this discount is negotiated with New York State Office of General Services and therefore Colgate cannot negotiate directly with Verizon.

For a complete list of Employee Discounts please visit: [http://www.colgate.edu/offices-and-services/purchasing/employee-discounts](http://www.colgate.edu/offices-and-services/purchasing/employee-discounts)

---

Looking for a quick exercise idea? Click [here](http://www.colgate.edu/offices-and-services/purchasing/employee-discounts) for a resistance band workout!
Wellness Spotlight
Maintaining New Year’s Resolutions
By Thad Mantaro, Director Shaw Wellness Institute

Adapted from WELCOA’s online self-care bulletin “Take Charge”
"New Year’s Resolutions: how to make sure you maintain that healthy habit”. https://welcoa.org

New Year’s resolutions—they’re easy to make but easier to break. Why is it so hard to make the healthy changes that we know can help us feel better and live longer? And why is it so hard to make them last?

Some of the most common New Year’s resolutions are losing weight, getting more physical activity, eating more nutritious foods, quitting smoking, cutting back on alcohol, reducing stress and sleeping better. But no matter which healthy resolution you choose, research suggests that some common strategies can boost your chance of making the change a habit, a part of your daily lifestyle. Here are some solid strategies to keep in mind:

Set Realistic Goals - One challenge with New Year’s resolutions is that people often set unrealistic goals. They can quickly become frustrated and give up. Therefore, any resolution to change should include small goals that are definable and accompanied by a solid plan on how you’ll get to that goal. For instance, a resolution to lose 30 pounds may seem overwhelming. Instead, try setting smaller goals of losing five pounds a month for six months. Think baby steps rather than giant leaps.

Develop An Action Plan - You might decide to walk a half hour each day to burn calories. Maybe you’ll stop buying vending machine snacks. Or you might limit and keep track of your daily calories. These are specific behaviors that could help you meet your larger goal of losing 30 pounds. To make a long-lasting change in your life, prepare yourself for the challenges you might face. Think about why you want to make the change. Research suggests that if it’s something you really want for yourself, if it’s meaningful to you, you’re more likely to stick to it.

Focus On The Benefits - Think of exactly how the change will enhance your life. For instance, when you stop smoking, your risk plummets for cancer, heart disease, stroke and early death. Reducing stress might cut your risk for heart disease and help you fight germs. Even small improvements in your physical activity, weight, or nutrition may help reduce your risk for disease and lengthen your life.

Surround Yourself With Support - Setting up a supportive environment is another step toward success. Remove items that might trip up your efforts. If you’re quitting smoking, throw away your ashtrays and lighters. To improve your nutrition, put unhealthy but tempting foods on a hard-to-reach shelf, or get rid of them.

Monitor Yourself - Self-monitoring or tracking seems to be critical for almost every sort of behavior change. That includes jotting down the foods you eat, keeping an exercise diary or making a record of your sleeping patterns. Monitoring might feel like a burden, but it’s one of the best predictors of successful change. For some people, that might be a pad of paper in a purse or pocket; for others, a mobile app or a computer program.

Of course, you don’t need a new year to make healthy changes; you can make them any time of the year. But the beginning of the New Year is an opportunity to think about the improvements you’d like to make and then take concrete steps to achieve them. Set realistic goals, develop an action plan and set it in motion.

Make your new year a healthy one!

Shaw Wellness Institute Upcoming Noontime Workshops

February 25: Having Difficult Conversations 2.0, presented by Colleen McSweeney, Colgate's Employee Assistance Program provider

March 27: Men’s Health, presented by Steve Jackowski, Physician's Assistant, Student Health Center

April 24: Women’s Health, presented by Cindy Marshall, Nurse Practitioner with Community Memorial Hospital Family Practice

May 15: Healthy Apps for a Healthy Life, presented by Thad Mantaro and Shannon Hanby, Shaw Wellness Institute

Please click here to register online.
Experience the adventure of climbing, mountain expeditions, remote cultures, and the world's last great wild places – all brought to life at The Banff Mountain Film Festival World Tour. Come to the Hamilton stop on the Film Festival's World Tour, Thursday February 20th at 7pm at the Hamilton Theater. Brought to you by Colgate University Outdoor Education and Preserve the Peaks. Buy your tickets at the Hamilton Theater or Basecamp. Tickets at $12 in advance and $14 at the door with limited quantities. Click here to watch a video about this event.

Chenango Nursery School is pleased to announce the grand reopening of its expanded and completely renovated facility.

- Full time & part time programs available
- Developmentally appropriate programs for children 6 weeks through 12 years
- Fully licensed through NYS Office of Children and Family Services
- Curriculum Based on “Multiple Intelligences”
- Teachers fully trained in early childhood programing
- Financial assistance available

Openings still available in many of our programs. For further information please contact the director at 824-1810, ext. 1. www.chenangonurseryschool.org

Heart disease is the No. 1 killer of women in the United States, claiming more lives than all forms of cancer combined. For more than 10 years, the American Heart Association has sponsored National Wear Red Day® to raise awareness in the fight against heart disease in women.

Celebrate National Wear Red Day® with Go Red For Women on Friday, Feb. 7, 2014 to help fight women’s No. 1 killer—heart disease. Join the movement nationwide and learn how you can honor women on this important day.

Do you know the signs/symptoms of a heart attack or stroke? Click here to learn more.

Do you know your risk for heart disease? Find out here.

Check out the new online course offerings available to you free as a Colgate employee through Lynda.com!

Public Speaking Fundamentals
Develop the skills you need to prepare and deliver an outstanding speech or presentation. Discover how to project confidence, storyboard a speech, take questions, respond with thoughtful answers, and develop the creative story that adds life to a speech.

Word 2010 Power Shortcuts
In this course, find out the keyboard shortcuts, workflows, and commands that can transform the casual Word 2010 user into a pro. This course covers helpful and lesser-known techniques for making document navigation, content creation, formatting, layout, working with data, graphics integration, and publishing easier. The instructor also includes her favorite top 10 formatting tips in Word, from clearing existing formatting to inserting lines and creating abbreviations with AutoCorrect.

Log in through the portal to access Lynda.com and sign up for a free course today!

Changes to Annual Performance Review Cycles
A decision has been made to make adjustments to the annual performance review timelines for each division in an effort to accommodate heavy workload schedules and also allow Human Resources more time to work with each division on performance review management.

You will receive email notification from your supervisor when the performance management cycle for your division is commencing, along with additional information and guidelines relating to the process.

If you have any questions, you may direct them to Lori Chlad or Paula Musacchio in Human Resources at x7411.

Please click here to view the revised performance review schedule for each division.

Open 'Gate

Today is National Go Red for Women Day
Heart disease is the No. 1 killer of women in the United States, claiming more lives than all forms of cancer combined. For more than 10 years, the American Heart Association has sponsored National Wear Red Day® to raise awareness in the fight against heart disease in women.

Celebrate National Wear Red Day® with Go Red For Women on Friday, Feb. 7, 2014 to help fight women’s No. 1 killer—heart disease. Join the movement nationwide and learn how you can honor women on this important day.

Do you know the signs/symptoms of a heart attack or stroke? Click here to learn more.

Do you know your risk for heart disease? Find out here.
Welcome New Hires!

Joseph Bernet accepted the position of Evening LASR Operator in the Library effective January 20. He has a BA from Florida Southern College. He and his wife Heather have two children.

Marlee Burgess accepted the position of Associate Dean for Administrative Advising effective January 7. She has a M.Ed. from the University of Missouri. Marlee is a semi-professional musician (vocalist and cellist) specializing in early music. She has one daughter.

Lesley Chapman accepted the position of Visual Resources Curator in the Art and Art History Department effective February 3. Lesley has a MA and MLS from the University of Kentucky. She enjoys spinning, pilates, hiking and USFA Veteran’s fencing. She is joined by her spouse Patrick.

Sergei Domashenko accepted the position of Coordinator, Government Documents, Maps and Microforms effective January 13. Sergei has a MS degree from Moscow State University.

Jane Donlin accepted the position of Paraprofessional Coordinator effective January 6. Jane and her spouse, Kevin, have returned to Central New York after spending 10 years in Florida. She enjoys reading, crafting and creating stained glass.

Dianne Johnson accepted the position of General Merchandise Assistant/Weekend Supervisor in the Bookstore effective January 6.

Steven Kemp accepted the position of Custodian in Facilities effective January 6. He and his spouse, Darlene, have two children.

Meghan Moran accepted the position of Associate Director for the Max A. Schacknai COVE effective January 3. She has a BS from Ithaca College.

Jyoti Naik accepted the position of Associate Director of Facilities - Construction Program Manager effective January 6. She has a MPA from Florida Gulf Coast University and is a licensed architect and building code official. Jyoti enjoys outdoor activities and has one son.

Thomas Wilson accepted the position of Data Warehouse/Database Analyst in ITS effective January 20. Thomas enjoys downhill and cross country skiing.

In Memoriam

Larry Coger, retired custodian, passed away on January 10.

Births

Jyoti Balachandran, Assistant Professor of History, welcomed son Nikhil on January 10. He joins big brother Nakula. He was 19.5” long and weighed 6 lbs.

Patrick Campolieta ’02, Assistant Athletic Director for Advancement, and his wife Shannon, welcomed son Nicholas Patrick on December 8, 2013. He was 7lbs 3oz. and 19.5” long.

Sara Groh, Director of the Annual Fund, and husband David welcomed daughter Emma Jane on January 9. She was 18” long and weighed 6lbs, 12oz. Emma joins big brother Matthew.

Matthew Langel, Head Men’s Basketball Coach, and his wife Tara, welcomed son Jackson Twomey on January 9. He was 7lbs 12oz and 20.5” long. He joins Logan and Lucas.

Sell and Swap

Free 32 inch Panasonic cathode ray tube (CRT) television (not a flat screen). In excellent condition, works fine. Call 824-1032.

Colgate University makes no warranty, expressed or implied, about the nature or condition of items advertised and accepts no responsibility for any transaction or item. The University reserves the right to suspend or terminate the program at any time.

February Anniversaries

35 Years

Wendy Wells, Accounting & Control

25 Years

Jim Bona, Information Technology
Bill Northey, Facilities

20 Years

Ricki Mueller, Library
Jim Jerome, Information Technology

15 Years

Greg Jeffris, Facilities
Skip Richards, Facilities

10 Years

Peter Yacavone, Advancement-Capital Support
Becki English, Facilities

Transfers/Promotions

Vicky Brondum, Director of Auxiliary Services effective February 1.

Stephen Cook, Foreperson, Millwright Shop effective February 3.

Brenda Ice, Associate Dean for Residential Facilities and Administration effective January 1.

Sue Smith, Associate Vice President and Dean of Residential Programs and Student Support effective January 1.

Career Opportunities

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

Colgate University is an EO/AAE.

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