Calendar of Events

1/20  Martin Luther King Jr. Day [Events]
1/25  Deadline for next Open 'Gate
2/7   Next Open 'Gate Issue

Retirement Individual Counseling Sessions
TIAA-CREF
1/7    Lathrop Hall - 107 Conference Room
1/30   ALANA Cultural Center - Seminar Room
2/5    Mcgregory Hall - 202 Classroom
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](http://www.tiaa-cref.org/events) or by calling 1-800-732-8353.

Fidelity
1/16   ALANA Cultural Center - Seminar Room
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](http://www.fidelity.com/atwork/reservations) or by calling 1-800-642-7131.

CU Well
Wellness Programming
2/3    Viverae Biometric Health Screenings
       8:00 a.m. to 5:00 p.m.
       Wooster Room, Huntington Gym
       Please click [here](#) for more information.

Join the 2014 Wellness Initiative and earn $250!
Click [here](#) to learn more.

January Wellness Resources:
It is Medication Safety Month.
Please click [here](#) for information.

Member Health Assessment
Healthy Coaching
Nutrition Information
[www.myviverae.com](http://www.myviverae.com)
Shaw Wellness Institute
Trudy Fitness Center

Submit articles and items of interest to:
[humres@colgate.edu](mailto:humres@colgate.edu)

Year of ‘13 Challenge a Tremendous Success!

Kudos to the Advancement team and all who helped make December 13, 2013 a day in history!

- 5,683 donors made gifts on Colgate Day!
- With matching money, this totaled $5.1M in gifts.
- 283 faculty and staff made a gift during the challenge. This is 4% of our donor population.
- 43 staff participated in our VIP phone room and took donor calls throughout the day.
- 10 faculty and staff hosted radio shows or were featured during a show on WRCU.
Introducing the Express Scripts Mobile App
Get the app that drives better decisions and healthier outcomes for members on the go.

The Express Scripts mobile app helps you stay on track with instant access to your personal medication information. Go to your mobile device’s app store, search for “Express Scripts” and download the app for free! After downloading the app, log in with your Express-Scripts.com username and password. If you haven’t yet registered with Express-Scripts.com, you can create a username and password right from the app and use the same user name and password to access the website.

Click here to view more features of the app.

Download the Express Scripts mobile app today!

Flex Spending Reminder

Keep your Flexible Spending receipts from 2013. These should be maintained for seven (7) years in case of an IRS audit.

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

Tip of the Month:
How to have productive one-on-one meetings

- If you are the meeting leader, let the other person go first.
- Allow the other person to state their needs, ask questions, and go through their one-on-one list.
- Listen attentively from the perspective of finding out how you can help the other person.
- When you’re asked to do something, be sure to clarify what the next step is, and when that step should be done.
- As appropriate, make a commitment to follow through and do what you said you would.
- When both parties have an attitude of service, one-on-one meetings are incredibly powerful.

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

In accordance with the Wage Theft Prevention Act (WTPA), all Colgate employees will be receiving the annual Notice and Acknowledgement of Pay Rate and Pay Day that requires each employee to sign an acknowledgement of receipt of this information, and return 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 click here.

We appreciate your immediate response in signing and assisting us with this compliance effort. Should you have any questions, please contact Meghann Losee at x-7743.

Save the Date - Biometric Screenings

Viverae Health Professionals will be onsite to conduct Biometric Screenings on the following date by appointment only:

**When:** February 3, 8:00 a.m. – 5:00 p.m.
**Where:** Wooster Room, Huntington Gym

A Biometric Screening consists of a finger stick to measure your cholesterol, (total, LDL and HDL), triglycerides, cardiac risk, and glucose. The screening will also check your blood pressure and body composition (including height, weight, Body Mass Index (BMI) and waist measurement). Please click here for more information.


What is the additional contribution on my December 2013 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 2,100 Colgate TIAA-CREF participants a credit was posted to their account in December 2013. TIAA-CREF returned the approximate overall credit of $22,000 to participants based on individual’s assets in the plan. Credits range from a penny to $200.

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

If you are an employee or non-Medicare eligible retiree and didn’t receive your Express Script ID card please contact the Human Resources Department at x-7411 or call Express Scripts at 866-340-1552.
**Updates from Human Resources**

**Job Descriptions**

The job description project is officially underway! On December 18, the Implementation Team had a kick off meeting and a half-day working session with Nick Scobbo and Jim Sowers ’73, our consultants and partners on this project. President Herbst kicked off the meeting, sharing his thoughts regarding the importance of this initiative. Job descriptions are the foundation for talent management and will provide clear expectations for employees and the university.

Implementation team members are:

Rebecca Costello, Tanya Day, Ann-Marie Guglieri, Lynn Holcomb, Jason Kammerdiener, Ahmad Kazee, Thirza Morreale, Debbie Rhyde, Sue Smith, Trish St Leger, Ashley Weaver, and Carolee White.

Nick and Jim will be returning to campus on January 7 and 8 for individual sessions with the divisional representatives from the Implementation Team to gather additional data and continue the conversation begun on the 18th. We will continue to keep you apprised of the status of the project and welcome any questions you may have in the meantime. A big thank you to the Implementation Team for their efforts and time so far!

**PeopleAdmin Upgrade**

In order to support our talent management initiatives, we are pleased to announce that we will be launching a brand new online recruitment/performance management system with our current vendor, PeopleAdmin. The new platform will provide us with an updated careers website as well as many new intuitive and user-friendly features. We hope to have the new applicant tracking, job description, position management and job posting modules in place for the spring recruitment season. Onboarding and performance management modules will follow later in 2014/2015. The new PeopleAdmin 7 platform will have a completely different look and feel from our current system. We will provide you with project updates and training session information as we continue to move forward with this exciting endeavor.

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**Sustainability Spotlight**

**FAQ’s on Recycling Electronics**

By John Pumilio, Director of Sustainability

If you are like most people, then you may have old electronic devices piling up at home or in your office. Electronic devices include just about anything that plugs in or takes batteries. You know you shouldn’t put these items in the trash since they contain toxins such as lead, mercury and cadmium that can contaminate our air, water and soil. Many electronic devices also contain precious metals and other valuable materials that can be reclaimed and recycled (instead of mining and manufacturing new raw materials). All electronic devices need to be properly recycled, but how and where?

Fortunately, we have a few convenient options for you. Below are some frequently asked questions:

**Q**-How do I recycle Colgate-owned electronic devices such as my computer, monitor, printer, television, or other large devices that need to be replaced?

**A**-Call ITS (x-7111). ITS will determine if your equipment needs to be replaced. If so, they will collect your equipment and either refurbish and reuse it or properly recycle it.

**Q**-How do I recycle spent printer and toner cartridges?

**A**-Give them to the W.B. Mason representative when they make your next delivery or send them back to the manufacturer.

**Q**-How do I recycle small electronic devices such as old cell phones, batteries, iPods, cables and cords, calculators, cameras and other small devices?

**A**-Whether Colgate-owned or personally-owned, place these small items in one of Colgate's electronic waste recycling containers scattered throughout campus. Click [here](#) to find the station closest to you. For safety reasons, please place Scotch tape over both ends of batteries before you place them in a battery recycling container.

**Q**-How do I recycle personally-owned electronic devices and appliances such as home television sets, computers (and all accessories), toasters, microwaves, coffee makers, game consoles, hair dryers, cables and cords, VHS players and tapes, CD or DVD players and discs?

**A**-You can recycle all personal electronic devices at Colgate's Salvage and Surplus Warehouse at 2486 Route 12B (south side of Birnie Bus warehouse across the road from Valero gas station). Bring your electronic devices to the warehouse during store hours: Thursdays and Fridays, 9:00 a.m. – 12:00 p.m. and 1:00 – 4:00 p.m.; Saturdays, 9:00 a.m. – 4:00 p.m.

**Q**-What happens to your electronic waste after you drop it off?

**A**-All of our electronic waste on campus or at the warehouse goes to Regional Computer Recycling & Recovery Center (RCR&R) in Rochester, NY. RCR&R is R2/Rios certified which gives us confidence that our electronic waste is being handled responsibly. RCR&R also wipes all data and destroys all circuit boards by feeding them through a metal shredder that completely renders the circuit board useless.

Have additional questions? Watch our two-minute video for more answers or contact John Pumilio, Director of Sustainability at [jpumilio@colgate.edu](mailto:jpumilio@colgate.edu) or x-6487.
Welcome New Hires!

**Deana Watson** accepted the position of Office Assistant in Facilities on December 16. She has a B.A. from Binghamton University. Deana and her spouse **Doug Watson**, Video and Event Support Technician - ITS, have two children, Alexander and Catherine. They enjoy traveling.

**Debra Dickenson** accepted the position of Custodian on December 23. Her hobbies include taking care of farm animals, particularly horses and goats. Debra and her spouse Wendell have four children.

Promotions

**Daniel McCoach** was promoted to Associate Director of Facilities and Manager of Engineering effective January 1.

Get Fit in 2014

Looking to start 2014 on the right foot, sign up for personal training through the Trudy Fitness Center. The team of certified trainers can help get you on track for achieving your fitness goals. 60 minute sessions start at $40. Focus on Fitness classes will resume on January 20. Watch for the schedule and registration.

For more information and options, check out the Trudy Fitness Center website.

Intermediate Knitting Workshop

Explore intermediate knitting techniques from instructor and fellow Colgate employee, **Cris Amann**.

**When:** Mondays, Noon to 1:00 p.m.

5 weeks, January 27 to February 24

**Where:** Shaw Wellness Center

Feel free to bring your lunch

Please bring worsted weight yarn and size 8-9 needles or a current project you are working on. You will receive more information after you register for the class.

Register by emailing Cris at camann@colgate.edu.

In Remembrance

**Doris Evans**, retired Secretary/Receptionist in the Counseling Center passed away January 1.

**Robert L. Hathaway**, Harrington and Shirley Drake Professor of the Humanities and Professor of Romance Languages and Literatures emeritus, passed away December 19, 2013.

**Oswald Honkalehto**, Professor of Economics emeritus, passed away December 29, 2013.

January Anniversaries

30 Years

**Debra Linneman**, Psychology

20 Years

**Sue Marks**, Campus Safety
**Vicky Stone**, Alumni Relations

10 Years

**Andrew Coddington**, Advancement-Planned Giving

5 Years

**Shelley Wyman**, Off Campus Study
**Lee Johnston**, Facilities
**Meghann Losee**, Human Resources
**Lorraine Joseph**, Music

Career Opportunities

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

Many thanks to all who participated in the 7th Annual Cookie Exchange!

Photos by Michael Maningas