CALENDAR OF EVENTS

RETIREMENT INDIVIDUAL COUNSELING SESSIONS

TIAA
TIAA APPOINTMENTS CAN BE SCHEDULED ONLINE AT WWW.TIAA-CREF.ORG/EVENTS OR BY CALLING 1-800-732-8353.

DEC 7 | 107 LATHROP (FULL)

CU WELL
WELLNESS PROGRAMMING

JOIN THE 2017 WELLNESS INITIATIVE AND EARN $250! CLICK HERE TO LEARN MORE.

WINTER BREAK
DECEMBER 26, 2016 - JANUARY 2, 2017

WELLNESS RESOURCES:

- VISIT WWW.MYVIVERAE.COM FOR:
- MEMBER HEALTH ASSESSMENT
- HEALTH COACHING
- NUTRITIONAL INFORMATION
- WELLNESS INFORMATION

PLEASE SUBMIT ITEMS AND ARTICLES OF INTEREST TO: HUMRES@COLGATE.EDU
SUBMISSION DEADLINE FOR THE JANUARY/FEBRUARY ISSUE IS JANUARY 17.
NEXT ISSUE: JANUARY 27.
‘Tis the Season.... Of Giving!

Each year we solicit donations of sick and vacation time to sustain a pool of catastrophic leave for eligible employees. Since the implementation of the catastrophic leave program in 2002, nearly 35 employees have benefited from this program!

Hourly employees may donate vacation and/or sick time to the pool and administrative employees may donate vacation time. Donations must be in increments of not less than one day and not more than one week, provided that a minimum balance of 60 days of sick leave is maintained after the donation of sick time. Last year's donations totaled 176.75 hours to the pool, bringing the total balance in the pool to 1,316 hours. These hours carry over from year to year until they are distributed.

Catastrophic leave is granted when a medical catastrophe affecting an employee or an employee’s immediate family member has caused the employee to deplete his/her sick and vacation balances. The medical catastrophe must be severe enough that it requires continuous, long-term medical treatment by a licensed medical practitioner.

If you would like to donate leave time, please contact Human Resources, or stop by to pick up the form. Further details about this program are available by contacting Meghann Losee at x7743.
Effective December 1, 2016, Excellus, via their partner, MDLIVE, offers another alternative for receiving care. Those covered under Colgate’s policy may visit with a U.S. board certified doctor right from their home, office or on the go for non-emergency medical conditions.

**MDLIVE Physicians can:**

- Diagnose your symptoms
- Prescribe medications (when appropriate)
- Send the prescription to your nearest pharmacy

**A list of common conditions treated:**

- Allergies
- Asthma
- Bronchitis
- Cold & Flu
- Diarrhea
- Ear Infections
- Fever
- Headache
- Infections
- Insect Bites
- Joint Aches
- Rashes
- Sinus Infections
- Skin Infections
- Sore Throat

**The member copay per visit is $15.**

**Helpful hints when to use telemedicine:**

- 24/7/365
- If your primary care doctor is not available
- Instead of going to the ER or an urgent care center (for a non-emergency issue)
- If traveling within the U.S. and in need of medical care

While not required, employees may want to sign up, prior to needing care at: [www.excellusbcbs.com/telemedicine](http://www.excellusbcbs.com/telemedicine) or call 1-866-692-5045.

You may want to enter your medical history, since telemedicine doctors will not have access to your provider’s electronic medical records. When you schedule a telemedicine visit, you will need to enter current symptoms, medications and any known diagnosis such as diabetes or asthma.

**For More Information:** [Frequently Asked Questions](#)
Thank you to everyone who attended and participated in the 2016 Wellness & Benefits Fair on November 15. Over 25 vendors and benefit providers were on hand to provide information, free health screenings, and to encourage active and healthy lifestyles.

Congratulations to all our Door Prize winners!

Grand Prize Winner:
Corey MacPherson
Gift Certificate to Colgate Bookstore
New Faces At Colgate

Catherine Marhenke accepted the position of assistant director for annual giving on November 10. She previously worked at the Kelberman Center and at the University of Central Arkansas as the director of annual giving. Catherine holds a master’s in community and economic development. She enjoys cooking, reading, leading a Brownie Girl Scout Troop, and drinking coffee. She and her husband, Tom, have two children.

Rodney Agant ’16 accepted the position of resident program coordinator at the Chapel House on November 12. He previously worked as a hospitality quotient and consulting analyst. Rodney recently graduated from Colgate with a bachelor’s degree. He enjoys running, writing, mastering the art of giving hugs, and leadership coaching.

Howard Powell accepted the position of high performance computer specialist on November 14. He previously worked at Lighthouse Instruments as an IT specialist. Howard holds a bachelor’s degree from the University of Virginia and enjoys computers and DIY projects.

Kristen Wilson accepted the position of coordinator for annual giving on November 21. She previously worked as the Colgate alumni relations program coordinator. Kristen holds a bachelor’s in mass communication and a master’s in teaching, and enjoys reading, being outside, and spending time with her husband, Craig, general merchandise manager at the Colgate bookstore, and their five children.

Anniversaries

5 YEARS
Jason Kammerdiener, communications
Nathalie Carter, athletics

10 YEARS
Ainslie Ellis, advancement, special events
Bruce Moseley, advancement, corporate, federal, gov’t relations
Heather Wilson, athletics, sports medicine

15 YEARS
Gerald Bugbee, facilities
Makiko Filler, international student services
Lauren Galliker, advancement, capital support

20 YEARS
Sarah Hughes, advancement, capital support

STAN FISHER, custodian - December 2

Retirement

Transfers & Promotions
Tabitha Kane - custodian

Births

Mary Williams, environmental health & safety manager, and her husband, Jarod, welcomed a baby girl, Lyra Mackenzie, on October 31. She was 8lbs 12oz. And 20.5 inches long.
Colgate Hot Jobs: Spread the Word

Colgate is a very special place to work! Let’s spread the word! Periodically, human resources will showcase jobs listed on our Careers @ Colgate website in hopes that staff will share these opportunities and links with colleagues and/or potential applicants who may be interested in working at Colgate.

The following positions are presently available:

- Gift processing assistant
- Temporary administrative support staff

Please remember to view all of our jobs at [https://careers.colgate.edu](https://careers.colgate.edu)
As we age, it becomes increasingly important to consider end of life planning for those we love, and for ourselves. As a part of this planning, advance directives can help make our wishes clear. Advance directives are written details that you prepare to help guide medical care and they apply in certain situations, such as if you are terminally ill or severely injured. Advance directives take effect when your doctor determines that you are no longer capable of making decisions about medical care.

One common directive is a living will. In a living will, the patient defines what medical treatments are wanted or not wanted. These treatments can include things like cardiopulmonary resuscitation (CPR), mechanical ventilation (a “breathing machine”), medications, feeding tubes, artificial nutrition, dialysis, and intravenous (IV) fluids. Another common directive is naming a medical power of attorney (sometimes called a health care proxy or agent). This involves choosing someone trusted to make decisions about medical care.

Advance directives are not just for elderly or very sick patients. Every adult should prepare advance directives. If you are a young or middle-aged adult and you suddenly become severely ill or injured, your family may have to make difficult decisions about your care. Advance directives can help make those decisions easier. Your loved ones will know that you are receiving the medical care you would want for yourself.

Start by thinking about your health care goals and values. Consider what is important to you about your medical care if you become seriously ill. Talk with your family and your doctor. Some websites offer workbooks to help you get started with advance care planning.

The required forms for advance directives vary from state to state. Each state’s forms are available for free online and NY State’s can be found here. You do not need a lawyer to complete advance directives. Keep these documents in a safe place, but be sure your loved ones have access to them. There are websites and smartphone apps that let you create and store digital copies of advance directives, usually for a fee.

You should review your advance directives regularly, and you can update them at any time. Even after you prepare advance directives, continue to talk with your loved ones and your doctor about your goals and wishes for your health care.

More information can be found at the Center for Practical Bioethics and the National Hospice and Palliative Care Organization.

Also, on December 16 at noon, a presentation will be offered on Healthcare Decision Making sponsored by the Shaw Wellness Institute and the CU Well Employee Wellness Program. You can register for the workshop here.
GET WELL WISHES

Our thoughts are with Larry Crandall, Huntington Cage Attendant as he mends. The good wishes and kind words sent to him have meant so much! Please continue to write or call at:

Larry Crandall
9 West Street, PO Box 44
Smyrna, NY 13464
607-627-7016
Larry can also be reached via Facebook.

REMINDER FOR 2016 FSA PARTICIPANTS:

Claims for services or purchases should be submitted by December 31, 2016. In the event that you don’t use all your FSA funds, you have a grace period of 2½ months (March 15) following the plan year to incur expenses. All grace period claims for 2016 must be submitted by June 30, 2017.

Questions? Contact Human Resources at humres@colgate.edu.
10th Annual

Holiday Cookie Exchange

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

Monday, December 12
12:15 p.m.
101 McGregory Hall
Center for International Programs

To sign up contact Makiko Filler:
mfiller@colgate.edu
Each year, the Sustainability Office conducts a survey to assess the total carbon emissions coming from employees who commute to work. As an incentive to fill out the survey, we raffled off gift certificates to the Colgate Bookstore, Flour & Salt Bakery, and the Hamilton Movie Theater. Congratulations to our three winners: Beth Holcomb, Elizabeth Marlowe, and Dorrie Ackerman!

The survey, which is distributed via email, asks Colgate employees to share information about their commuting habits such as how often they drive themselves to campus, the distance they drive each time, and the fuel efficiency of their vehicle. This data helps us determine commuting emissions and our overall annual Greenhouse Gas footprint. We have been tracking this data since 2009 as we strive to achieve carbon neutrality by 2019.

This year’s survey was completed by 319 people representing an impressive 31% of Colgate employees. The results provided us with some interesting insights. The average Colgate commuter traveled 3,916 miles to and from work last year, using 156 gallons of gasoline and emitting 2,700 lbs of carbon dioxide in the process. When compared to the average American commuter, the average Colgate commuter traveled a shorter distance to work last year, but used more gallons of gasoline. This suggests that the average Colgate commuter uses a vehicle that is less fuel efficient than that used by the average American commuter. In total, Colgate commuters traveled 3,991,229 miles last year and used 150,027 gallons of gasoline. That’s enough travel to go to the moon and back more than eight times! These numbers mark an average increase of 19 gallons per commuter last year from the previous year, and the highest numbers since 2013. On the positive side, about 20% of respondents to this year’s survey indicated that they walked or rode a bike to campus at least once per week, with an average of 3.5 days per week—a number that was constant across all seasons. This marks a 5% increase in the number of Colgate employees walking or

WHEN COMPARED TO THE AVERAGE AMERICAN COMMUTER, THE AVERAGE COLGATE COMMUTER TRAVELED A SHORTER DISTANCE TO WORK LAST YEAR, BUT USED MORE GALLONS OF GASOLINE.
riding a bike from last year’s average of 15%. Last year’s numbers were also less consistent, with more respondents walking or biking to campus in the summer and fall semester than in the spring semester.

To help Colgate achieve its goal of becoming carbon neutral by 2019, commuters can explore options to decrease the amount of gasoline they use in a year to drive to campus. Driving shorter distances to campus not only saves time and money, but also reduces your carbon footprint. Another option is to invest in a more fuel-efficient vehicle. Several employees have already invested in hybrid or all-electric vehicles. Reducing the number of days you drive to work can also reduce your carbon footprint. This last option could be accomplished by walking to work when weather and distance permits, working from home with your supervisor’s permission, or by carpooling with another Colgate employee who lives nearby. A number of employees commented on the survey that increased bike lanes would making commuting by bicycle more practical and safe, and suggested a variety of improvements that would make it easier for more people to opt out of driving to campus alone. These suggestions will be carefully considered as we rethink parking and circulation patterns on campus. In the meantime, thank you as always for all you do to support sustainability on campus.

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**Did you know?**

- **31** Percentage of Colgate employees who responded to this year’s commuter survey.
- **3,916** Average miles each employee commuted to and from work last year.
- **3,991,229** Total commuting miles for all employees: enough to travel to the moon and back eight times.
- **20** Percentage of Colgate employees who walked or bicycled to campus at least once per week, with an average of 3.5 days per week.
CUSTOMER APPRECIATION SALE
FRIDAY, DECEMBER 9 | 9:00 a.m. - 8:00 p.m.
Join us at the Colgate Bookstore as we celebrate YOU, our valued customers. The entire store will be 13% off (some exclusions do apply). Enjoy locally made refreshments, and enter for the chance to win a drone! Colgate University faculty and staff discounts will stack on top of sales.

NORTH POLE NINJAS STORY TIME
SATURDAY, DECEMBER 17 | 10:30 a.m.
Join us at the Colgate Bookstore for a story time about the North Pole Ninjas! Hear their story, learn about the true meaning of Christmas from the North Pole Ninja Sensei, and carry out Ninja missions of your own! Story time will be followed by crafts, snacks, and photos with the North Pole Ninja Sensei! Free, and open to children of all ages.

NEW AT THE BOOKSTORE!
President Casey’s office has put together a 2017 calendar featuring Emrys, the president’s dog. The net proceeds of the calendar will benefit the Chenango County SPCA!

BUYBACK STORE HOURS:
DECEMBER 12-16 | 9:00 a.m.—6:00 p.m.
DECEMBER 17 | 9:00 a.m.—5:00 p.m.

SPECIAL STORE HOURS
DECEMBER 24 | 9:00 a.m. - 2:00 p.m.
CLOSED CHRISTMAS DAY
CLOSED DECEMBER 26
DECEMBER 27-30 | 9:00 a.m. - 5:00 p.m.
CLOSED DECEMBER 31
CLOSED JANUARY 1
Over 4000 courses in Business, Technology and Creative Skills taught by industry experts.

FREE FOR ALL COLGATE EMPLOYEES!

LEADING PROJECTS
Learn how to lead projects successfully. Provides steps and techniques you can apply to managing projects from concept to reality.

HAPPINESS TIPS
Get weekly happiness tips to help you create the life you want. Find more time for the things you love and maximize your day-to-day happiness.

BECOMING A GOOD MENTOR
Becoming a mentor gives you a way to share your wisdom and knowledge in a mutually beneficial relationship.

FIND THESE COURSES AND THOUSANDS MORE AT LYNDACOM

Payroll Deduction Plan

Any eligible employee of Colgate University is eligible to purchase a personal computer or other qualified electronic device - at an educational discounted price - from the University's Bookstore gift shop under the Voluntary Computer Purchase & Payroll Deduction Plan. Eligible employees are able to defer payment of the purchase price, up to a pre-determined maximum amount of $2,000, and then pay this deferred amount through after-tax payroll deductions.

Click here for eligibility details.
Colgate Recreation

RIGGS RINK
AT THE NEW CLASS OF '65 ARENA

COLGATE NOON TIME SKATE
THROUGH DECEMBER 15

MONDAY | PICKUP HOCKEY - HELMET REQUIRED
WED & THURS | SKATING ONLY, NO PUCKS

PUBLIC SKATING SUNDAYS - NO RENTALS
2:00-4:00 pm
$1 for skaters without CU ID
December 1-18 & January 8– February 26

ENTER RINK THROUGH MIAN LOBBY DOORS
NEXT TO THE TICKET BOOTH.

MORE INFO

RENT WINTER GEAR
AT THE OUTDOOR EQUIPMENT RENTAL CENTER
RENT SNOWSHOES, CROSS-COUNTRY SKIS, CLIMBING GEAR AND MORE!
FEES APPLY
CLICK FOR HOURS AND RATES

MORE INFO

HUNTINGTON GYM/THE CAGE
FACILITIES INCLUDE:

BASKETBALL COURTS
(FIRST-COME, FIRST-SERVED)

RACQUETBALL COURTS & TABLE TENNIS
(FIRST-COME, FIRST-SERVED)

SQUASH COURTS
(FIRST-COME, FIRST-SERVED; CLOSED MON-THURS 4:00–6:30 p.m. FOR CLUB USE)

SAUNA
MARTIAL ARTS STUDIO
SPIN STUDIO

MORE INFO
The Staff in Human Resources would like to wish you and those around you...

Season’s Greetings & A Happy and Healthy New Year!