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.

NOV 16  |  107 LATHROP
NOV 17  |  535 CASE-GEYER (FULL)
DEC 7   |  107 LATHROP (FULL)

FIDELITY
FIDELITY APPOINTMENTS CAN BE SCHEDULED ONLINE AT WWW.FIDELITY.COM/ATWORK/RESERVATIONS OR BY CALLING 1-800-642-7131.

NOV 22  |  515 CASE-GEYER

CU WELL
WELLNESS PROGRAMMING
JOIN THE 2016 WELLNESS INITIATIVE AND EARN $250! CLICK HERE TO LEARN MORE.

2016 WELLNESS & BENEFITS FAIR
NOVEMBER 15

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 DECEMBER ISSUE IS NOVEMBER 18.

Open ‘Gate
November 2016
November 15
11:30 a.m. - 1:30 p.m.
Hall of Presidents
Lunch Will Be Provided in Donovan’s Pub

Join us at the 2016 Wellness & Benefits Fair! This is your opportunity to:

- Gather information
- Meet your benefit providers
- Participate in wellness screenings:
  - blood pressure
  - glucose readings
- CU Well Biometric Screenings (sign up in advance at myviverae.com)
- Learn more about the CU Well employee wellness program
- Receive a hand and/or chair massage
- Register for prizes
- And more!

It Begins with you!
The first step toward good health begins with knowing all you need to know about your health and your healthcare options.
Colgate Staff Excellence Awards
Rewarding Outstanding Achievement

We are pleased to announce the Colgate Staff Excellence Awards designed to recognize staff members who demonstrate outstanding achievement in Colgate’s commitment to fostering a creative and expansive learning community.

The Colgate Staff Excellence Awards, builds on and replaces the Col “Great” Employee Recognition Program and will be presented once per year at the spring All-Staff Meeting, with the first awards being announced at the Spring 2017 meeting, to be held the week of February 6.

The award categories and the criteria are listed below:

The Individual Excellence Award (7 employees)
Recognizes members of staff who demonstrate sustained outstanding achievement in one or more of the following areas:

- Effective Communication
- Creativity and Innovation
- Leadership and Teamwork
- Change Management
- Diversity and Inclusion
- Sustainability

The Outstanding Contribution Award (1 employee)
Recognizes a member of staff for a single, outstanding achievement above and beyond their job responsibilities. For example, this person may have:

- Provided substantial assistance to another member or members of the Colgate community to achieve a goal outside normal job responsibilities
-Performed extraordinary actions not part of their normal responsibilities
-Provided decisive intervention in a situation, project, event, etc. that produced a positive outcome
-Resolved a long-standing issue with a new, creative approach

The Team Award (1 team)
Recognizes a group of staff members (multi departmental and cross functional) that demonstrates exceptional teamwork. For example, this team may have:

- Worked together for a common purpose and exceeded expectations
-Generated synergy through a coordinated effort
-Achieved a significant university goal through effective collaboration
Eligibility for Recognition:

This program applies to all full time and part time benefit eligible staff members. Vice presidents, members of the President’s Cabinet, and academic and library faculty are ineligible for consideration (athletic faculty, including coaches, **are** eligible for consideration).

Nominations:

All Colgate staff members are encouraged to nominate persons for recognition. Individuals may nominate up to three staff members and one team each year. Nomination forms will be submitted electronically to Human Resources. The President’s Cabinet will make the final determination of award recipients.

**Nominations are due January 6, 2017.**

Click Here To Make Your Nomination

*Pictured left to right: Individual Excellence Award Recipients: Steve DeGroat, Nathalie Carter, and Diane Beach*
2017
Open Enrollment
November 7-18, 2016

You MUST submit benefit changes online by November 18, 2016 via the portal.

This is your opportunity to make changes to benefit plans and make annual Flexible Spending Account elections, effective January 1, 2017.

NEW THIS YEAR!
GUARDIAN/VSP VISION PLAN
You may elect coverage for you and your eligible family members.

TELEMEDICINE—MDLIVE
Effective December 1, 2016, Excellus will offer another alternative to receive care. Visit with a U.S. board certified doctor right from your home, office or on the go for non-emergency medical conditions for a $15 copay.

VISION INFORMATION SESSIONS WILL BE HELD ON:
NOV 11  | 9:00 a.m. (535 CASE GEYER) AND 1:00 p.m. (560 CASE GEYER)
NOV 15  | 9:30 a.m. AND 2:00 p.m. (560 CASE GEYER)

RELPH BENEFIT ADVISORS are available to assist with benefit related questions and concerns. Monday-Friday, 8:00 a.m.-4:30 p.m.
1-800-836-0026 X510

HUMAN RESOURCES DEPARTMENT
(315)-228-7565
humres@colgate.edu

Watch for email correspondence on November 7 with complete details!
**Anniversaries**

**5 YEARS**
- Matt Hames, communications
- Aaron Solle, ctr. for international programs

**10 YEARS**
- Pat Kochan, office of equity & diversity
- Starr Reed, athletics, equipment cage
- Kelly Snyder, university studies

**15 YEARS**
- Pilar Mejia Barrera, romance languages
- Samantha Alexander, admission
- Brendt Simpson, finance & administration

**25 YEARS**
- Peter Tagtmeier, cooley science library

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**Transfers & Promotions**

- Jeffrey Blanchard - groundskeeper
- Jeff Golley - carpenter foreperson
- Tristan Leinan - advancements operations coordinator
- Rick Phoenix - plumber

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**Births**

Lora Valentine and her husband, Tim, welcomed a baby boy, Chase Edward, on October 29. He was 8lbs 12oz. And 21 inches long.

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**In Memoriam**

Yoichi Aizawa, professor of Japanese - October 15

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**Daylight Savings Time | November 6**

Change your clocks and smoke alarm batteries. Saving your life can be as simple as changing your smoke alarms every seven to ten years. Having a smoke alarm and carbon monoxide alarm that works 24 hours a day greatly increases your chance of survival if your home catches fire.
1. **Emily Brock** accepted the position of digital history project manager on October 24. She previously worked as a photo archivist at the Palace of the Governors Photo Archives. Emily holds a bachelor’s in English and a master’s of library and information science. She is recently engaged, and enjoys hiking, dog agility and reading.

2. **Karli Harris** accepted the position of administrative assistant in admissions on October 10. She previously worked at NBT Bank as an administrative assistant. Karli holds a bachelor’s in English with a minor in event management and business. She enjoys riding motorcycles, playing sports, playing with her cats and hiking.

3. **Carolyn Strobel** accepted the position of assistant director of alumni relations for professional networks on October 13. She previously worked in the Silicon Valley as a senior marketing manager. A graduate of Holyoke College, Carolyn enjoys being active in the outdoors, yoga, cooking, and spending time with her family.

4. **Ainsley White Gorman** accepted the position of receiving clerk at the bookstore on October 25. She was recently married to James Gorman, and has five children.

**Pictured below at Right:**

**New Hire Orientation Group Photo**

On October 27, employees who were hired this year between April and October attended a special orientation session hosted by Human Resources. Welcome to all our new employees!
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:

- Administrative assistant to the University Librarian
- Web accounting assistant
- Temporary/part-time administrative assistant staff

Please remember to view these, and all of our jobs at https://careers.colgate.edu
Viverae health professionals will be onsite to conduct biometric screenings on the following dates by appointment only:

**BIOMETRIC SCREENINGS**
**NOVEMBER 15**
8:00 a.m. – 5:00 p.m.
Clark Room, James C. Colgate Hall

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).

**THIS WILL BE THE LAST EVENT OFFERED FOR YOUR 2016 WELLNESS INCENTIVE.**

Please click [here](#) for more information.

To reserve an appointment visit [www.MyViverae.com](http://www.MyViverae.com)

**EARN 50 POINTS!**
GET WELL WISHES

Our thoughts are with Larry Crandall, Huntington Cage Attendant as he mends.
Get well wishes can be sent to:

Larry Crandall
Iroquois Rehabilitation and Nursing Center
4800 Southwood Heights Drive
Jamesville, NY 13078

Dog and House Sitter Needed
December 11-17, January 2-7, May 26-June 14

Love dogs and living in a lovely rural setting? I am looking for a dog and house sitter who can live with and take care of two dogs for any part of the following windows: a) December 11-17, 2016; b) January 2-7, 2017; c) May 26-June 14, 2017. Car provided, house less than 15 minutes from Colgate. Will of course compensate you for your time and caring attention to the dogs!

Contact Karen at kharpp@colgate.edu if interested.
About Colds & Flu

With all the medical advances we witness every day, it’s disappointing that we still haven’t figured out how to defeat the common cold and flu. The average American will suffer two to four colds each year, and endure at least one bout of the flu. Each episode can represent a week or two of lost productivity and enjoyment.

Even though there is no cure, there are things you can do to reduce your chances of catching one of these conditions. And if you do catch a cold or flu, there are self-care techniques you can employ to feel better fast.

Signs & Symptoms

One of the first things you’ll need to determine to get on the road to recovery is whether you have a cold or the flu. Although they can feel similar, cold and flu are very different illnesses. Both colds and flu are caused by viruses, and both share symptoms. Colds, however, are restricted to the nose, throat, and surrounding air passages. Most colds are not accompanied by fever, chills, or the more severe symptoms identified with flu. Flu is almost always more severe than a cold. It hits suddenly with aches, a high fever, and chills. The flu typically runs its course in about a week, although you may feel uncomfortable for several weeks.

SELF-CARE FOR COLDs & FLU

Home Treatment: Check out the following tips to feel better fast when you are battling a cold or flu.

- **Drink Fluids**—drinking at least eight, 8 oz. glasses of fluid daily. Hot drinks and soups are especially effective.
- **Humidify Your Environment**—moisture helps. Use the shower, a humidifier, or breathe over a bowl of hot water.
- **Get Rest**—going to work with a cold isn’t necessarily going to make it worse, but keep in mind you are most contagious in the first 48 hours.
- **Cough And Blow**—blow your nose gently and often, and cough as needed. You want to keep the phlegm moving, not suppress it.
- **Gargle**—gargle three times daily with salt water to soothe your sore throat. Salt helps sterilize the bacteria in the back of your throat and promotes the healing of inflamed tissues.
- **Don’t Take Antibiotics**—unless there’s solid medical evidence that you have a secondary bacterial infection. If you are unsure, see your healthcare provider.
- **Take An Over-The-Counter (OTC) Remedy**—Take single-ingredient products like Sudafed or Robitussin only as needed and as directed. Make sure you read the label warnings and only take something if you really need it. Be careful about interactions between over-the-counter and prescribed medications.
- **Find A Flu Shot**—There are several “flu shot locators” available online. These mini search tools will help you find a flu shot clinic near you.

(continues on next page)
Preparing For Cold & Flu Season  (Con’t)

(Adapted from WELCOA , “Actively Involved”)

BY THAD MANTARO,  DIRECTOR OF SHAW WELLNESS INSTITUTE

PREVENTING COLDS & FLU

There’s no question about it—the best way to deal with a cold or flu is to avoid it in the first place. By taking a few precautions, you can dramatically cut your chances of picking up one of these viruses. Here are some tips to consider:

• Wash your hands before you touch your face or eat, after using the bathroom, and after touching shared items like telephones or computers. Washing your hands often may be the single most important thing you can do to avoid a cold or flu.

• Get at least eight hours of sleep each night so your body isn’t run down.

• Avoid physical contact with sick people if possible.

• Consider staying home during the first few days of a cold, when you’re most contagious. Wash your hands after contact with sick people.

• Eat a healthy, vitamin-rich diet, including five servings of fruits and vegetables daily.

• Use a humidifier during cold and flu season-dry nasal passages are less resistant to viruses.

• Use disposable tissues instead of cloth handkerchiefs to reduce germs.

• Nurture your relationships with friends, family, and your community. A large circle of friends is associated with better resistance to illness.

• Don’t share towels, eating utensils, or toothbrushes.

• Consider getting a flu shot.

Flu shot clinics are completed for this semester on-campus but you can still receive the flu shot at the local Kinney pharmacy any time the pharmacist is present. Call ahead (824-2200) and bring your insurance information. Shots are covered 100% by insurance for Colgate employees.
Take A Hike!

Autumn is a fine time to go hiking. The weather is brisk, trails are bursting with fall color, and the crowds and insects have thinned to a trickle. Hiking with your friends or family is a great chance to get outdoors, breathe some fresh air, and get active.

For your first day-hike (hiking for a day or less without camping overnight), choose a safe, well-marked trail that doesn’t have too many steep climbs. Otherwise, you’ll get tired too early and won’t make it as far as you want to go. Each time you go hiking, try going a little farther and take a slightly steeper trail. Before you know it you’ll be hiking the Appalachian Trail—a 2,167-mile trail that goes all the way from Maine to Georgia!

Did you know? Colgate offers over 5 miles of scenic trails on campus! At the very top of our infamous campus hill lays a collection of intertwining wilderness trails ideal for cross-country running, skiing, hiking, and generally immersing yourself in Colgate’s beautiful setting.

Click here for more information and maps.

Trail Tips

- Before starting out, do warm-up exercises. Stretching gradually increases heart rate, temperature and circulation to your muscles. Also, after a night’s rest, your muscles need warming. Stretching gets the body going and increases your flexibility.

- Start out slowly, gradually increasing your pace and distance traveled.

- Let the slowest person in your hiking, paddling, biking or cross-country skiing party set the pace. This is especially important when children are part of your group.

- Plan the trip ahead of time and assign tasks that people enjoy. If someone doesn’t cook, don’t force them. The goal is to have a good time outdoors.

- Take turns leading the group and sharing decision-making responsibilities.

- Hike, bike, or ski only on marked trails in wilderness areas.

- Hike and travel in groups as much as possible, especially during winter and in hazardous terrain.

- Leave your itinerary with a friend or family member and check in with them upon your return.

Culinary 101 is a faculty and staff cooking series that will be offered during the below dates in Donovan’s Pub.

All participants will learn to prepare new dishes and take home recipes and helpful techniques to make cooking at home more enjoyable.

Thursday, November 17 -12:10 p.m.
Tuesday, December 6 -12:10 p.m.

Please R.S.V.P. one week in advance to Colgate Dining Services at diningservices@colgate.edu or 315-228-7366.

WE HOPE TO SEE YOU THERE!
BETTER THAN BLACK FRIDAY:  
FACULTY & STAFF APPRECIATION SALE  
THURSDAY, NOVEMBER 17  |  9:00 a.m. - 5:30 p.m.  
CU faculty and staff, save on Apple, Beats and more with our exclusive, one-day only Apple sale just for you! We have many of the latest demo’s on site - come try them out! The first 20 attendees will be entered to win doorprizes. Refreshments will be served. Want to make a reservation on a limited supply product? Reserve today, and simply pick up your purchase on 11/17. Call Rebecca Burgdoff Dowsland at 315-228-7776 or email her at rdowsland@colgate.edu.

HOLIDAY OPEN HOUSE  
FRIDAY, NOVEMBER 18  
Refreshments and give-aways!

MAROON FRIDAY  
FRIDAY, NOVEMBER 25  
9:00 a.m. – 5:30 p.m.  
Shop huge sales and enjoy locally made refreshments!

SHOP LOCAL SATURDAY  
SATURDAY, NOVEMBER 26  
Support neighborhood businesses and embrace a new holiday shopping tradition. Shop huge sales and enjoy locally made refreshments.

BOOKLOVERS CLUB ANNUAL HOLIDAY RECEPTION  
MONDAY, NOVEMBER 28  
5:30 p.m. —7:00 p.m.  
Calling all booklovers! Come to our annual reception to receive free books, and enter to win more! Enjoy locally made refreshments and receive expert personal assistance while shopping for the holidays.

WWW.COLGATEBOOKSTORE.COM
The Department of Recreation
Is excited to introduce
EMPLOYEE
RECREATION WORKSHOPS
which offer faculty and staff an opportunity to take advantage of recreational facilities and instruction at no cost. Employees will earn CU Well points by reporting participation in the workshops as “Healthy Events” on MYVIVERAE.COM.

UPCOMING FALL WORKSHOPS:

INTRO TO AIKIDO
Wednesday, November 16 | 12:00-12:50 p.m.
Huntington 2nd floor
Martial Arts Loft

LEARN TO SKATE
Thursday, December 1 | 12:00-12:50 p.m.
Riggs Rink in the Class of 1965 Arena

RACQUETBALL 101
Wednesday, December 7 | 12:00-12:50 p.m.
Huntington 3rd Floor Racquetball Courts.

Click here for full workshop descriptions and to register.

You’ve heard all the tips on weight management, but knowing and doing are two different things. Be sure to watch the 2-minute video:

MIND-OVER-MATTER WAYS TO EAT LESS

ARTICLES OF INTEREST:

- Portion Control Quiz
- Tips For Limiting Portion Sizes
- Afternoon Power Snack Ideas
- Teriyaki Glazed Salmon Recipe

To download the Newsletter and Webinar, head to MyViverae.com.

Today, an estimated 29 million people are living with Diabetes in the United States. Thanks to better treatments, people with diabetes are now living longer and with a better quality of life than ever before. If you are living with diabetes, it’s important to make choices that keep you and your loved ones healthy.

FOR MORE INFORMATION, VISIT WWW.CDC.GOV.
Lineberry Natatorium
Click here for hours

Harry H. Lang
Cross Country Fitness Trails
Five miles of beautiful trails
Take a short walk or a long ramble
Download maps here

Focus on Fitness Classes
Yoga, Gyrokinesis, Spinnervals, Zumba, Interval Strength and more!
Free for all Colgate employees
Classes run through December 9
Sign up

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