Calendar of Events

10/15  All Staff Meeting
10/19  Deadline for next edition articles/ads
11/1   Next Open 'Gate Issue
11/19  Wellness & Benefits Fair

Retirement Individual Counseling Sessions
TIAA-CREF
10/10  Seminar Room, ALANA
10/23  202 Conference Room, Lathrop Hall
11/6   Seminar Room, ALANA
11/19  201D Conference Room, McGregory Hall
12/4   107 Conference Room, Lathrop Hall

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

Fidelity
10/24  Seminar Room, ALANA
11/7   333 Third Floor Lounge, Alumni Hall
12/19  Conference Room, Bookstore

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

CU Well
Wellness Programming
10/10  Control What You Can: Cancer Risk Reduction
11/14  Your Role in Diabetes Management
12/12  Dining for Health and Enjoyment

October Wellness Resources:
It is National Breast Cancer Awareness Month. Please click here for information.

Quit for Life®. Click here to read more.


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

Submitted by
Brendt Simpson,
OAK Project Co-Director

Last fall President Herbst announced a data revitalization project, recently named OAK – Optimization, Analytics, and Knowledge, to create and improve administrative efficiencies and empower the campus community with greater access to data.

Through last spring and this summer, the project team has conducted a series of workshops focused on business process reviews, key performance indicators, and investigating business intelligence software. These workshops looked at current processes such as student recruitment in admissions, degree audit in the registrar’s office, payroll in the accounting office, employee onboarding through human resources, and gift processing in advancement, to name a few. Over 100 staff and faculty members participated in at least one of over 40 workshop sessions. The outcome of these sessions was to recommend streamlined processes that employed technology where appropriate. Building on the successes to date, we are beginning to launch new processes and software this fall.

During the summer months, the OAK project team, in consultation with President Jeffrey Herbst, Provost and Dean of the Faculty Doug Hicks, Interim VP for Finance and Administration Carolee White and CIO Kevin Lynch, identified several projects to enhance our administrative processes in the coming year.

1. **Web Time Entry** – An online Banner application for time entry and approval that will eliminate the need for paper timesheets. The project is slated to begin on October 28, 2013 for approximately 70 hourly employees and be fully implemented for support staff employees on November 25, 2013. Student and casual wage employees will be brought into the system at a later date.

Continued on Page 2
2. **Degree Works** – A degree audit system that allows students, faculty and administrative advisors to interactively plan the courses students intend to take during their four years, track student progress toward major and degree completion, and help with advising sessions.

3. **Faculty Activity** – The new software will be installed and launched as a pilot in October. Faculty will be able to view and enter information about their teaching, research and service to the university. It will move the current faculty self-report process to an electronic environment, saving both faculty and staff time. Additionally, when fully implemented, it will also update faculty web profiles as information about new articles, books, speaking engagements, art work, etc. is entered. Finally, faculty can use the system to print current customizable CV’s.

4. **Web Proxy** – A current Banner capability that we are implementing will allow students to grant proxy access to their parent(s)/guardian(s) for view access to grades and financial aid information. The benefit will be the elimination of several thousand grade-mailers being printed and delivered each semester.

5. **Business Intelligence and Data Warehouse** – Since July 1, 2013 the project team has been engaged in a trial of Cognos and Tableau, both premium business intelligence software solutions. The benefit of both of these software systems is taking data from across campus, turning it into information, and ultimately developing graphical dashboards to support decision making across campus. Once this software is implemented, an ongoing movement to share more data, information and knowledge with the campus for increased transparency will transpire.

This is by no means an exhaustive list of new administrative process initiatives; it is the beginning of continuous process review and improvement where appropriate across campus.

The OAK Project complements many of the campus initiatives that are currently ongoing. First, the staff climate survey purported the need for improved communication and we believe continuous review of administrative processes that cross departments and increased data sharing will help meet that goal. Second, the Degree Works and an integrative advising initiative will help support the Living the Liberal Arts Strategic Planning report. Finally, throughout this project, there will be opportunities to reduce our use of paper and support the sustainability initiative.

If you have any questions or comments please feel free to contact any member of the OAK project team.

**OAK Project Team Members**

- **Tim Borfitz**, Director Enterprise Systems
- **Lori Chlad**, Associate Vice President for Human Resources
- **John Collins**, Associate Vice President for Budget and Financial Aid
- **Gretchen Herringer**, Registrar
- **Lindsey Hoham**, Senior Associate Director of Advancement Services
- **Mark Hine**, Project and Communications Manager
- **Brandon Ice**, Business and Operations Manager
- **Sue Dolly Lathrop**, Senior Associate Dean for Admission Operation
- **Kevin Lynch**, Chief Information Officer
- **Tom O’Neill**, Associate VP/Controller
- **Brendt Simpson**, Director of Institutional Planning and Research
- **Cara Singel**, Assistant Director/Compliance Coordinator
Wellness Spotlight

Ten Techniques to Relaxation

By Thad Mantaro, Director Shaw Wellness Institute

This article draws on the book *Stop Stress this Minute* by the Wellness Council of America. Stop by the Shaw Wellness Institute to pick up a free copy of the book!

Last month we learned we can positively impact our stress through a simple breathing technique. This month we will expand on the types of activities that can promote relaxation and decrease stress. But first, let’s self-reflect and ask- did you determine your stress number from last month? Has it changed over the last month as you’ve practiced the simple breathing technique that was shared?

Covered in the book *Stop Stress this Minute* are the following ten helpful techniques: abdominal breathing, progressive muscle relaxation, body scan technique, stretching, listening/connecting, focusing exercise, meditation, visualization, deep relaxation, and vigorous exercise. Each of these techniques can be practiced in 5 minutes or less, and all have been shown to reduce stress.

Let’s spotlight one: deep relaxation. Deep relaxation is also known as self-hypnosis. It differs from regular hypnosis in that you are in complete control during the practice. In this exercise, your mental state changes, breathing and heart rate slow, and your consciousness changes. To begin, breathe in deeply, and begin to count backwards from 10. As you count backwards, practice the following technique:

10. Breathing in deeply
9. Getting more and more relaxed
8. Breathing in deeply again
7. Feeling the relaxation growing throughout the body
6. Breathing in through the nose and out through the partly closed mouth
5. Hands are feeling heavy and warm
4. Arms are feeling heavy and warm
3. My whole body is feeling heavy and warm
2. Breathing in again, deeply
1. I am now deeply, deeply relaxed.

Repeat as often as you like.

Remember that everyone is different; some techniques work better for some individuals. Also remember stress is cumulative, so it’s important to put into practice a regular stress reduction program that works for you. Try to ensure that your stress levels never rise too high. Practice a technique that works best at work, and another for at home. Keeping a few options in your back pocket will help you maintain peace of mind, health and wellness.

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**CU Well** is pleased to present Racquetball Clinics on Saturday, October 26, and Sunday, October 27, 2013 in the Huntington Gym Courts. Looking to improve your skill or learn a new technique? Fall is a great time to develop your game! Register online by October 10. Sign-ups are limited to ten (10) participants per day and we are expecting them to fill quickly!

The clinics will be run by Jim Winterton, the #1 coach in the sport. As an expert in the game, Jim has coached many talented players including the #1 male and #2 female on the racquetball circuit.

**Time:** 9 a.m. to 5 p.m.

**Cost:**
- $20 for Colgate Employees
- $80 for Community Members

Payments can be made at the Rec Sports Office, Huntington 101.

Sponsored by CU Well and Colgate Recreation.
Important Dates

2014 Open Enrollment
November 11-22
Personalized information packets will be mailed in early November.

Wellness & Benefits Fair
November 19
Location: Hall of Presidents
Time: 11:30 a.m. to 1:30 p.m.
Lunch will be provided in Donovan’s Pub.

IRS Adopts a “Place of Celebration” Rule

In August, the Internal Revenue Service (“IRS”) and Department of Treasury ruled that same-sex couples legally married in jurisdictions that recognize same-sex marriage will be treated as married for federal tax purposes, regardless of the laws of the jurisdiction in which the couple resides.

One impact for Colgate employees is the ability to take advantage of pre-tax deductions for their same-sex spouse for health insurance premiums. This means premiums can now be excluded from Federal, NY State and Social Security income tax withholdings.

Under this ruling, there is a 30 day window from September 16, 2013 for employees to inform their employer if they qualify under this new ruling. Please contact Meghann Losee at x7743 no later than October 15, 2013 to make any updates to your status or deductions.

Another impact under this ruling is qualified retirement plans will now recognize legally married same-sex spouses for the purpose of all federal tax rules under these plans.

This ruling does not apply to registered domestic partners, civil unions or other similar relationships recognized under some states’ laws.


The Quit For Life® Program can identify what triggers you to use tobacco. Excellus has helped more than 1 million people, and we can help you.

When you join the Quit For Life® Program, a trained and dedicated Quit Coach® will help you identify those instances that make you want to use tobacco.

It’s free. It’s confidential. It works.

Call 1.800.442.8904 or log on to the Excellus BCBS website today: https://www.excellusbcbs.com/wps/portal/xl/mbr/fyh/healthyliving

Get Zipcar and grab life by the wheels

Thinking about everything you need to do for back to school can get a little overwhelming. Zipcar can help get you off campus to stock up on everything else you might need. Colgate University has partnered with Zipcar to bring you the convenience of car ownership without the hassle of having a car on campus. Zipcar is a member-based car sharing service on campus that allows students, faculty and staff to use their cars by the hour or the day with gas and insurance always included. The many benefits include:

- Reduces demand for on-campus parking; alleviates congestion
- A sustainable alternative transportation solution that reduces your carbon footprint
- Turnkey program includes everything you need, even gas and insurance
- Flexible programs for faculty and staff
- Simple online application and approval process

To celebrate the new school year, Zipcar is taking $10 off your annual fee ($35.00) when you join at zipcar.com/campus. Zipcar will also give you $45 in driving credit to try a car out when you use the promo code B2S2013 (expires June 30, 2014) when you join.
Sustainability Spotlight
By John Pumilio, Director of Sustainability

Bicycle Safety Gets a New Look at Colgate
This summer, Rabbi Dena Bodian, Associate University Chaplain and Director of Jewish Life, contacted the Sustainability Office with a concern and a potential solution. The concern: not enough Colgate students were wearing bicycle safety helmets. The solution: to provide a safety helmet to any student who needed one as part of Colgate’s Green Bikes program.

Rabbi Bodian’s concern was supported by the 2012 National College Health Assessment (NCHA) survey which indicated that 35 percent of Colgate students do not wear a helmet consistently and 19 percent never wear a helmet at all. So, when Rabbi Bodian approached Suzy Nelson, Dean of the College, and Thad Mantaro, Director of the Shaw Wellness Institute, to ask if they were interested in sponsoring the program, both were excited to do so. Each generously offered matching funds to purchase 50 helmets for use on campus.

Today, every Green Bike rental includes a safety helmet with an extra 25 helmets available for any student cyclist who needs one.

Bicycle commuting is not only popular among students. Over the past few years, we have seen a growing trend in bicycle use among Colgate faculty and staff. The next time you take out your bike, remember to set a good example and wear your safety helmet. It can save your life. In the meantime, the Sustainability Office would like to give a huge thank you to Rabbi Bodian, Suzy Nelson, and Thad Mantaro for supporting bike commuting and rider safety on campus!

Colgate’s Lifelong Learning Courses for October

The Politics of the Papacy -- Colgate political scientist Tim Byrnes will explore the political aspects of one of the world’s most prominent spiritual institutions, examining phenomena such as papal elections, the foreign policies of the Holy See, and ticket balancing in naming saints. Tuesday, October 1 & Thursday, October 3, 3:30-5:00 p.m., Colgate Bookstore.

The Iroquois and Their Neighbors -- Colgate professor Christopher Vecsey will examine the culture, history, religion, arts, politics, and laws of the Iroquois Indians from the period before European contact to the present day, including relations with New York State and the United States. Tuesdays, October 8 & 22, and Thursdays, October 10 & 17, 9:30-11:00 a.m., Colgate Bookstore, 3rd Floor Community Room.

The Future of Hamilton: Searching for the Greater Good -- Lifelong Learning regular Dick Cheshire will moderate three discussions on issues critical to Hamilton. October features HCS Superintendent Diana Bowers on Real Learning at Hamilton Central School. Wednesday, October 16, 7:00-8:30 p.m., Hamilton Central School.

The Emancipation Proclamation at 150: What It Was in 1863 and What It Has Meant for Freedom by 2013 -- Morrisville professor emeritus Norman Dann points out that The Emancipation Proclamation “legally freed no one.” Why was it issued and what did it do? Are all Americans free today, or do we still need emancipation from cultural bias? Wednesday, October 23, 3:30-5:00 p.m., Hamilton Public Library.

Contract Bridge: Defensive Play -- Certified teacher Robert Elgie will help players improve their defense, including when and when not to follow guidelines for: making opening leads against no-trump and trump contracts; second-hand play; third-hand play; and how to interfere with declarer’s tactics for developing tricks. Thursdays, October 24 & and 31 and November 7 & 14, 3:00-5:00 p.m., Hamilton Public Library.

Jane Austen’s Emma, or Much Ado about Not(h)ing -- Colgate English professor Margaret Maurer says she has “an abiding fear of fiction.” She says thinking about Emma (and other great novels and short stories) has had therapeutic results she likes to talk about with others. Emma will be the pretext for this lively discussion. Mondays, October 28 and November 11 & 25, 4:00-5:00 p.m., Hamilton Public Library.

Please click here to join or learn more about the Lifelong Learning Program.
Welcome New Hires!

Rachel Amann-Burns accepted the position of Interim Coordinator for the Keck Center effective September 23. Rachel and her spouse Jerome have three children.

Sarah Curtis accepted the position of Service Desk Assistant in Information Technology Services effective September 9. Sarah received her B.S. from The College at Brockport.

Sarah Ficken accepted the position of Administrative Assistant in the Office of Fellowships and Scholarships effective September 23. She received her B.S. from Cornell University and enjoys dairy farming, rowing, forestry and spending time with her spouse, Chris.

Mary Galvez accepted the position of Program Coordinator for the Thought Into Action Program effective September 1. She will also continue her work in the Lifelong Learning Program. Mary received her B.S. from Indiana University. She is married to Kiko and enjoys knitting and gardening.

Emily Steiger ’11 accepted the position of Interim Coordinator for the Annual Fund effective September 23.

Douglas Watson accepted the position of Video and Event Support Technician in Information Technology Services effective September 9. Doug received his A.A.S. from SUNY Morrisville. Along with his wife Deana, he enjoys anything involving his two daughters.

Transfers and Promotions

Joseph Alfonso has accepted the position of Web Developer effective August 1.

Jonathan Beers has been promoted to Service Desk Manager effective September 1.

Shauna Hirschfield has been promoted to Internship Coordinator in Career Services effective September 17.

Carrie McFall accepted the position of Administrative Assistant in the Health Sciences and Chemistry Department effective September 23.

John Willis accepted the position of Groundskeeper in the Facilities Department effective September 16.

Birth Announcements

Stanley Dakosty, Assistant Football Coach and Instructor, and his wife Jessica, welcomed their first child, a son named Stanley Michael on August 27. Stanley Michael weighed 8lbs, 12oz. and was 21” long.

Christian DuComb, Assistant Professor of English in the University Theater, and his wife Caitlin Nye, welcomed son Ezra Nye-DuComb on August 29. Ezra was 7lbs, 8oz. And was 20” long. He joins big sister Madeline.

Congratulations from the Colgate family!

October Anniversaries

20 Years
Tim Borfitz, Information Technology
Leta Palmer, Women's Studies & Asian Studies
John Gattuso, Information Technology

15 Years
Leslie Kirley, Facilities

10 years
John Nelson, Purchasing
Don Rhodes, Information Technology

5 Years
Justin Benedict, Athletics

The Colgate Salvage is open year round (except holidays); Thursdays and Fridays 9 a.m.-12 p.m. & 1-4 p.m. and Saturdays 9-4 p.m. Current sale items include solid oak dressers, desks and bunk beds as well as desktop computer systems. Located at 2486 Route 12B.

Sell and Swap

For Sale: 1997 VW GOLF K2. Perfect "fixer-upper"!
85,000 miles; sunroof; heated seats; bike rack; great in snow.
$2,500 or best offer. Call: 319-541-9591.

For Sale: 2005 Subaru Legacy GT, 20,000 miles; excellent condition. Asking $12,000 or best offer. Call: 315-720-7308.

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.

Open Positions

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.