CALENDAR OF EVENTS
RETIREMENT INDIVIDUAL COUNSELING SESSIONS

TIAA
TIAA APPOINTMENTS CAN BE SCHEDULED ONLINE AT www.tiaa.org/events or by calling 1-800-732-8353.
NOVEMBER 8 | 438 CASE-GEYER
DECEMBER 5 | 515 CASE-GEYER
DECEMBER 7 | 515 CASE-GEYER

FIDELITY
FIDELITY APPOINTMENTS CAN BE SCHEDULED ONLINE AT www.fidelity.com/atwork/reservations or by calling 1-800-642-7131.
JANUARY 25 | 515 CASE-GEYER
FEBRUARY 27 | 104 ALANA

CU WELL
WELLNESS PROGRAMMING
JOIN THE 2018 WELLNESS INITIATIVE AND EARN $250!
CLICK HERE TO LEARN MORE.

WELLNESS RESOURCES:
VISIT www.connect.viverae.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 JAN/FEB ISSUE IS JANUARY 12.
‘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, over 40 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 an hourly employee’s sick time. Last year’s donations totaled 275 hours to the pool, bringing the total balance in the pool to 1,440 hours prior to this year’s distributions. 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.
## Holiday Schedule Reminder

<table>
<thead>
<tr>
<th>HOLIDAY</th>
<th>OBSERVED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full Day before Christmas</td>
<td>Friday, December 22, 2017</td>
</tr>
<tr>
<td>Christmas Day</td>
<td>Monday, December 25, 2017</td>
</tr>
<tr>
<td>Winter Holiday Break</td>
<td>Tuesday, December 26, 2017*</td>
</tr>
<tr>
<td>Winter Holiday Break</td>
<td>Wednesday, December 27, 2017*</td>
</tr>
<tr>
<td>Winter Holiday Break</td>
<td>Thursday, December 28, 2017*</td>
</tr>
<tr>
<td>Day before New Year's</td>
<td>Friday, December 29, 2017**</td>
</tr>
<tr>
<td>New Year’s Day</td>
<td>Monday, January 1, 2018</td>
</tr>
</tbody>
</table>

*Applies to all regular full- and part-time employees that are benefit eligible and active on the payroll.

**Includes 1/2 day winter holiday break

**NOTE:** For offices that must remain open either during the winter holiday break because the time is essential to their work, an equivalent amount of time off may be scheduled, with the approval of the supervisor. This time should be taken prior to June 30, 2018. Time must be taken in increments of full or half day(s) only and must be recorded when taken.

Please contact human resources at 228-7003 if you have any questions or need additional information.
Retirements

ROGER ROWLETT
Gordon & Dorothy Kline professor of chemistry, December 31

CHRISTINE SCHEVE
graphic design and digital print specialist, December 31

HELEN PAYNE
assistant to the dean of faculty and provost, January 2

WENDY WELLS
manager of student accounts, January 2

Anniversaries

5 YEARS
KATIE KAMMERDIENER, athletics, recreation & phys ed.

10 YEARS
ANN-MARIE GUGLIERI, athletics

SHELLEY SEAGER, Colgate Bookstore

25 YEARS
TRACY OGREN, accounting & control

35 YEARS
BARB COOK, facilities

Transfers & Promotions

LORI GODSHALK - senior administrative assistant to the vice president and director of athletics

DIANE BEACH - assistant to the dean of faculty and provost

SUSAN MICHAEL - administrative assistant, planned giving

RACHAEL ENDERS - human resources assistant, benefits

MICHAEL HOLOBOSKY - lead graphic designer and digital specialist, document services
Erica Kennard accepted the position of senior administrative assistant to the vice president & dean of admission and financial aid on November 1. She previously worked at Mohawk Valley Community College and has a bachelor’s degree in psychology. Erica enjoys hiking and camping in Old Forge.

Jason Shumaker accepted the position of director of student accounts on November 1. He previously worked at Lehigh University as the senior associate director of financial aid. Jason holds a bachelor’s degree in mathematics from Fairfield University.
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:

- Senior administrative assistant to the dean of faculty/provost
- Assistant director, early engagement and assessment, career services
- Assistant director of employer relations, career services

https://careers.colgate.edu
## Benefit Updates

### Retirement Plan Members

**Retirement Plan Members**

**Additional Contribution Listed On December 2017 Retirement 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 2,215 retirement plan participants, a contribution will be posted to their account in December 2017. The retirement plans returned an approximate overall credit of $128,691 to participants based on individual's assets in the plan. Credits range from a penny to just under $700. Should you have questions regarding this revenue credit, please contact Human Resources at x7565.

### Flexible Spending

**Flexible Spending**

**2017 flexible spending participants** should submit claims for services or purchases to Payflex by December 31, 2017. In the event that you don’t use all your FSA funds, you have a grace period of 2½ months (March 15) following the 2017 plan year to incur expenses. All grace period claims for 2017 must be submitted to Payflex by June 30, 2018.

**2018 flexible spending participants** will receive two new debit cards from Lifetime Benefit Solutions (LBS) prior to January 1. Once you receive the debit cards, you may setup an online account, as well as, LBS's mobile app available on both iTunes and Google Play.

Reminder: Participants should keep copies of all flexible spending expenditures with your tax returns.

### Excellus Health Insurance Cards

**Excellus Health Insurance Cards**

All employees covered by Colgate’s medical plan can anticipate new ID cards in the mail, to the address on file with HR, the last week of December. Should your card not arrive and a need arise in early January, contact Relph Benefit Advisors at 800-836-0026 ext. 510.

### Lifetime’s Benefit Solutions

**Lifetime’s Benefit Solutions**

**Hours:** Mon.-Thurs. 8 a.m. – 5 p.m.  
Friday 9 a.m. – 5 p.m.  
**Toll Free:** 1-800-327-7130  
**Email:** LBS.CustomerService@LifetimeBenefitSolutions.com  
**Website:** www.LifetimeBenefitSolutions.com
2017 Wellness & Benefits Fair

Thank you to the record number of employees who came out to participate in the 2017 Wellness & Benefits Fair on November 14. Over 35 vendors and benefit providers, with many giveaways, were on hand to provide information, free health screenings, and to encourage active and healthy lifestyles.

Grand Prize Winner: Mark Boise, mail services
$250 Gift Certificate to the Colgate Bookstore!

Congratulations to all our Door Prize winners!
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](#)
Send Your Nominations!

**Colgate Staff Excellence Awards**
**Recognizing Those of Outstanding Achievement**

Nominations are open for the Colgate Staff Excellence Awards. These awards are designed to recognize staff members who demonstrate outstanding achievement in Colgate’s commitment to fostering a creative and expansive learning community. Awards will be presented at the All-Staff Meeting held in the spring of 2018.

**Award Categories and Criteria**

**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
Send Your Nominations!

**Colgate Staff Excellence Awards**
Recognizing Those of Outstanding Achievement
*(con’t)*

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

The **Employee of the Year** (1 employee)
Selected from among the recipients of the Individual Excellence Award and Outstanding Contribution Award.

**Awards:**

- Individual Excellence: $500 plus 1 vacation day
- Outstanding Contribution: $500 plus 1 vacation day
- Team: $100 for each team member plus 1 vacation day
- Employee of the Year: $1,000 in addition to $500 individual award; name on the Staff Excellence Awards, Employee of the Year plaque.

**Eligibility for Recognition**
This program applies to all full time and part time benefit eligible staff members (except in the case where a casual wage employee may be part of the Team Award). 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).

**2017 Team Excellence Award Winner,**
Counseling Center

**How To Nominate:**
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.

**All Nominations are due January 13, 2018.**
Click **Here** to make your nomination.
One of Colgate’s most beloved and well-used ecological features is widely acknowledged to be its miles and miles of beautiful recreational trails. Dedicated in 1996 thanks to the generous donations of parent, alumni, and friends of the university, the Harry Lang Cross Country and Fitness Trails have served Colgate staff, students, faculty, and the Hamilton community at large for more than two decades, and offer opportunities for hiking, mountain biking, cross country, and a continuous connection to all the wonderful ecology Central New York has to offer.

In the spring of 2017, thanks to the efforts of 2017 graduate Jenna Lilly and Professor of Geography and Department Chair, Peter Klepeis, the Harry Lang trails received a spruce up in the form of improved trail signage and a new digital mapping system.

Lilly and Klepeis recognized the need for an updated trail signage and mapping system during a conversation several years ago, in which Klepeis noted that several of his first-year students had reported getting turned around and lost in the trails above Colgate.

Using the tools available in Colgate’s Geographic Information Systems (GIS) computer lab, Lilly and Klepeis designed a color-coded map of all accessible trails and created a consistent signage system for the trails themselves. With these improvements, Lilly and Klepeis hope to make the most scenic features of Colgate’s ecological assets easily available to all members of the Colgate community in the coming decades.

As the weather gets cooler, bundle up and take some time to explore the trails!
11th Annual
Holiday Cookie Exchange

Please join us for this holiday tradition at Colgate! Invite your co-workers!

Monday, December 11
12:00 - 1:00 p.m.
Please arrive by 12:15 p.m.
Coop Conference Room,
O’Connor Campus Center

What To Bring:
• 4 dozen of the same kind of cookies
• A tray to collect 4 dozen cookies to take home
• Cookie samples to share, if you have extra!

To sign up contact Makiko Filler:
mfiller@colgate.edu or x6016.
BUYBACK
DECEMBER 18 & 19: 9 a.m. - 6 p.m.
DECEMBER 20 - 22: 9 a.m. - 7 p.m.

ANNUAL CUSTOMER APPRECIATION DAY
FRIDAY, DECEMBER 8
9 a.m. - 7 p.m.
Join us at the Colgate Bookstore as we celebrate YOU, our valued customers. The entire store will be 13% off (exclusions do apply). Enjoy locally made refreshments!

CHILDREN'S STORY TIME:
IF YOU GIVE A MOUSE A (CHRISTMAS) COOKIE
SATURDAY, DECEMBER 16
10:30 a.m.
Meet Mouse! Story time will be followed by cookies and crafts. Open to children of all ages.

SPECIAL HOURS:
December 23: 10 a.m. - 5 p.m.
Christmas Eve: 9 a.m. - 1 p.m.
Closed Christmas Day
December 26: Closed
December 27-29: 10 a.m. - 4 p.m.
December 30 - January 1: Closed
Regular store hours resume on January 2.

Open until 7 p.m. every Friday until December 22!

Colgate University employees receive a 10% discount on all purchases* at the Colgate Bookstore. This discount is in addition to any ongoing sales. (*excludes computer department and textbooks)
Minimum Wage Increase

Effective December 31, 2017, New York State minimum wage will increase to $10.40 per hour, which may impact a few departments and temporary employees.

Any current employee who may not be at this new minimum, will receive notification of an increase.

Employee Snapshot

Residential Life Employees all dressed up for the “Spirit of Halloween”.....

Submitted by Esther Rosbrook, Res Life

Come join the Colgate Figure Skating Club for the 3rd annual Holiday Ice Show!

Where: 1965 Arena
When: Sunday, December 3rd @ 4:30 p.m.
Free Admission & Holiday treats!!
HOME GAME SCHEDULE

SATURDAY, DECEMBER 2
Women’s Basketball vs UMass Lowell | 2 p.m.
Women’s Ice Hockey vs Cornell | 3 p.m.

SATURDAY, DECEMBER 9
Women’s Ice Hockey vs. Robert Morris | 3 p.m.

SUNDAY, DECEMBER 10
Women’s Basketball vs. Brown | 12 p.m.

TUESDAY, DECEMBER 12
Men’s Basketball vs. NJIT | 7 p.m.

FRIDAY, DECEMBER 22
Women’s Basketball vs. Niagara | 12 p.m.
Men’s Basketball vs. University of Pittsburg-Bradford | 2 p.m.

FRIDAY, DECEMBER 29
Women’s Basketball vs. Holy Cross | 7 p.m.

Employees receive up to three (3) complimentary general admission tickets with Colgate ID.

Go ’Gate!

For Full Schedule & Ticket Info: GoColgateRaiders.com
From all of us to all of you...

Season's Greetings

Colgate
Human Resources