## 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.

<table>
<thead>
<tr>
<th>Date</th>
<th>Location</th>
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<tbody>
<tr>
<td>DEC 13</td>
<td>104 ALANA</td>
</tr>
<tr>
<td>JAN 23</td>
<td>438 CASE-GEYER</td>
</tr>
<tr>
<td>JAN 24</td>
<td>535 CASE-GEYER</td>
</tr>
<tr>
<td>FEB 14</td>
<td>104 ALANA</td>
</tr>
<tr>
<td>FEB 15</td>
<td>535 CASE-GEYER</td>
</tr>
</tbody>
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**FIDELITY**

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

<table>
<thead>
<tr>
<th>Date</th>
<th>Location</th>
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<tbody>
<tr>
<td>DEC 4</td>
<td>415 CASE-GEYER</td>
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<tr>
<td>JAN 3</td>
<td>515 CASE-GEYER</td>
</tr>
</tbody>
</table>

### HOLIDAY BREAK: DEC 24—JAN 1

**CU WELL**

WELLNESS PROGRAMMING

JOIN THE 2019 WELLNESS INITIATIVE AND EARN $300 IN AN EMPLOYER-PAID FLEXIBLE SPENDING ACCOUNT (NON-TAXABLE). CLICK HERE TO LEARN MORE.

**WELLNESS RESOURCES:**

VISIT CONNECT.SIMPLYWELL.COM FOR:

- MEMBER HEALTH ASSESSMENT
- HEALTH COACHING
- NUTRITIONAL INFORMATION
- WELLNESS INFORMATION
- BIOMETRIC SCREENING APPOINTMENTS

PLEASE SUBMIT ITEMS AND ARTICLES OF INTEREST TO:

HUMRES@COLGATE.EDU

SUBMISSION DEADLINE FOR THE JAN/FEB ISSUE IS JANUARY 18.
Amos Kingsley was one of the 13 founders of our University. Three of his descendants are working at Colgate today; Kayla Snow Smith, administrative assistant, HR, and Madalyn Walker, administrative assistant, purchasing, are his four-times-great-granddaughters, and their cousin, Annette Tanney, accounting assistant, is his three-times-great-granddaughter. Open ’Gate asked them to pose with Amos Kingsley’s actual desk, located now in the Alumni Relations building in downtown Hamilton.
‘Tis the Season... Of Giving!

Each year, we solicit donations of unused 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 49 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 53 hours to the pool, bringing the total balance in the pool to 847 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.
<table>
<thead>
<tr>
<th>HOLIDAY</th>
<th>OBSERVED</th>
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<tbody>
<tr>
<td>Full Day before Christmas</td>
<td>Monday, December 24, 2018</td>
</tr>
<tr>
<td>Christmas Day</td>
<td>Tuesday, December 25, 2018</td>
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<tr>
<td>Winter Holiday Break</td>
<td>Wednesday, December 26, 2018*</td>
</tr>
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<td></td>
<td>Thursday, December 27, 2018*</td>
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<tr>
<td></td>
<td>Friday, December 28, 2018*</td>
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<tr>
<td>Day before New Year’s</td>
<td>Monday, December 31, 2018**</td>
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<tr>
<td>New Year’s Day</td>
<td>Tuesday, January 1, 2019</td>
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</tbody>
</table>

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

**| includes half-day winter holiday break.

**NOTE**: For offices that must remain open 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, 2019. Time must be taken in increments of full or half day(s) only and must be recorded when taken.

Please contact human resources at 315-228-7003 if you have any questions or need additional information.
Anniversaries

5 YEARS
Debbie Dickenson, facilities
Brian Ness, communications
Deana Watson, facilities

10 YEARS
Jen Stone, advancement - annual giving

15 YEARS
Michael Holobosky, document services

Retirements

TOM DAVIS, stock clerk, central receiving, Oct 29
SKIP RICHARDS, custodian, facilities, Nov 11
JOE BELLO, director of planning, design & construction, Dec 31
QUANG SHEN, professor of chemistry, Dec 31
LESLIE LOLLMAN, accounting assistant, Jan 2
LYNNE DERHAMMER, paraprofessional cataloger, library, Jan 12

In Memoriam

Bernice "Sis" Watson, retired, custodian, Nov 6

New Arrivals

NATHANIEL BULTHUIS, NEH visiting professor of the humanities in the Department of Philosophy, and his wife, Sarah, welcomed a son, Williem Edwin, on November 14. Williem was 6 lbs., 8 oz., 18.5 in. long.

HANS BENZE, teaching and research support specialist, laboratory instructor, and his wife, Margaret, welcomed a son, Henry Raymond, on November 13. Henry was 6 lbs. 14.5 oz. and 21 inches long.
1. **Robert Larkin** accepted the position of groundskeeper on November 5. He previously worked at Yahnundasis Golf Club. Larkin is a graduate of Morrisville State College and enjoys soccer and golf.

2. **Thomas Mariano III** accepted the position of leadership gifts officer on November 5. He previously worked as associate dean of admission at Hamilton College. Mariano holds a bachelor’s from St. Michael’s College. He enjoys golf and hockey, and has two children with his wife, Missy.

3. **Cheryl Vollmer** accepted the position of associate registrar on November 13. She previously worked at Onondaga Community College. Vollmer holds a master’s in public administration from Syracuse University. She enjoys horses, reading, and time with her husband and son.

4. **Paul Mischler** accepted the position of vice president for advancement on November 5. He previously worked as deputy chief advancement officer at the University of Pennsylvania’s Penn Medicine. Prior to his work at Penn Med, Mischler served at the College of Arts and Sciences at the University of Miami, the National Academies, and Brown University, as well as in nonprofit fundraising.

5. **Natalie Relyea** accepted the position of administrative assistant, admissions, on November 26. She previously worked at Community Memorial Hospital, and holds a bachelor’s from Utica College of Syracuse. She enjoys sharing and spreading the use of essential oils, and outdoor activities with her husband and three children.
Starting January 1, 2019, the number of weeks eligible employees can take to bond with a new child, care for a sick family member, or assist loved ones when a family member is deployed abroad on active military service increases to 10 weeks (up from 8 in 2018). **Note:** If an employee is on Paid Family Leave that crosses over to 2019, the benefit and amount of leave time remain at the 2018 levels.

The benefit amount increases to 55% of the employee’s average weekly wage up to 55% of the statewide average weekly wage of $1,357.11. The maximum weekly benefit for 2019 is $746.41.

**Employee contribution**

Paid Family Leave is fully funded by employees. For 2019, the deduction amount has been set at 0.253% (up from 0.126%) of an employee’s weekly wage, capped at 0.253% of the statewide average weekly wage of $1,357.11. The maximum annual contribution amount will increase to $107.97, up from $85.56 in 2018.

Employees will notice this change in their first check of 2019.
ColgateWoLF December Update

- On November 8, ColgateWoLF Steering Committee Co-chair Trish St. Leger participated in a panel discussion at the State of NY Sustainability Conference. She was joined by the presidents of Wells College and SUNY Cobleskill, and the executive director of sustainability for SUNY ESF.

  St. Leger had this advice for campus leaders throughout New York state: “We need to work hard to hold sustainability as a core value, not just a goal.”

- On November 13, Robin Bridson, professional development and training coordinator, led a LinkedIn practicum and networking session.

- On December 6, ColgateWoLF sponsored a TIAA seminar titled “She’s Got It: A Woman’s Guide to Saving and Investing.”

- In January, we are planning a series of lunchtime workshops on crucial conversations led by Jen Servedio. More details to follow.

New CU Well Incentive for 2019

Colgate will offer an enhanced wellness incentive starting with the 2019 program. Employees will be able to earn $300 in an employer-paid flexible spending account (nontaxable). This benefit is an increase from the $250 taxable, cash payment award.

The payment will be deposited into a flex account on January 1, 2020, for employees that complete a Member Health Assessment, Biometric Screening, and the Preventive Care Services and earn a total of 200 points between December 1, 2018, and November 30, 2019.

The employer-paid flexible spending incentive will not be taxed and can be used on out-of-pocket medical, dental, and vision expenses for you and your dependents. The payment will be in addition to any employee flex election and the flex debit card can be used at the time of purchase.

Start logging your points today. Manage all program activities at connect.simplywell.com or via the SimplyWell app.
Enhancement to the Work-Related Courses Benefit

We are pleased to announce that the Work-Related Course Benefit, for both undergraduate and graduate work-related courses and degree programs, will increase to $5,250 effective January 1, 2019. This is a significant increase; up from $2,135 for undergraduate and $3,000 for the graduate level. In addition, the plan year will change from academic year (fall, spring, summer) to calendar year.

All other terms of the program remain the same and can be found in the Work-Related Courses Benefit program description.

This increase supports our continued commitment to academic achievement and professional development of our employees.

Minimum Wage Increases

Effective December 31, 2018, New York State minimum wage will increase to $11.10 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.
Retirement Plan Members

Additional Contribution Listed on December 2018 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 2,180 retirement plan participants, a contribution will be posted to their account in December 2018. The retirement plans returned an approximate overall credit of just over $126,500 to participants based on an 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

2018 Flexible spending participants for 2018 should submit claims for services or purchases to Lifetime Benefit Solutions by December 31, 2018. In the event that you don’t use all your FSA funds, you have a grace period of 2½ months (March 15) following the 2018 plan year to incur expenses. All grace period claims for 2018 must be submitted to Lifetime Benefit Solutions by June 30, 2019.

Lifetime’s customer service hours and contact information are Mon.-Thurs, 8 a.m. – 5 p.m. and Friday, 9 a.m. – 5 p.m.
Toll Free: 1-800-327-7130
E-mail: LBS.CustomerService@LifetimeBenefitSolutions.com
Website: www.LifetimeBenefitSolutions.com

Reminder: Participants should keep copies of all flexible spending expenditures with their tax returns.
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 2019.

**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

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 the $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 faculty are ineligible for consideration (library faculty and athletic faculty, including coaches, are eligible for consideration).

How to Nominate:
All employees 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, 2019.
Click here to make your nomination.
Thank you to all the employees who came out to participate in the 2018 Wellness & Benefits Fair on November 13. 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: Hiva Samadian, visiting assistant professor, computer science.

Congratulations to all our Door Prize winners!
On November 13, Colgate sponsored a day trip to New York City for faculty, staff, and their families. Esther Rosbrook, assistant director of residential life, and her children went along for the ride. Here’s what she had to say:

“The organizers worked hard to ensure an enjoyable trip. We left at 6 a.m. but they provided each of us with a healthy snack for breakfast and raffle tickets. We did not win anything, but I was happy for the others who won Colgate sweatshirts and blankets. We had one quick rest stop and arrived in the city at 11 a.m. We tried duck’s tongue on white rice and dumplings, and checked out the World Trade Center, Chinatown, and Rockefeller Center. We visited with street artists and ended our day enjoying Halal Gyro and sugared almonds with other Colgate community members we met on the trip. We would love to go on another Colgate-sponsored trip to NYC or other big cities on the East Coast.”
The New York City Marathon is the largest in the world. This year, two Colgate employees were among 52,812 finishers. Congratulations to Dave Herringshaw (left), digital production specialist, and Tracy Kelly (right), administrative assistant, advancement, for completing the marathon on November 4, 2018.

Congrats Dave & Tracy

Halloween fun in the accounting department
Submitted by: Lora Valentine

Send YOUR department photos to humres@colgate.edu.
Deadline for Jan/Feb issue is Jan 18.
Holiday Open House
FRIDAY, DECEMBER 14 | 8 a.m.—6 p.m.
The entire store will be 13% off (some exclusions apply). Brenda Michaels, author of The Fly Creek Cider Mill Cookbook, will be at the bookstore from noon – 4 p.m. with delicious samples from her cookbook.

Grinchmas Party
SATURDAY, DECEMBER 15 | 10:30 a.m.—11:30 a.m.
Meet the Grinch and learn how he stole Christmas at the Colgate Bookstore. Crafts and cookies to follow story time. Free and open to children of all ages.

Buyback Week Store Hours
DECEMBER 17—21 | 9 a.m.—6 p.m.
DECEMBER 22 | 9 a.m.—5 p.m.

In-Store Buyback Hours
DECEMBER 17—21 | 9 a.m.—6 p.m.
DECEMBER 22 | 9 a.m.—1 p.m.

Special Store Hours:
CHRISTMAS EVE | 9 a.m.—2 p.m.
CHRISTMAS DAY | CLOSED
DECEMBER 26—28 | 10 a.m.—5 p.m.
DECEMBER 29 - JANUARY 1 | CLOSED

Colgate University faculty and staff 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.)

Shop Online at
www.colgatebookstore.com
Warm Wishes for a Safe & Joyous Holiday Season

From the Human Resources Department