Summer Professional Development Series for Managers and Supervisors

Over the past few weeks, the Human Resources Department has held two of three sessions it designed for a Summer Professional Development Series for Managers and Supervisors. In our ever changing field of higher education, recruitment and retention of organizational talent is essential.

These sessions provide tools for the savvy supervisor to use in managing day-to-day responsibilities and challenges. Supervisors learn how to conduct a successful search process, understand their legal obligations in the myriad of regulatory changes, and maximize their productivity by capitalizing on individual strengths and differences. These informational and tactical workshops provide them with the skills to manage and develop an effective team and to lead with greater confidence.

Session one, Tips for Hiring Top Performers, focused on conducting an effective, and successful interview. This takes careful planning and preparation, but the end results are well worth the initial effort. Making the right hire for the job can reduce costly turnover, increase productivity, and generate positive morale. This workshop provided attendees with tools to conduct that successful search. Participants enjoyed the interactive mock interview.

Session two, Alphabet Soup: The Legal Side of Supervision, focused on the legal responsibilities of supervisors, giving a general overview of specific Colgate policies including federal and state regulatory laws. Topics included FLSA, FMLA, PTO, HIPPA, ADA, ADEA, and more. Overall participants found the information to be applicable to various situations within their roles as supervisors.

Session three (there’s still time to register), Successfully Managing People, is scheduled for August 12 from 8:30 a.m. – 11:00 a.m. in the Ho Science Center, Classroom 238. Understanding the dynamics for effective supervision maximizes the overall productivity of your team. This workshop will cover essential techniques by capitalizing on individual styles to achieve maximum productivity and keep your team motivated and engaged. To register click here: https://spreadsheets.google.com/a/colgate.edu/viewform?hl=en&formkey=dC1wLWhwdmstRlI5aFJvRDkyazhUYmc6MQ
Plants that belong to the group “Toxicodendron” produce an oil called urushiol. This oil, when in contact with skin, causes allergic reactions in 80-90% of adults (according to the CDC.) In New York we have several types of plants that produce this oil: Poison Ivy and also Poison Sumac, fortunately Poison Oak (which also produces urushiol) is not found in our region according to the CDC. Urushiol is released from the plant when it is damaged or burned. You only have to be exposed to a tiny amount of the oil for a reaction to occur; an amount smaller than one grain of salt. When exposed, most people develop rashes or blisters that are itchy. Burning these plants is particularly dangerous because the oil is released into the smoke and can then be inhaled and cause irritation in the lungs.

In New York we have Eastern Poison Ivy, Western Poison Ivy and Poison Sumac. It is important to be able to identify these plants so that contact can be avoided when working outside. According to the CDC, the forms that these plants take on are dependent upon factors such as environment, species encountered and time of the year. Generally, Eastern Poison Ivy is a hairy vine that has three shiny green leaves that turn red in the fall. Western Poison Ivy typically forms low to the ground and is shrub-like. It also has three leaves and may also have yellow/green flowers or green-yellow or amber colored berries dependent on the time of the year. Poison Sumac typically forms as a woody shrub that has stems with 7-13 leaves on them. These leaves are arranged in pairs and are green in color. The plant may also have pale yellow or cream colored berries.

Symptoms from contact with these plants will develop within a few days and can look like rashes, blisters, red bumps, patches or streaks that cause swelling and itching. If you come in contact with one of these plants some things can be done to try and lessen the effects such as immediately rinsing skin with rubbing alcohol, special soap for poisonous plant exposures, degreasing soaps or detergents and lots of water. It is important to scrub under your nails as well and apply calamine lotion or cortisone cream. If you are already experiencing a reaction, there are some things that can be done to help improve comfort. Oatmeal baths may help reduce itching and an antihistamine will help reduce swelling. If you are exposed and start to have a severe reaction or have had a severe reaction in the past, you should immediately call 911 or go to a hospital.

All the information and pictures for this article came from the website: http://www.cdc.gov/niosh/topics/plants/
Retirees’ Luncheon

The Retiree’s Luncheon was held on July 29 at Donovan’s Pub. There were 52 retirees and guests in attendance. President Jeffrey Herbst welcomed and thanked them for their past service to the university. Winners of the door prizes were Ruth Broseman, Fred Dunlop, Brad Houston, Eleanor Marks, Charles Naef, Mary Nolan, Dee Rodman, Ann Parkhurst, Pat Rundell, and Dick Sylvester.

A note to remind you...

Have you filed your Cancer Screening Wellness Benefit for this year?

If you have AFLAC New York’s Personal Lifestyle Protector Cancer Plan each covered person is eligible for $75 per calendar year for receiving a covered cancer screening. To do so, go to your doctor for a cancer screening. Fax a copy of your bill or medical report that indicates a covered cancer screening was completed to AFLAC New York at 1-877-844-0201. Include your name, your policy number or social security number and write the words “wellness benefit” with your fax. Please call Teri Schunk at 607-227-4424 if you have any questions, or call AFLAC New York’s customer service at 1-800-366-3436. Visit their website at AFLAC.com

Individual retirement counseling sessions

Fidelity Investments and TIAA-CREF representatives will be on-campus to provide individual counseling sessions throughout the summer. These individual meetings provide you the opportunity to examine your fund selection, discuss how to achieve your financial goals, and review your retirement income options with a retirement counselor. All meetings will be held in the human resources conference room.

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

TIAA-CREF appointments can be scheduled online at www.tiaa-cref.org/events or by calling Kelly Dickey at 607-274-6451
EMPLOYEE NEWS

NEW HIRES

Eamon DelGiacco ’05 accepted the regional advancement director position effective July 1. He was recently employed as assistant director of annual giving at Union College. He received his master of public policy degree from the University of Maryland. Eamon and his wife Meghan have relocated to the area. He enjoys ice hockey and rock climbing.

Emily Thigpen accepted the position of admission counselor effective July 6. She received her BA in history from Holy Cross. She enjoys traveling, reading, cross-country skiing.

Maxim Wynn ’03 accepted the position of assistant football coach effective August 1. He was recently employed as a player development coach at Rutgers University. Maxim enjoys health and fitness, athletics, music, religion and spirituality, and hanging out with is family and friends.

Ann Zinmeister accepted the office manager position in the chaplain’s office effective August 2. She was recently employed at John Hopkins University as assistant to the dean of admissions. Ann and husband Karl have three children; Will, Kate and Noah. She enjoys tennis, reading and rowing.

PROMOTIONS

Amanda Bridge promoted to office manager, counseling & psychological services effective August 9.

TRANSFERS

Sarah Hughes transferred to administrative assistant, administrative advising effective August 12.

ANNIVERSARIES

25 Years
Ron Baker-Facilities
Linda Rauscher-Geography

20 Years
Debbie Bolton-Career Services
Jim Boss-Facilities
Lori Godshalk-Athletics
Patricia Jue-Chemistry

15 Years
Sue Barnes-Advancement
Vicky Godfrey-Facilities
Mike Jasper-Facilities
Dana Yerton-Facilities

10 Years
Anat Guez-Humanities
Ray Nardelli-ITS
Heidi Schenek-Facilities

5 Years
Larry Crandall-Facilities
Shaw Dallal-University Studies
Mark Godshalk-Facilities
Simona Giurgea-University Theater
Brent Nolan-Facilities
Jason Owen-Facilities
Michael Taylor-University Studies
Brad Wilcox-Facilities

QUOTE OF THE MONTH

“The greatest barrier to success is the fear of failure.”

—Sven Goran Eriksson

CLASSIFIED ADS

POSITION VACANCIES

Administrative Assistant, Biology
Assistant Director, Annual Fund
Assistant Director, Summer Programs
Biology and Animal Care Technician
(11 months)
Campus Safety Officer - 2 positions
Campus Safety Officer/Dispatcher
(p/t, no benefits)
Conservation Technician
Custodian - 2 positions
Director of the COVE
Financial Aid Assistant
Network Security Analyst
Receiving Clerk/Text Book Assistant
Science Library Coordinator
Staff Nurse - per diem, no benefits
Teaching & Research Support Tech.
Temporary - Athletic Event Staff;
(p/t no benefits)
Various part time positions
For complete information on position vacancies and to submit an application visit our website at:
https://careers.colgate.edu

COLGATE UNIVERSITY
IS AN EO/AAE

SELL & SWAP


For Sale: Executive-type office chair; 36” high; chromed steel frame; 20”x20”x3” black cushioned seat (and 20”x12”x3” cushioned back support); fixed armrests; base has 4 roller-casters. A bargain at just $55. Call 824-1873.

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.

Generics are REAL

go.excellusbcbs.com/generics

Wedding Announcements

Congratulations to John Butzgy and Michelle Antzak who were married on July 3. Michelle is the environmental health and safety specialist in environmental health and safety.