

# RWyoU Resource

HR newsletter for and by the employees of  
Roger Williams University

Volume One - Issue Three

The Department of Human Resources is excited to present issue #3 of our quarterly employee newsletter!

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## COME TO THE FAIR!

On October 26<sup>th</sup>, come join us for the 5<sup>th</sup> Annual Simply Wellness and Benefits Fair! A joint effort between Athletics and Human Resources, the Fair will include a variety of vendors with health checks, information, advice and a "live person" to answer your questions. It's an opportunity for them to help you lead a healthier life, whether it is physical or financial health.

- Visit the Blue Cross/Blue Shield mini clinic for a personal health assessment! Have your bone density, skin and cholesterol tested by medical professionals without having to make an appointment with your doctor!
- Enjoy delicious, healthy snacks provided by our talented Dining staff.
- Indulge in a complimentary massage!
- Enter your name in our raffle to win one of many prizes!
- Attend the "Get the Facts" Social Security seminar.



Register for the Flu Clinic online beforehand to schedule your appointment for any time between 10 am and 2 pm and get your flu shot on the day of the Fair! More information to follow via e-mail and notices.

Stop by the special Benefits Booth where representatives from Human Resources will answer all of your questions! Make a change to your current benefits, update your beneficiary information, sign up for the Flexible Spending program for 2012, learn more about upcoming open enrollment periods, or simply say hello and introduce yourself!



### ***ADD THIS TO YOUR CALENDAR:***

**Wednesday, October 26<sup>th</sup> 10 a.m. – 2 p.m. at the Field House/Recreation Center.**

The Fair is a wonderful opportunity to learn more about all of the benefits exclusively available to you as an employee of Roger Williams University! We look forward to seeing you there!

## Faculty Spotlight: Associate Professor Murray McMillan



Murray McMillan is an Associate Professor of Visual Arts within the School of Art, Architectural History and Historic Preservation (SAAHP).

Murray McMillan is an Associate Professor of Art in the Visual Arts Program at SAAHP. He teaches digital media, video, animation, installation and he is interested in connecting art with adjacent media like architecture and dance. He has also started the Film, Animation and Video minor at RWU and has worked with Communications to create an interdisciplinary film presence on campus.

In addition, he organizes the RWU Student Film Festival that is going into its fifth year of showcasing outstanding student films, animations and video artworks. His festival involvement doesn't stop there as he also curates the video monitor above the main entrance of SAAHP, which is a video gallery dedicated to exhibiting emerging and mid-career video artists as well as student time-based projects.

He and his wife, Megan work together as video, photography and installation artists and have been collaborating together since 2002. They have exhibited at the Casa Masaccio Center for Contemporary Art in San Giovanni Valdarno, Italy, the Kunsthallen Brandts in Odense, Denmark, the State Museum of Contemporary Art in Thessaloniki, Greece, and the National Museum of Art in La Paz, Bolivia. They are represented by Qbox Gallery in Athens, Greece.

His favorite part of working at RWU is enjoying the sushi that Tin Lynn prepares within the Lower Commons Café. He also enjoys the fantastic diversity of interests on campus. Students in his art courses are coming from a wide variety of disciplines including marine biology, design and communications which he states makes classroom discussions "sizzle".

Below is a picture of one of his many projects "*What We Loved and Forgot*".



The McMillans have been artists in residence in Barcelona, Los Angeles, Tzia and Athens, Greece and Turku and Kokar, Finland. Their work has been featured in film festivals in London, Los Angeles, Switzerland, Austria, Croatia and Romania. Their work has also been included in the Wild Things exhibition at the Kunsthallen Brandts in Odense, Denmark (2010), the 2nd Thessaloniki Biennale of Contemporary Art (2009), and the 10th International Istanbul Biennial (2007). Their solo show at White Flag Projects in St. Louis was reviewed in Art in America. The McMillans are 2010 Finalists for the Robert and Margaret MacColl Johnson Fellowship from The Rhode Island Foundation. If you would like to see additional projects from the McMillans, please visit their website at [www.meganandmurraymcmillan.com](http://www.meganandmurraymcmillan.com).

## Welcome New Employees!

Please welcome the following new employees who joined the campus community since July of 2011:

### **STAFF**

Ryan Andersen – Lifeguard  
 Gaelen Adam – Learning Commons Librarian  
 Kyle Batista – Cash Operation  
 Jeffrey Bird – Technical Director of Performing Arts  
 Peter Bullock - Prep Cook  
 Tracey Canario - Cash Operations  
 Ariel Carter - Graduate Assistant  
 Jacqueline Cordeiro - Service Crew  
 Danielle Demers – Graduate Assistant  
 Christian DiSarro – Cash Operations  
 Carol Easton – Regional Admissions Representative  
 David Gilmore – Vice President for Accounting and Treasury Management  
 Kyle Goglia – Cash Operations  
 Alicia Haley - Graduate Assistant  
 Ryan Hall – Technical Secretary  
 Kerry Hausdorf – Head Women's Lacrosse Coach/Fall Sport Event Manager  
 Christopher Head – Prep Cook  
 Walter Hildebrand – Athletic Trainer  
 Shaun Joseph - Service Crew  
 Brian Ki – Assistant Cross Country Coach  
 Noemi Leon – Research Assistant  
 David Lewis Jr. – Assistant Director of Housing  
 Jordan Lewis – Coordinator of Residence Education  
 Amy Medeiros – Service Crew  
 Timothy Moody – Head Women's Soccer Coach/Spring Sport Event Manager  
 Christopher Moy – Public Safety Officer  
 Robert Mullenney – Head Women's Volleyball Coach/Assistant Communications Director  
 Kyle O'Dell – Utility Crew  
 Carly Pacheco - Service Crew  
 Patricia Pardini – Secretary  
 Robert Rutkiewicz – Cash Operations  
 Nancy Soukup – University Multi faith Chaplain  
 Ted Torrey – Head Co-Ed Equestrian Coach  
 Cory Viveiros – Assistant Athletic Trainer

### **FACULTY**

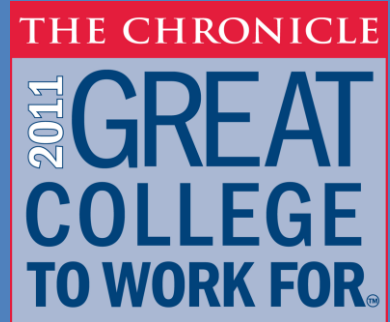
Steven Andrews – GSB  
 Kelly Ard – SAAHP  
 Susan Heyman – SOL  
 Priya Lakhi – Interim Director of Criminal Defense  
 Robert Miklos – SAAHP

### **FACULTY (cont'd)**

Hubert Noussi-Kamdem – FCAS  
 Raquel Ortiz – Assistant Dean for Library and Information Services – SOL  
 William Palm – SECCM  
 Jordan Smith – FCAS  
 Scott Slarsky - SAAHP  
 Jeremy Wells – SAAHP

### **ADJUNCT PROFESSORS**

Joseph Assiradoo – FCAS  
 Catherine Besnier – FCAS  
 Rachel Brian – SCS  
 Luciana Burdi – SEECM  
 John Calcagni – SOL  
 Ginette Castro – SAAHP  
 Noel Clarke – SAAHP  
 Elizabeth Dickinson – FCAS  
 Karen Dougan – FCAS  
 Kevin Esch – FCAS  
 Michael Giardina – SAAHP  
 Lynn Gudmundsen – FCAS  
 Christopher Kilbridge – SAAHP  
 Erik Kowalski – FCAS  
 Joy Kinnear – FCAS  
 Keith Lacombe – FCAS  
 Jennifer LaFrance – SCS  
 Amanda Lahikainen – SAAHP  
 Cera Lawrence – FCAS  
 Amy Lovera – SAAHP  
 Kenneth Magee – SCS  
 Jennifer McVay – FCAS  
 Raymond Nerinckx - SCS  
 Robert Patalano – FCAS  
 Sara Picard – SAAHP  
 David Precopio – FCAS  
 Jonathan Richter – FCAS  
 Nancy Rosenberg – FCAS  
 Kristin Rosler – FCAS  
 Jeena Santos-Ahmed – FCAS  
 Carter Skemp – SAAHP  
 Elaine Smollin – SAAHP  
 Kishore Varanasi – SAAHP  
 Anne Vaterlaus – SAAHP  
 Amy Walsh – SAAHP  
 Martha Werenfels – SAAHP  
 Chandel Wilson – SCS  
 Evan Wood – FCAS



### **Update! The Chronicle's Great Colleges to Work For Program 2011.**

Human Resources is proud to say that we have been given the honor of being presented with the Chronicle's Great Colleges to Work For award for the 3<sup>rd</sup> year in a row! The *Chronicle* published the findings this summer in a special Academic Workplace supplement in late July 2011. Below is the link to the results. <http://chronicle.com/article/Great-Colleges-to-Work-For/128312/>

### **Where can I send questions and suggestions for the next newsletter?**

Human Resources welcomes your input! If you have any questions or suggestions that you would like us to include in the next newsletter, please send them to [jduclos@rwu.edu](mailto:jduclos@rwu.edu). The next newsletter will be published in February 2012.



## Social Networking Event: Special Thanks to our In-House Guest

We are happy to announce that we had another successful social networking event on September 15<sup>th</sup>! We had a special guest, our CIO Suzanne Barnes from Information Technology, who provided an overview of the services IT provides. Thanks again Suzanne!

Do you want to meet other employees outside of your department? Then come to the next Social Networking Gathering. The next one will be held on Thursday, December 1<sup>st</sup> in the Upper Commons Dining Room at 8:30 am. Please R.S.V.P. to Melissa Enos @ [menos@rwu.edu](mailto:menos@rwu.edu). We hope to see you there!

The next Special Guest Announcement will be coming soon.

## HR Policy Place!

The University recently adopted two new, corporate policies dealing with volunteers and interns. The policies apply University-wide, including to the School of Law, and were developed by the University's Risk Management Council. They are designed to not only mitigate risk associated with such categories of individuals on the University's campus but also to provide guidance to the business units that utilize, or are interested in utilizing, volunteers and interns. The Volunteer Policy addresses non-RWU students/employees who volunteer their time at the University, while the Intern Policy addresses non-RWU students who are interning at the University (generally either high school students or students from other colleges/universities). The policies are available here:

<http://www.rwu.edu/about/administration/humanresources/policies/>

Questions regarding the policies, the procedural requirements under the policies, and whether the policies apply to a particular situation may be directed to the Office of General Counsel or Department of Human Resources for the Volunteer Policy and to the Office of General Counsel for the Intern Policy.

## You Said It!

What is your favorite **Fall** activity?



Apple picking and making pies with the apples. Donna Pimental, Payroll Associate.



Hiking the White Mountains in New Hampshire. Paul Monti, Electrician.



I like to go hunting with my son. Fred Comella, PSO II/Crime Prevention Officer.

## Who's Who in Human Resources?

Jerome F. Williams Senior Vice President for Finance & Administration Ext. 3536	Mirlen A. Mal Assistant Vice President for Human Resources Ext. 3797
Jennifer Duclos Manager of Employment Ext. 3190	Marco Pais Manager of HR Information Systems Ext. 3705
Melissa Enos HR Assistant II Ext. 3028	Connie Palermo HR Information Systems Analyst Ext. 3195
Kimberley Koper HRIS and Benefits Assistant Ext. 3055	Flora A. Prestipino Employment Coordinator Ext. 3131
Joyce Maynard Manager of Compensation & Benefits Ext. 3844	Sandra Schaefer Senior Benefits Specialist Ext. 3138

## UPCOMING BENEFIT OPEN ENROLLMENTS TO LOOK OUT FOR

### YOU HAVE A CHOICE...

Fall is here! That means it is time to think about some employee benefits that can only be elected *once per year* after you are hired. What are these benefits?

☛ **Flexible Spending Account** ☛ **Long Term Disability Insurance** ☛ **Long Term Care Coverage**

These benefits are in addition to those provided by the University and it's your choice to enroll in these plans.

**Flexible Spending Account**, or FSA, is a means for you to put aside pre-tax dollars to pay for certain expenses. Enrolling in this plan allows you to pay for these expenses at a reduced cost because fewer taxes are being deducted from your paycheck. There are a number of expenses that qualify: **medical and dental costs** not covered by your plans, such as office or prescription co-pays; **dependent care expenses** for child or elder care and **transportation expenses** such as E-Z pass. Do you know all the expenses that you could pay for and save money at the same time by setting up an FSA?

**Long Term Disability Insurance** is a supplemental plan that layers on top of the University providing long term disability coverage. Both plans provide income to you if you are disabled for periods of 6 months or longer. This plan is new to the University in 2011 and many employees enrolled when it was offered. If you have not enrolled and are concerned about continuing your income if disabled, then you want to learn more about this coverage. Did you know that it can take up to a year to process a Social Security Disability claim?

**Long Term Care Coverage** helps pay basic needs costs for you or your dependents. This would include assistance with care such as bathing and dressing. Many individuals do not realize that Medicare does not cover these expenses. Medicare provides for skilled nursing care, not routine care needs.

**Should you enroll in these benefits?** The best way to find out is to come to the Annual Simply Wellness and Benefits Fair on October 26<sup>th</sup>. Both the HR team and the companies that offer these benefits will be there to answer your questions.

**When can you enroll in these benefits?** During the month of November. Remember, it's only at this time of year you can open a **Flexible Spending Account**, purchase additional **Long Term Disability** or **Long Term Care Coverage**.



### What's your question?

**Question:** How do I update my mailing address?

**Answer:** Please log into your my.rwu.edu account. Then click on the Services tab and choose Address Change under the Employee Services section.

You want to make sure your mailing address is up to date in order to receive any information from the University that may impact you such as confirmation of any benefit changes that you may have until the end of the year.

## Environmental Health & Safety Tip

The Department of Environmental Health and Safety would like to remind the University Community that anyone who drives an RWU owned or rented motor vehicle must go through the driver authorization process. You can find information on driver authorization, including the driver authorization form at the following link: <http://www2.rwu.edu/depository/ehs/authorizationform.pdf>

Please keep in mind that the following safety procedures should always be followed when driving a University owned or rented vehicle:

- Smoking is prohibited in all motor vehicles.
  - Drivers and passengers must wear seat belts at all times, regardless of whether the motor vehicle is being operated on or off campus. Drivers must operate motor vehicles in accordance with all applicable federal, state, and local laws and University policies. Additionally they must have their valid United States driver's license while operating motor vehicles.
- What to do if you are involved in an accident:
- If an accident occurs on campus, do not leave the scene. Call the Department of Public Safety at ext. 3333 or 401-254-3333.
  - If an accident occurs off campus, do not leave the scene. Call 911 or the local police department.
  - Request that a police report be taken to document the accident. Make no statement that would assume any obligation or admit liability. Provide the other party with the insurance information contained in the motor vehicle, as well as your name, address and telephone number. Be sure to obtain the other party's information as well.
  - Notify the Department of Environmental Health and Safety and your supervisor upon your return to campus. Accidents involving rented motor vehicles must be reported to the rental agency as well.
  - Motor Vehicles may not be driven more than three hundred (300) miles one-way from the University's Bristol campus. For trips that exceed this distance, a rental vehicle or charter service should be used.
  - The University recommends at least two (2) authorized drivers for trips greater than two hundred (200) miles in a twenty four (24) hour period. No driver should drive more than eight (8) hours during any twenty four (24) hour period. Except for employees in the Department of Public Safety, driving between 11:00 PM and 5:00 AM is prohibited, without the prior approval of the driver's up line Vice President (or his or her express designee).



# October 2011

SUN	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SAT
						1
2	3 <b>Cardio Tennis</b> 12:00 pm-1:00 pm Tennis Courts	4 <b>3 v 3 Basketball League</b> 12:00 pm – 1:00 pm Rec Center Conference Room	5 <b>Retirement Enrollment Meetings</b> 12:00 pm – 1:00 pm; 4:00 pm – 5:00 pm Rec Center Conf. Room 237  <b>1:1 VALIC Retirement Counseling Sessions</b> 8:00 am to 4:30 pm GHH 107 Call (800) 892-5558 ext. 89648 to set up appointment	6 <b>3 v 3 Basketball League</b> 12:00 pm – 1:00 pm Rec Center Conference Room  <b>Nutrition 101 Stop By</b> 11:30 am – 1:30 pm Lower Level of the Commons	7	8
9	10	11 <b>1:1 TIAA-Cref Retirement Counseling Sessions</b> 8:30 am to 4:30 pm GHH 109 Call (800) 732-8353 to set up appointment	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26 <b>5<sup>th</sup> Annual Simply Wellness &amp; Benefits Fair</b> Individual Wellness Coaching Information Session 10:00 am – 2:00 pm Field House/Rec Center	27	28	29
30	31 <b>Staff Orientation</b> 9:00 am Human Resources North Campus					

# November 2011

SUN	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SAT
		1	2	3 <b>Nutritional 101: Portions</b> 12:00 pm – 1:00 pm Rec Center Conference Room	4	5
6	7 <b>1:1 VALIC Retirement Counseling Sessions</b> 8:00 am to 4:30 pm GHH 107 Call (800) 892-5558 ext. 89648 to set up appointment	8	9 <b>Cash Management</b> 12:00 pm – 1:00 pm Rec Center Conference Room 237  <b>Retirement Enrollment Meetings</b> 12:00 pm – 1:00 pm; 4:00 pm – 5:00 pm Rec Center Conference Room 237	10 <b>Renew: Sleep Management</b> 12:00 pm – 1:00 pm Rec Center Conference Room	11	12
13	14 <b>1:1 VALIC Retirement Counseling Sessions</b> 8:00 am to 4:30 pm GHH 107 Call (800) 892-5558 ext. 89648 to set up appointment	15	16	17	18	19
20	21 <b>New Staff Orientation</b> 9:00 am Human Resources North Campus	22	23	24 <b>Happy Thanksgiving!</b>	25	26
27	28	29	30			



# December 2011

SUN	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SAT
				1 <b>Employee Social Networking Event</b> 8:30 am to 9:30 am Upper Commons Private Dining Room	2	3
4	5	6 <b>1:1 TIAA-Cref Retirement Counseling Sessions</b> 8:30 am to 4:30 pm GHH 109 Call (800) 732-8353 to set up appointment	7	8	9	10
11	12	13	14 <b>1:1 VALIC Retirement Counseling Sessions</b> <b>8:00 am to 4:30 pm</b> GHH 109 Call (800) 892-5558 ext. 89648 to set up appointment	15 <b>Workout Log Due</b>	16	17
18	19 <b>Staff Orientation</b> 9:00 am Human Resources North Campus	20	21	22	23	24
25	26	27	28	29	30	31