ShapeUpRI 2014  The European Expedition Challenge!

Team up with coworkers on Shape Up RI, an online fitness community that helps you and your peers get healthy together. Want to walk more? Eat better? Keep your fitness regimen? Join the European Expedition Challenge and walk to a healthier lifestyle!

Take the first step to the European Expedition Challenge, an 8 week event that begins on Monday, February 3rd and ends March 30th. Participation registration begins on Wednesday, January 1st. Goal: Walk 4,000,000 steps (2,000 miles) from Amsterdam to Greece. Track your steps online and view your team’s progress along a virtual map.

Team sizes can range from 1 to 11 members. To sign up, visit http://members.shapeupri.org, select Roger Williams University, create an account, and enroll in the European Expedition Challenge by joining or creating a team. The first 100 employees to sign up will register free of charge, everyone after that will have to pay a $25.00 fee. All HIP members will receive 50 points for participating.

THANK YOU FOR MAKING THE WELLNESS FAIR A SUCCESS!
The Wellness Fair, a joint venture between Athletics and Human Resources, held on October 16, 2013, was a huge success thanks to the many attendees and the 28 vendors who provided valuable information and education on leading a healthier physical and financial lifestyle.
Employee Spotlight: Steven Melaragno

We started 2014 with a snowstorm and during its early stage, Steven Melaragno, our Employee Spotlight for the Winter-Spring issue, took a break from his vacation and made his trek to campus to meet with this writer. Steve is our Director of Public Safety who joined RWU in January of 2012.

Steve started with the Providence Police Department in 1978 and achieved the rank of Major. After 34 years, he was looking to make a change but was not really ready to officially retire - he was looking for a new opportunity. This was the desire that brought him to RWU. When asked how he got involved in Law Enforcement, Steve said that his Dad was a policeman, and he saw both the opportunities and rewards that come with this profession.

We always like to know our “Spotlight’s” favorite thing about working at RWU. He said, “I love the students”. He also said that even though some of the students sometimes make mistakes, they are all really good kids. The energy level on campus is great, and the atmosphere makes it fun to come to work. When it is quiet during breaks and no students are around, he says that he misses them.

When Steve was with the Police Department, he was active in competitive target shooting. He has competed with the center-fire pistol and the rifle. He and his wife, Patti, enjoy outdoor activities like bike riding on the East Bay Bike Path. They went to France this past Fall and completed a 10-day bike tour in the Bordeaux region. They covered about 30 miles a day and were able to enjoy a good amount of the countryside and meet many of the local people. They will be going to Italy in June for another bike tour. They will spend 2 days in Venice and then 7 days in the Dolomite Mountains, located in northeastern Italy.

When Steve came to RWU, he and Patti moved to Bristol. They bought an 1865 Plaque House (which came with its own historic papers) and spend some of their spare time working on it. They love visiting restaurants, some familiar ones as well as discovering new ones. They are still new to the area, so they are continuously learning and becoming true Bristolians.

Steve is always out and about on campus and always has a smile. If you see him, please be sure to say hello. He will be happy to see you. And if you need Public Safety, he will be happy to help.
Welcome New

Please welcome the following new employees who joined the campus community since October of 2013:

**STAFF**
- Aguiar, Nazare - Service Crew
- Akin, Susan - Director of Institutional Research
- Barnette, Daniel - CE Instructor
- Bashline, Tyler - Service Crew
- Carrellas, Madeline - Assistant Coach Women’s Lacrosse
- Conole, Jennifer - Career Advisor
- Craveiro, David - Utility Crew
- Deguilio, Normand - CE Instructor
- Delaney, Betsy - Cash Ops
- Gaspar-Warner, Gail - CE Instructor
- Goodall, Hannah - Learning Commons Coordinator
- Hudon, Diana - Cash Ops
- Jones, William - Prep
- Kennedy, Stephen - Public Safety Officer
- Kmec, Magee - Special Assignment Coordinator
- Korry, Benjamin - Research Assistant
- Lauro, Joseph - CE Instructor
- Manzotti, Taft - Public Safety Officer II
- Matthes, Scott - Prep
- Menchola, Oscar - Prep
- Murphy, Cornelia - PT Admissions Reader
- Murray, David - CE Instructor
- Pereira, Jared - Cash Ops
- Quinn, Mary Ann - PT Admissions Reader
- Redfearn, Amy - PT Admissions Reader
- Reo, Louis - CE Instructor
- Robinson, Mary - PT Admissions Reader
- Ryan, John - Utility Crew
- Shindo, Juliane - Assist. Dir. International Student Affairs
- Silvestri, Paul - CE Instructor
- Somera, Nancy - Assistant Volleyball Coach

**STAFF (cont’d)**
- Stone, Candie - Prep
- Tortolani, Marc - CE Instructor
- Tracy, Amanda - Public Safety Officer II
- Vogele, Lisa - Head Women’s Lacrosse Coach/Fall Sports Event Manager

**FACULTY**
- Fowler, Michael - Assistant Professor
- Shirley, Sara - Assistant Professor

**ADJUNCT PROFESSORS**
- Benz, Karen
- Borden, Jennifer
- Burke, Matthew
- Cates, Sonya
- Clay, Michelle
- Conley, Dylan
- Econoply-Woodnick, Pamela
- Ghtee, Maryam
- Greschner, Susanne
- Jannitto, Mark
- Minicucci, Steven
- Moynihan, Jerome
- Peddinti, Vijay Kumar
- Romanelli, Frank
- Sloan, Linda
- Senator Sheldon Whitehouse

Please join us in thanking Marty DiMarco, Secretary, Office of Student Conduct and Community Standards, for her 29 years of service to RWU. We congratulate Marty on her retirement and wish her much joy in her new adventures!

A Public Safety reminder:

For on-campus emergencies, please Dial 3333

“Lynda.com Online Training”

RWU, through the Office of Information Technology, would like to remind you of the opportunity to promote your professional growth by utilizing the array of approved technology applications offered through the “lynda.com Online Training Library” which provides a comprehensive collection of video tutorials and online courses on a variety of software topics.

Access Lynda.com via: https://lyndalog.rwu.edu/ at the user page, pull down to RWU.EDU or ACADEMICS (depending on your position at RWU) and log in.
HR Policy Place!

University students may work on-campus up to 20 hours per week during the academic year (fall and spring semesters) and 40 hours per week during semester break periods (i.e. summer, spring break) without any additional work permission. School of Law students are generally limited to 20 hours per week in both on-campus and off-campus employment during the academic year (Fall and Spring semesters) when classes are in session. Questions regarding permissible employment and employment restrictions should be directed to the School of Law Associate Dean for Academic Affairs. On-campus student employment is defined as any job through which a student enrolled in a degree-granting program at the University is employed by the University. Students hired under these guidelines are matriculating students of the University and any work study and non-work study employment with the University is incidental to their educational program at the University. Students who are currently enrolled at the University are eligible to apply for opportunities via the Student Employment website regardless of work-study status. A work-study award is not required. Both undergraduate and graduate students are eligible to apply for jobs.

For the complete Student Employment Policy please visit:


You Said It!

What is something someone would be surprised to know about you?

I have 4 beautiful children! Three girls ages 7, 12, 16 and a 2 year old boy.
Nicholas Cuccinello
Mail Room Clerk

I am a motor head!
Patricia Pardini
Administrative Assistant

My mom couldn’t wait so I was born on a fire truck and delivered by the fire chief!
Flora Prestipino
Employment Coordinator

Who's Who in Human Resources?

<table>
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<tr>
<th>Name</th>
<th>Title</th>
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<tr>
<td>Jerome F. Williams</td>
<td>EVP for Finance and Administration</td>
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<td>Mirlen A. Mal</td>
<td>AVP for Human Resources</td>
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<td>Mary Correia</td>
<td>Manager of Employment</td>
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<td>Marco Pais</td>
<td>Manager of HR Information Systems</td>
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<td>Jennifer Almeida</td>
<td>HR Assistant</td>
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<td>Connie Palermo</td>
<td>HR Information Systems Analyst</td>
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<td>Kimberley Koper</td>
<td>HRIS and Benefits Assistant</td>
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<td>Flora A. Prestipino</td>
<td>Employment Coordinator</td>
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<td>Joyce Maynard</td>
<td>Manager of Compensation &amp; Benefits</td>
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<td>Magee Kmec</td>
<td>Special Assignment Coordinator</td>
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<td>Stephanie Luiz</td>
<td>HR Clerk</td>
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BENEFITS INFORMATION – RETIREMENT CORNER

CHECK OUT THE NEW CUSTOM RETIREMENT PLAN SITES...

Want to try some financial tools to help you figure out how to save for retirement?

Want to explore other investment choices?

Read about the Roger Williams Retirement Plan?

Find out about eligibility for the University match?

You can do all of the above and more by using either the TIAA-Cref or Valic micro website designed just for Roger Williams University employees. It doesn’t matter if you are enrolled in the plan (although, going to the custom website may encourage you to join!) or whether you are enrolled in TIAA-Cref (to use their custom site), and you don’t need a user name or password.

The websites are colorful, easy to use and provide very helpful information. So whether you are close to retirement or not ready but need to know if you are on track, these websites will give you great information, useful and easy planning tools and specific information about our retirement plan.

Of course, we still offer monthly, one-on-one counseling sessions available when Anne Kuuskvere of TIAA-Cref and Kevin McNair from Valic visit the University. For a list of their scheduled visits, check out the calendar in this newsletter.

You will continue to receive your monthly statements, and we have two seminars planned for the Spring semester – one about Social Security and one for those of us in the “mid-career” point in our life. Check the calendar in this newsletter for details.

The Social Security seminar is a repeat of a very well-attended event presented by Valic. We received positive feedback from those who attended, and they recommended we offer it again.

As a “mid-career” employee, you may have a family; you may be taking care of elderly parents or relatives, have kids who are in college or who will be going to college in the near future. TIAA-Cref will present a seminar just for you!

If you don’t have a computer to visit the custom retirement websites - no worries; our University Library has computers you can use, as well as convenient hours.

The website addresses are:

**TIAA-Cref:**

**Valic:** [https://www.valic.com/plan-details_3733_433090.html](https://www.valic.com/plan-details_3733_433090.html)
Roger Williams University is a member of the Rhode Island Higher Education Training Consortium (the “Consortium” or “RIHETC”). RIHETC is made up of colleges and universities in Rhode Island that collaborate to provide the higher education workforce with the training they need to succeed, while affording opportunities to network with colleagues from other area institutions.

The next program offerings through RIHETC for the winter and spring are listed below. Please obtain approval from your manager/supervisor before registering. Please notify Jennifer Almeida jalmeida@rwu.edu in Human Resources if you do register for a course(s) for documentation purposes.

**RIHETC Training Programs**

**Winter/Spring 2014:**

**February**
- Friday 2/14 - Project Management 101: Tips, Tools and Techniques [Click for Program Info or to Register]
- Friday 2/28 - You’ve Got Email-Now What? [Click for Program Info or to Register]

**March**
- Monday 3/10 - Building a Service Oriented Culture [Click for Program Info or to Register]

- Tuesday 3/11 - Managing and Leading a Service Oriented Culture [Click for Program Info or to Register]
- Tuesday 3/25 - Dealing with Difficult Behaviors [Click for Program Info or to Register]
- Thursday 3/27 - Preparing for Management [Click for Program Info or to Register]

**April**
- Friday 4/4 - The MBTI - Understanding Why People Behave the Way They Do [Click for Program Info or to Register]
- Thursday 4/10 - Managing Conflict [Click for Program Info or to Register]

**May**
- Friday 5/2 - Write it Right! [Click for Program Info or to Register]

**TBA**
- Diversity and Inclusion
- Presentations Skills

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The Department of Human Resources is also pleased to announce that once again we will be hosting the upcoming professional development class:

**What Works and What Doesn’t Work** – Performance Review Tips for Supervisors and Managers. A complete program that covers the University performance review process, tips for better reviews and an update on the 2014 performance review process.

**Hosted by:** Joyce Maynard, Manager of Compensation and Benefits

**When:** April, 2014

**Please Note:** Location and more information will be announced at a later date.
• Give yourself extra time when you’re coming in to work so you can drive and park safely.

• Wear appropriate footwear when coming in to work to prevent slips and falls – boots or sturdy shoes with good treads.

• Be aware of black ice. Black ice is nearly invisible and forms on the pavement, bridges, overpasses and shaded areas when the temperature is rising faster than the pavement temperature.

• Report icy sidewalks or road conditions to your supervisor, who will call Facilities during the day (x3136) or Public Safety during off-hours (x3333).

• Pay attention to where you’re walking – stay on cleared sidewalks. Don’t walk on areas that are snowy or icy or cut across the grass.

• Wipe your shoes or boots on the floor mat once you get inside a building, and pay attention when you’re walking – the floor could be damp or wet. Report wet indoor conditions to Facilities during the day or Public Safety during off-hours.

• Drive carefully on campus during bad weather, whether you’re using golf carts, your own vehicle, or a University vehicle. Drive at speeds appropriate for the conditions.

• New England weather can change quickly – stay prepared for poor winter weather, even if the weather is clear when you leave for work – keep extra warm clothes in your locker or car.
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<td>Valic 1 on 1 Retirement Education 8:30am - 4:30pm GHH109</td>
<td>Fad Diets Don't Work – Evidence-based Weight Loss 12:00pm - 1:00 pm Rec. Center Conf. Room</td>
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28 Family Fitness 1:00pm – 2:00pm Rec. Center Conf. Room
## February 2014

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<td><strong>Shape Up RI</strong>&lt;br&gt;Feb. 3 - March 30</td>
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<td><strong>Healthy Beginnings</strong>&lt;br&gt;Sleep from A to Zzzz&lt;br&gt;1:00pm – 2:00 pm&lt;br&gt;Rec. Center Conf. Room</td>
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<td><strong>TIAA-Cref Seminar</strong>&lt;br&gt;12:00pm – 1:00 pm&lt;br&gt;SE 115</td>
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<td><strong>TIAA-Cref 1 on 1</strong> Retirement Education&lt;br&gt;8:30am – 4:30pm&lt;br&gt;GHH 107</td>
<td><strong>Back Health</strong>&lt;br&gt;12:00pm -1:00 pm&lt;br&gt;Rec. Center Conf. Room</td>
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<td><strong>Valic &amp; TIAA-Cref Retirement Enrollment Meetings</strong>&lt;br&gt;11:00am – 12:00pm GHH 119; 3:00pm - 4:00pm&lt;br&gt;Rec. Center Conf. 237</td>
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### February 3rd through February 28th

Attend any 8 scheduled fitness center classes during the given time period. Sign-in sheets will be at all classes from 6am to 5pm. Once you have logged 8 classes points will be awarded.

### Shape Up RI – February 3rd through March 30th (8 weeks)

Statewide competition where you form a team with fellow employees and compete in fitness categories from most steps taken to most weight loss.
## March 2014

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<td>4 Healthy Meal Planning on a Budget 1:00pm – 2:00pm Rec. Center Conf. Room</td>
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<td>6 TIAA-Cref 1 on 1 Retirement Education 8:30am – 4:30pm GHH 107</td>
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<td>13 Valic 1 on 1 Retirement Education 8:30am – 4:30pm GHH 109</td>
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<td>17 Walking Club 1:00pm – 2:00pm Meet in front of Rec. Center</td>
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<td>19 Bone Density Screening 10:00am – 2:00pm Rec. Center Conf. Room</td>
<td>20 TIAA-Cref Retirement Education 8:30am – 4:30pm GHH 107</td>
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<td>22</td>
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<td>24 Walking Club 1:00pm - 2:00pm Meet in front of Rec. Center</td>
<td>25 Valic 1 on 1 Retirement Education 8:30am – 4:30pm GHH 109</td>
<td>26</td>
<td>27 HR On The GO! 2:00p.m - 4:00pm Staff Dining Room 1st floor Lower Commons</td>
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<td>31 Walking Club 1:00pm – 2:00pm Meet in front of Rec. Center</td>
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**Shape Up RI – February 3rd through March 30th (8 weeks)**

Statewide competition where you form a team with fellow employees and compete in fitness categories from most steps taken to most weight loss.
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<td><strong>Cholesterol Awareness</strong>&lt;br&gt;12:00pm - 1:00pm&lt;br&gt;Rec. Center Conf. Room</td>
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<td><strong>Walking Club</strong>&lt;br&gt;12:00pm - 1:00 pm&lt;br&gt;Meet in front of the Rec. Center</td>
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<td><strong>Cardio Tennis</strong>&lt;br&gt;12:00pm - 1:00pm&lt;br&gt;North Campus Tennis Courts&lt;br&gt;<strong>Valic 1 on 1 Retirement Education</strong>&lt;br&gt;8:30am – 4:30pm&lt;br&gt;GHH 109&lt;br&gt;<strong>Valic Educational Seminar</strong>&lt;br&gt;12:15pm – 1:15pm&lt;br&gt;Rec. Center Conf. Room #237</td>
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# May 2014

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<td>1 Employee Service Recognition Program 2:00pm – 3:00pm North Campus Residence Hall Great Room</td>
<td>2 HR On The GO! 1:00pm - 3:00pm Providence Campus MC 135 Board Room 1:00pm – 3:00pm School of Business SB 206</td>
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<td>TIAA-Cref 1 on 1 Retirement Education 8:30am - 4:30pm GHH 107</td>
<td>Stress Management is Medicine – Manage Your Stress, Save Your Life 12:00pm - 1:00pm Rec. Center Conf. Room</td>
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<td>Workout Log Due</td>
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