



RWyou Resource

HR newsletter for and by the employees of
Roger Williams University

Volume Two - Issue Two

The Department of Human Resources is excited to present Volume Two – Issue Two of our quarterly employee newsletter!

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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:
human_resources@rwu.edu.

A thank you to Kayla Silva (Senior at RWU), HR Intern who provided assistance with this newsletter! She will be graduating from the University this Fall 2012.

Employee Service Recognition Program!

With President Farish's support, a valued tradition at the University was revived: the Employee Service Recognition Program! On May 4, 2012, 644 employees were recognized for their years of dedicated service to the University for calendar years 2007 through 2011. There were 245 faculty and staff who attended this event and who were congratulated by their peers and by President Farish. Each honoree received a certificate for their years of service and a gift.

The Department of Human Resources would like to extend a warm thank you to the departments that assisted with organizing this event – the Office of the President, Bon Appetit, Facilities Management, Marketing & Communications, Purchasing, Special Events & Conferences, and Student Programs & Leadership.

Please enjoy some pictures of this year's event on the last page of the newsletter!

If you were recognized, but were not able to attend, please stop by Human Resources to pick up your certificate and gift!



(For more pictures from the event, please look at pg. 6)

Medical & Dental Open Enrollment is Now!

Please remember that Open Enrollment for medical and dental changes ends on July 13th. If you are not currently participating in the University's medical and dental insurance plans, but would like to, or if you would like to make any updates to your current enrollment information, you will need to stop by the Department of Human Resources to complete the enrollment paperwork.

Open House in Human Resources!

Take a stroll or jog down to the Department of Human Resources located on the North Campus on Tuesday, August 7th between 12 pm to 2 pm and enjoy a refreshing Del's lemonade or watermelon slush on us! Get to know the HR Staff in person; ask questions about any of the current benefits offered! We look forward to seeing you!

Employee Spotlight: Carline Fleig



**Carline Fleig is
a Nurse
Practitioner in
Health Services.**

Carline Fleig is a full time Nurse Practitioner at Health Services. Nurse Practitioners provide a wide range of health care services, being mindful of the patient's physical as well as psychological, social, family and spiritual needs required for good health. She has been with the University for over 8 years. Carline became a Registered Nurse in 1986 and worked in a Critical Care Unit for ten years before she returned to graduate school. She attended Boston College (as a single mom, working full-time) where she earned a Master's Degree in Nursing and became a Nurse Practitioner. "During the three years I was in graduate school, I also worked part-time for a company called JET-Med where I did fixed wing transport of critical care patients. My experience as a Nurse Practitioner has included College Health, Primary Care, as well as Acute Care in Cardiology. I have also been a certified diabetes outpatient educator for the RI department of Health."

Over the past three years, Carline has also been a member of the National Coalition Building Institute (NCBI) chapter on campus. The National Coalition Building Institute is

an organization committed to long lasting institutional and social change with the ultimate goal of reducing discrimination and marginalization. "Students who participate in these workshops become more consciously aware of their own personal identities and differences as well as learn to embrace the differences of others through the sharing of personal stories and experiences. Thus far, approximately 800 students have been trained over the past three years and the workshops have been very positively received. This work requires enormous physical and emotional energy but the outcomes for our students have been so rewarding, with students reporting a shift in attitude when faced with discriminatory acts and armed with solutions to address these acts of discrimination or marginalization. As a nurse, I see this as adding to a person's overall health and well-being in the social context."

Carline also serves as an adviser to the RWU chapter of the Foundation for International Medical Relief of Children (FIMRC). "To provide needed health care to underserved populations particularly in a third world country has always been of great interest to me and a project I have always wanted to be involved in. These groups of tremendous students travel to El Salvador each year over Spring Break to work in a clinic that cares for women and children. This group also works very hard to raise money and donations to provide much needed medical supplies for their clinic. I was privileged to spend some time this year with these students, giving them some basic medical training prior to their journey to El Salvador. After meeting with Dr. Kerri Warren (Professor of Biology) who is one of their current advisers, I was very excited to become involved in supporting this group and hope to travel with them to El Salvador next year."

Carline is a mother of two very active boys, and many of her activities are related to her children's activities. "My husband and I live in Portsmouth and have volunteered for various organizations that our children have been involved in, such as Newport Youth Travel Hockey, Portsmouth Little League, Portsmouth High School Baseball, Hockey and Sailing teams, Sail Newport and Aquidneck Island Robotics." She also enjoys traveling, running, sailing, biking and hiking. "I enjoy reading, the beach and spending time with friends and family. My goal this year is to learn some Spanish in preparation for a trip to El Salvador with FIMRC."

RWU SUMMER ACTIVITY: KAYAKING!

Learn a new skill and explore the beauty of Mount Hope Bay between classes or on your lunch break!

Kayaking is fun, stress relieving, and a great way to spend time with friends while taking advantage of the University's beautiful location!

There are 7 single kayaks and 2 tandem kayaks available to the campus community on a first come, first serve basis. Time blocks are up to 1 hour. Kayaking is open every day 12 pm-5 pm. Newcomers will be provided a brief kayaking orientation by Waterfront staff. All hours are weather permitting. Kayaks will be available until the end of October.



Welcome, New and Returning Employees!

Please welcome the following new and returning employees who have joined the campus community since January 2, 2012:



Next Social Networking Event – Don't Miss Out!

The next Social Networking Event will be on **Tuesday, July 17th from 8:30 am to 9:30 am** in the Dining Commons Conference Room (2nd Floor). This is a great opportunity to meet other employees from other departments, exchange ideas, begin new friendships, and learn what other members of the campus community do!

Please R.S.V.P. to Jennifer Almeida at jalmeida@rwu.edu.

STAFF

Brandice Balschmitter, Asst. Softball Coach
 David Borrelli, Project Coordinator
 Paul Braz, Cash Ops
 Gregory Brisson, Prep
 Zachary Brisson, Cash Ops
 Peter Cavedon, Research Assistant
 Fung Chan, Staff Accountant
 Brian Combra, Asst. Coach Men's Soccer
 Mary R. Correia, Manager of Employment
 Morgan Cottrell, Assistant Director of Student Advocacy
 Candice De Los Reyes, Asst. Dir. of Intercultural & International Students
 Dominique Delaney, Cash Ops
 Paul Doolan, Housing Assistant
 Matthew Emmert, Head Men's & Women's Swimming & Diving Coach/Aquatics Coordinator
 Stephanie L. Gellerson, Cashier
 Richard N. Hale, Senior Advisor to the President
 Miriam Hasbun, NODA Summer Intern
 Rody Hiciano, Prep
 Bonnie Hockhousen, Payroll Manager
 Joshua Jones, Research Assistant
 Ian MacKenzie, Summer Mail Ctr. Asst.
 Tracey Mallory, Payroll Associate
 Steven Melaragno, Dir. of Public Safety
 Matthew Melo, Catering Lead
 Robert Millard, Public Safety Officer
 Jeffrey Mullany, Accounting Intern
 Kevin O'Connell, Asst. Director of Student Conduct & Comm. Standards
 Travis O'Dell, Admissions Counselor
 Christopher Pellichero, Research Asst.
 Trevona Perry, Service Crew
 Christine Promin, Institutional Research Analyst
 Lesley Putnam, Prep
 Abigail Rehfuss, Assistant Coach Women's Lacrosse
 Catherine Robinson, Asst. Mgr. of Event Operations
 Matthew Rogers, Asst. Coach Baseball

Ayanna Samuel, Accounts Receivable Collections Specialist
 Sarah Santiago, ACUHO Summer Intern
 Victor Silva, Associate Director of Transfer Admissions
 Benjamin Somera, Head Women's Volleyball Coach/Asst. Comm. Dir.
 Melanie Stone, Alumni Events Coord.
 Terrill Taylor, Cataloging Assistant
 Brittany Vento, Cash Ops
 Christopher Walsh, MEPI Student Leaders Community Coordinator
 Eric Williams, Service Crew
 Kristina Woodmansee, MEPI Proj. Asst.
 John Zajicek, Assistant Director of Student Programs & Leadership

FACULTY

Deborah Gonzalez, Visiting Assistant Professor of Law
 Hernan Maldonado, Visiting Professor – Teaching Firm in Res.
 Maximo Rohm, Visiting Professor – Teaching Firm in Residence

ADJUNCT PROFESSORS

Carmen D'Alessandro
 Stephen Erickson
 Michael Forte
 Jessica Geddes
 Daniel Gortze
 Steven Horowitz
 David Kress
 Elizabeth Magliula
 Christopher Mulvey
 Kathryn Orzech
 Ketti Parente
 Duayne Rieger
 Thomas Rohde
 Carl Safe
 Andrew Spacone
 Amy Tabor
 George Watson
 Susan Wenzel
 Gerald Willis
 Marion Young

Benefits Q & A: You have the questions; we have the answers!

Q: I am out of work and using my sick time. Why do I have complete Family Medical Leave (FMLA) forms?

A: When you are out of work due to illness or injury and miss 3 work days, then on the 4th day of your absence you must complete FMLA forms that the University has to review per FMLA regulations.

While on an approved FMLA leave an employee must use all accrued sick time per the policy and the applicable union contract. So, although you may have sick time, the University must comply with the FMLA regulations.

If you use all of your sick time, you may request that you be paid any accrued vacation time when you complete your FMLA forms. It is possible for you to be on an FMLA leave even if you have used all your sick and vacation time. In this case, it's important for you to be on an approved FMLA leave as FMLA protects your employment and benefits.

To qualify for Family Medical Leave (FMLA) an employee must have worked for the University for a minimum of 1 full year and during that year work a minimum of 1,250 hours. A full copy of the University's Family Medical Leave Policy is located on the Human Resources section of the University website under "Policies".

Q: I am a full time employee and would like to sign up for medical and dental insurance through the University.

A: New Employee: Please plan to attend a New Hire Orientation session. During the Orientation, you will receive enrollment materials for the medical and dental insurance, retirement plans, and much, much more!

Current Employee: If you have insurance through another company, but are losing your coverage, you can enroll in the University offered medical and dental insurance by submitting the enrollment paperwork along with a HIPAA certificate (proof of loss of coverage). You can find the enrollment forms on the HR website at <http://www.rwu.edu/about/university-offices/human-resources/forms>. Your current insurance company will provide you with the HIPAA certificate.

Otherwise, you can sign up for or make changes to your coverage during the annual Open Enrollment period. Your coverage or changes to your coverage will be effective July 1. Please submit your paperwork to us by July 13th!

Q: Am I eligible to enroll in a retirement plan through the University? If so, how do I do this?

A: If you work or are scheduled to work at least 20 hours per week and meet the years of service requirement, you are eligible to join the University retirement plan and receive a match to your contribution. Visit the Benefits section of the HR website at <http://www.rwu.edu/about/university-offices/human-resources/benefits> and select the Benefit Summary that applies to you.

Q: What if I am not eligible for the University match to my retirement contribution?

A: Even if you are not eligible to join the University retirement plan and receive a match, you can still contribute to the retirement plan without a match to start saving for your retirement!

To enroll in the plan, visit <http://www.rwu.edu/about/university-offices/human-resources/forms> for the Retirement Plan Enrollment and Update Form and return it to the Department of Human Resources, ATTN: Benefits. This will begin your payroll deductions as of the next applicable payroll. However, you must also complete an enrollment form to set up your investment account with either TIAA-Cref or VALIC.

Representatives from TIAA-Cref and VALIC regularly visit campus to meet with employees who are interested in discussing their options for retirement. They can provide you with the paperwork you need to specify how you want your funds to be allocated. Keep an eye out for the next announcement in your mail box!

Upcoming Professional Development Training Programs with the RI Higher Education Training Consortium

Administrative Professional Development Program (All 3 sessions must be taken)

Session 1: Communication – October 31st from 9:00 am to 4:00 pm.

Session 2: Crafting a Professional Image/Customer Service – November 7th from 9:00 am to 4:00 pm.

Session 3: Project Management Time Management/Goal Setting – November 14th from 9:00 am to 4:00 pm.

Program Cost: \$297.00

Effective Management

(5 session training for managers. All 5 sessions must be taken)

Session 1: Managerial Responsibilities/Communication & Motivation – September 26th from 9:00 am to 3:00 pm.

Session 2: The Effective Team – October 3rd from 9:00 am to 12:00 pm.

Session 3: Management Tools – October 10th from 9:00 am to 12:00 pm.

Session 4: Communicating Criticism and Problem Employees – October 17th from 9:00 am to 3:00 pm.

Session 5: Managing Conflict – October 24th from 9:00 am to 12:00 pm.

Program Cost: \$387.00

For the full program details offered by RIHETC, please contact Mary Correia at mcorreia@rwu.edu. Continental breakfast and lunch provided. Trainings are held at Bryant University in Room 2A/2B.

You Said It!

If you could take a trip anywhere in the world, where would you go?



“St. Lucia!”
Ryan Tiebout, Systems
Operations Manager



“Alaska!”
Ely Barkett, Manager of
Transportation & Parking



“Costa Rica!”
Bonnie Hockhousen,
Payroll Manager

Who's Who in Human Resources?

Jerome F. Williams EVP for Finance & Administration	Mirlen A. Mal AVP of Human Resources
Jennifer Almeida Human Resources Assistant	Marco Pais Manager of HR Information Systems
Mary Correia, PHR Manager of Employment	Connie Palermo HR Information Systems Analyst
Kimberley Koper HRIS and Benefits Assistant	Flora A. Prestipino Employment Coordinator
Joyce Maynard, SPHR Manager of Compensation & Benefits	Sandra Schaefer Senior Benefits Specialist

Shape Up RI!

There were a total of 11 teams from the University that competed this year. The team “The Number Crunchers” led by team captain Wendy Smith won in all four categories. The categories were the following: 1) percentage weight loss; 2) total steps taken by team; 3) servings of fruits and veggies per day and 4) amount of minutes exercised per day. We congratulate all of the teams that participated this year on their accomplishments!

Roger Williams University Receives Wellness Award!

The Roger Williams University Athletics Department is proud to announce that the Simply Wellness program was honored by the Greater Providence Chamber of Commerce and Blue Cross & Blue Shield of Rhode Island with an Exemplary Award at the 2012 Annual Worksite Health Awards!

RWU was one of 83 other businesses and organizations in Rhode Island that have successfully instituted worksite wellness programs.

Well done!

TO ALL MANAGERS

We’re excited to announce that there will be 4 upcoming manager training sessions provided by the Offices of Finance, Human Resources, Payroll and General Counsel on a variety of topics to offer tools and techniques with current RWU business processes, systems and employment related topics to assist you with carrying out your role as a manager. The program is called – **Manager’s Toolkit**. More program details to follow in August by email!

ENJOY SOME PICTURES FROM THIS YEAR'S EMPLOYEE SERVICE RECOGNITION EVENT!

