



# RWyoU Resource

HR newsletter for and by the employees of  
Roger Williams University

Volume Two - Issue Three

The Department of Human Resources is excited to present Volume Two – Issue Three (issue #6) of our quarterly employee newsletter!

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## HR On The GO!

HR is coming to you! This new program is designed to provide an opportunity to faculty and staff to visit with 2 HR staff representatives in person and in close proximity to their offices/building location to ask any questions related to current employment processes and procedures, enroll in direct deposit, make W-4 changes, ask policy questions, or any other questions related to benefit programs provided to employees.

The program would be offered every other month for a 2 hour window in the afternoon. The HR staff will have laptops, so information will be accessible. The program kicks off **September 27, 2012 in GHH Room 107, 1:00 pm – 3:00 pm**. See the Calendar of Events page for future dates. This information will also be published on the PDQ.

## COME TO THE FAIR!

**On October 24<sup>th</sup>**, come join us in the Rec Center for the 6<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!



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 Human Resources table 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 2013, learn more about upcoming open enrollment periods, or simply say hello and introduce yourself!

## Employee Spotlight: Suzanne McCarthy



**Suzanne McCarthy is the Assistant Director of Advancement Services.**

The Employment Spotlight for our Fall Issue features Suzanne McCarthy, Assistant Director of Advancement Services. On a beautiful, late summer afternoon on a bench outside of the Library, Sue (as she likes to be called) and this writer had a nice chat about her life at the University and her life outside the University.

Sue has been employed at RWU for 15 years. She has been in University Advancement for over 4 years. So what does an Assistant Director of Advancement Services do? This position functions as the operations side of the business. Sue runs reports and pulls data from various sources, primarily Datatel, to provide information and statistics for Alumni purposes, the RWU Magazine, the President's Annual Report, Annual Giving, etc. She is a numbers person and can "slice and dice" the data any way that it is needed by the areas and departments she serves.

Sue started working in Financial Aid and was in that department a few years. She then moved to Finance where she spent close to 10 years of her time. She eventually ended up in University Advancement. Prior to RWU, Sue worked in the banking industry. When asked what she liked most about working at RWU, she had so many great things to say. Sue said the "work is challenging...and always different". Certainly RWU is a beautiful place to work; unfortunately, she works in the basement of the Administration Building with no windows. She loves when the students are on campus (even with the parking issues). Sue loves the people with whom she works. The great thing about her job is variety: she has her hands in all aspects of Advancement, from Annual Giving, to Alumni Relations. She relishes providing information that is needed. Like everyone else, there are "fire fighter" days, but she believes that you can deal with those as long as you are organized, can prioritize projects, and don't panic.

The nice thing about the Employee Spotlight is to learn a little bit about the person that is not work-related. First of all, Sue is an alum and is very proud that she received her degree in Accounting from RWU. She has 3 daughters (one is also an alum, another is a student at Johnson & Wales, and the third is a Junior at Mt. Hope High School). Sue believes that you must lead by example, so it was very important for her to get her degree. Sue is an avid golfer; she goes 2-3 times a week. She is a relatively new golfer (just 3-4 years of experience), but she loves to walk and get some exercise and fresh air. It is a nice social activity where you can enjoy getting dressed for it. When she is not golfing in her spare time, she loves to garden.

Sue loves to learn, so she will continue to grow. Please say hi to Sue if you see her on campus, or drop by her desk in the Administration Building. I'm sure she will love to see you!



## Welcome, New and Returning Employees!

Please welcome the following new and returning employees who have joined the campus community since June 18, 2012:

### **STAFF**

Amy Lanoie - Program Coordinator  
 Gerard Rocheleau - Student Services Proctor  
 Melanie Stone - Alumni and Events Coord.  
 Peter Eraca - Admissions Recruiter  
 Christopher Gerlica - Admissions Recruiter  
 Jolee Vacchi - Admissions Recruiter  
 John Ralston - Associate Director of Bar Support  
 Robert J. Holmberg - Research Assistant  
 Molly Igo - Learning Commons Desk Monitor  
 Jean LaBonte - Learning Commons Desk Monitor  
 Elizabeth Futoma - Research Assistant  
 Megan Fox - Graduate Assistant, Student Conduct and Community Standards  
 Anne Corrigan - Administrative Assistant  
 Orly Clerge - Research Assistant  
 Audrey Santos - Research Assistant  
 Elizabeth Carlin Metz - Director, London Study Abroad Program  
 Renae Cicchinelli - Assistant Coach Cross Country  
 Cameron Fox - Assistant Coach Baseball  
 Tracey Hackley - Head Coach - Field Hockey  
 Andrew Manning - Assistant Softball Coach  
 Hiedi Nichols - Senior Laboratory Technician  
 Amrine Obermueller - Graduate Intern  
 Alicia Waters - Learning Commons Librarian  
 Justin Bongiaro - Admissions Regional Rep.  
 Carol Easton - Admissions Regional Rep.  
 Clair Perfetto - Admissions Regional Rep.  
 Connie deBrun - Admissions Regional Rep.  
 Morgan McCarthy - Assistant Men's and Women's Swimming and Diving Coach  
 Peri Burns - Assist. Dir. of Admissions Ops.  
 Katharine Booth - Marketing Specialist  
 Vincent White - Associate Registrar for Systems and Reporting  
 Barbara Calvert - Post-Doctorate Fellow  
 Jami Wilder - Post-Doctorate Fellow  
 Abby Saunders - Architecture/Art Librarian  
 Melissa Moore - Major Gifts Officer  
 Tess LeConche - Coord. Residence Ed.  
 Adam Nichols - Coord. Residence Ed.  
 David Borrelli - Project Coordinator  
 Matthew Emmert - Head Co-Ed Swimming & Diving Coach/Aquatics  
 Jacob Lemon - Coord. Residence Ed.  
 Morgan Cottrell - Assist. Dir. Student Advocacy  
 John Zajicek - Assist. Dir. Student Programs & Leadership  
 Vanda Ferreira - Cash Ops  
 Corey Resendes - Prep  
 Michael Acciaro - Prep  
 Ariel Wilburn - Project Coordinator  
 Tim O'Brien - Club Sports Athletic Trainer

### **STAFF (cont'd)**

Victoria L. LoBello - Prep  
 Nicholas J. Caine - Cash Ops  
 Katelyn Arruda - Service Crew  
 Francisco J. Cruz - Utility Crew  
 Emanuel F. Pereira - Utility Crew  
 Peter T. Hackett - Utility Crew  
 Candice DaCosta - Cash Ops  
 Janet M. Sousa - Cash Ops  
 Caitlyn B. Finney - Cash Ops  
 Steven P. McCann - Cash Ops  
 Annie C. Rencurrel - Cash Ops  
 James J. Sylvester, III - Cash Ops  
 Robert S. Strickland - Service Crew  
 Rebecca Lindsey - Alumni Relations Assistant  
 Jill Rodrigues - News & Publications  
 Lynda Curtis - Media Relations Manager  
 Andrew Workman - Provost & Senior Vice President for Academic Affairs

### **FACULTY**

Kelly J. Ard - Architecture  
 Samuel P. Batchelor - Architecture  
 Robert J. Miklos - Architecture  
 Charlotte Carrington - History  
 Elizabeth P. Gray - Architecture  
 Robert L. Jacobson - Mathematics  
 John W. Maerhofer - English  
 Cathy A. Nicoli - Dance  
 Alan W. Organschi - Architecture  
 Jennifer K. Pearce - Physics  
 Dahliani Reynolds - Writing  
 Adria C. Updike - Physics

### **ADJUNCT PROFESSORS**

Steven Calabresi	David Lambert
Thomas Newman	Caitlin Lantagne
Steven Gaurin	John MacDonald
Josh Hilberman	Shamiran Mako
Richard Ackerman	Elizabeth McCliment
Beverly Andry	Laurie Mengel
Nancy Austin	Tracy Money
Kevin Brew	Christopher Pargellis
Allison Campfield	Janice Place
Charles Clarkson	Richard Rende
Richardo Cortez	Bridgid Ryan
Dennis Curran	Krista Schmitz
Suzanne Delle	James Scott
Edith Fletcher	Rachel Stopka
Mitch Glass	David Strachman
Edward Gonsalves	Dominique Werboff
M.E. Hackney	Gregory Jones
Kifle Hagos	Carl Safe
Donald Hanson	
Martha Hauff	
Christine Haverington	
Ashley Johnson	
Sandor Kadar	
Jennifer Kady	
Myoungkeun Kim	
Matthew Kite	



## Join The Book Club

Do you want to get to know your new colleagues and have a passion for reading? If so, consider joining the **Book Club**. Members select a book and periodically meet to discuss and share their opinions. For more information, please contact Maria Adkins at extension 3400 or Flora Prestipino at extension 3131.

## HR Recent Event Update

On August 7, 2012 Human Resources hosted its first annual **HR Open House**. Over 100 guests visited HR and were treated to Del's lemonade, pretzels and an opportunity to win prizes. We are planning the second annual Open House next year at the North Campus with other offices and look forward to meeting you there! More information will be provided in future HR newsletters.

## New York Trip Opportunity

Are you interested in going to New York City? On November 17, 2012, you can be picked up and dropped off at Roger Williams University for \$42.00. This trip will be sponsored through the University's merchant partnership with Liberty Travel. Please note that the bus trip will not be a guaranteed departure if there are not at least 50 passengers. Contact Kimberly Buchholz at (508) 677-2722 or [buchholzk@libertytravel.com](mailto:buchholzk@libertytravel.com) to sign up for this trip.



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

We are happy to announce we had another successful social networking event on July 17<sup>th</sup>! Our special guest was Susan Caizzi, Associate Director of the Career Center, who provided an overview of the many services provided to our students and the University community.

Do you want to meet other employees outside of your department? Do you want to start a new employees resource group? Then come to the next Social Networking Gathering.

Our next Social Networking event will feature special guest Marilyn Mair, Professor of Music. Dr. Mair is an accomplished mandolin player and will perform for us at our next meeting.

The next meeting will be on **Wednesday, October 17<sup>th</sup> from 8:30 am to 9:30 am** in the Commons Private Dining Conference Room (2<sup>nd</sup> Floor). Don't miss this exclusive performance!

In the meantime get to know Dr. Mair by clicking on the link below:  
[www.marilynmair.com](http://www.marilynmair.com)

Please R.S.V.P. to Jennifer Almeida at [jalmeida@rwu.edu](mailto:jalmeida@rwu.edu).

## HR Policy Place!

### What is the difference between the Volunteer Policy & Internship Policy?

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.

#### Volunteer Policy

This policy addresses *non-RWU students/employees* who volunteer their time at the University and establishes two categories of volunteers: i) Category 1, are those volunteers who have a significant or recurring presence on campus and/or interaction with students (e.g. volunteer assistant coaches, volunteers to chaperone trips with students, etc.); and ii) Category 2, are those volunteers who have a limited presence on campus and/or limited interaction with students (e.g. Parents Association volunteers, student move-in day volunteers, and phonathon volunteers). Most volunteers whose services are limited to one day will be considered in this category.

<http://rwu.edu/sites/default/files/volunteerpolicy.pdf>

#### Internship Policy

This policy addresses *non-RWU students* who are interning at the University (generally either high school students or students from other colleges/universities) and establishes procedures before interns are accepted.

<http://rwu.edu/sites/default/files/volunteerpolicy.pdf>

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 Office of Human Resources for the Volunteer Policy and to the Office of General Counsel for the Intern Policy.

## New Benefit for Employees – Do You Own a Pet?

We are pleased to announce employees can now benefit from “Embrace Pet Insurance”! Embrace Pet Insurance reimburses you up to 90% for covered accidents and illnesses. Embrace also offers Wellness Rewards add-ons to help with your routine care, including flea, tick and heartworm medications. Through Roger Williams University's partnership with Embrace Pet Insurance, we are able to pass along a 10% discount if paying monthly and a 15% discount if paying annually. Get a quote online at [EmbracePetInsurance.com](http://EmbracePetInsurance.com) or call 1-800-511-9172 to speak with an Embrace Customer Care representative. A work perks discount code is now available: you will need this information to enter on the website or when speaking with a representative. Please contact the Department of Human Resources for the code. More information will be available at next month's Simply Wellness & Benefits Fair!

## You Said It!

What is your favorite RWU tradition or event?



*The Holiday Crafts Fair!*  
Susan Caizzi,  
Associate Director of  
the Career Center



*The Holiday Gathering!*  
Bill Dallaire,  
Master Locksmith



*Commencement!*  
Veronica Maher,  
Professor & Media  
Resources Librarian

# BENEFIT NEWS!

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

### Q: How much can I contribute to the retirement plan?

A: Good question! Now is the time of year when you should be looking at your pay advice to see how much you have contributed in calendar year 2012 so that you do not contribute more than is allowed under the IRS tax code. For instructions on how to find your RWU pay advice, follow this link to the Payroll webpage: <http://www.rwu.edu/about/university-offices/finance/payroll> (Employee Self Service - View Your Pay Advices).

The maximum amount you can contribute depends on your age as of the end of the calendar year. The University's match does not count towards the total amount you may contribute each year.

*Less than age 50:* \$17,000 between the matched and unmatched amounts deducted from your pay.

*Age 50 or older:* \$22,500 between the matched and unmatched amounts deducted from your pay.

Remember, if you have worked for another employer in 2012, you have to include the amount you contributed to that employer's plan when figuring how much you contributed in total for 2012.

### Q: I am enrolled in the Flexible Spending Account (FSA) and understand that claims have to be submitted by the end of the calendar year. Is that correct?

A: Not quite. Generally, claims that happen between January 1, 2012 and up to March 14, 2013 can be submitted. If you forget to send in a claim that occurred between January 1, 2012 and March 14, 2013, then you have until June 30, 2013 to send in the claim.

For more information about when you can submit FSA claims, please contact London Health Administrators at 401-435-4700.

## UPCOMING FLU CLINIC INFORMATION – 2 Locations

**Where:** 1 Old Ferry Road – Bristol Campus Wellness Fair

**When:** October 24, 2012 – 10:00am – 2:00pm

**Cost:** No Charge – BCBS, Medicare Part B  
Neighborhood Health, Tufts, or Cigna  
Other insurance or no insurance: \$20.00

Register online at: [www.thewellcomp.com](http://www.thewellcomp.com)

Click: Register Now

Login: rwubris

**Where:** 150 Washington St. – Providence Campus Room 206

**When:** October 29, 2012 – 1:00pm - 2:00pm

**Cost:** No Charge – BCBS, Medicare Part B  
Neighborhood Health, Tufts, or Cigna  
Other insurance or no insurance: \$20.00

Register online at: [www.thewellcomp.com](http://www.thewellcomp.com)

Click: Register Now

Login: rwuprov

**YOU MUST HAVE YOUR INSURANCE CARD AND REGISTRATION FORM WITH YOU**

Online registration will be available as of 9/1/12. Ages 19 years and older.

Questions: Contact Kimberley Koper at 401-254-3055 or [kkoper@rwu.edu](mailto:kkoper@rwu.edu)

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

Program Locations: Bryant University, 1150 Douglas Pike, Smithfield, RI 02917 (Bryant Center Room 2A/B)

For more information and to register, visit: <http://www.rihetc.org>.

Any questions, please contact Mary Correia, Manager of Employment at ext. 3190.

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

Session 1: Communication – October 31, 2012 from 9 am to 4 pm

Session 2: Crafting a Professional Image/Customer Service – November 7, 2012 from 9 am to 4 pm

Session 3: Project Management Time Management/Goal Setting – November 14, 2012 from 9 am to 4pm

Program Cost: \$297.00; continental breakfast and lunch provided

### Project Management: Tips, Tools and Techniques

Have you been assigned to a project and you don't know where to begin? Are you leading a project team that lacks a clear understanding of its expectations? Do you need to take control of your project? If you answered "yes" to any of these questions, this session is for you! Participants will build a solid foundation of basic project management knowledge, techniques and tools in this hands-on workshop that covers the entire project life cycle.

Session: November 16, 2012 from 9 am to 12:30 pm

Program Cost: \$60.00; continental breakfast provided

### Write it Right!

A dynamic 3.5 hour training program that helps participants focus on clear, correct, and concise business writing. Basic grammar and writing concepts are re-introduced with an emphasis on using action verbs, avoiding wordiness, and keeping sentences short and simple. Participants will complete activities individually and in pairs after each concept is introduced.

Session: November 16, 2012 from 9 am to 12:30 pm

Program Cost: \$50.00; continental breakfast provided

### 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

### Next suggestions for the newsletter!

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

# October 2012

SUN	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SAT
	1	2 <b>Flex</b> Recreational Center Conference Room 12:00 pm – 1:00 pm	3	4	5	6
7	8	9 <b>1:1 TIAA-Cref</b> Counseling Sessions GHH 109 8:00 am – 5:00 pm	10	11	12	13
14	15 <b>New Staff Orientation</b> 9:00 am Human Resources North Campus	16 <b>1:1 TIAA-Cref</b> Counseling Sessions GHH 109 8:00 am – 5:00 pm	17 <b>Flex: Strengthen</b> Recreational Center Conference Room 1:00 pm – 2:00 pm  <b>1:1 VALIC</b> Counseling Sessions GHH109 8:00 am – 5:00 pm	18	19	20
21	22	23	24 <b>6<sup>th</sup> Annual Simply Wellness &amp; Benefits Fair!</b> Field House/Rec Center Individual Wellness Coaching, Information Sessions, Flu Clinic 10:00 am – 2:00 pm  <b>Cardio Tennis</b> Tennis Courts 12:00 pm – 1:00 pm	25	26	27
28	29 <b>Metro Flu Clinic</b> Metro Campus, Room 206 1:00 pm – 2:00 pm	30	31			

# November 2012

SUN	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SAT
				1	2	3
4	<p>5  <b>New Staff Orientation</b>                      9:00 am                      Human Resources                      North Campus</p>	6	<p>7  <b>1:1 TIAA-Cref</b>                      Counseling Sessions                      GHH 109                      8:00 am – 5:00 pm</p> <p><b>Retirement Enrollment Meetings</b>                      Rec Center #237                      11:00 am – 12:00 pm                      and                      4:00 pm – 5:00 pm</p>	8	9	10
11	<p>12  <b>1:1 VALIC</b>                      Counseling Sessions                      GHH 109                      8:00 am – 5:00pm</p>	13	14	<p>15  <b>1:1 TIAA-Cref</b>                      Counseling Sessions                      GHH 109                      8:00 am – 5:00 pm</p> <p><b>TIAA-Cref Financial Planning Seminar – “Replacing Your Paycheck”</b>                      Rec Center #237                      12:00 pm – 1:00pm</p>	16	17
18	19	20	21	22	23	24
25	26	27	28	<p>29  <b>HR on the GO</b>                      Commons – Private Conference Room                      1:30 pm – 3:30 pm</p> <p><b>Flex Strength</b>                      Rec Center Conference Room                      1:00 pm – 2:00 pm</p>	30	



## December 2012

SUN	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SAT
						1
2	3	4 <b>1:1 TIAA-Cref</b> Counseling Sessions GHH 109 8:00 am – 5:00 pm	5 <b>Belly Dancing Fitness</b> Campus Rec Center Aerobics Room A 12:00 pm – 1:00 pm	6	7	8
9	10 <b>New Staff Orientation</b> 9:00 am Human Resources North Campus	11 <b>1:1 TIAA-Cref</b> Counseling Sessions GHH 107 8:00 am – 5:00 pm	12 <b>Belly Dancing Fitness</b> Campus Rec Center Aerobics Room A 12:00 pm – 1:00 pm  <b>1:1 VALIC</b> Counseling Sessions GHH 207 8:00 am-5:00 pm	13	14 <b>Workout Log Due</b>	15
16	17	18	19 <b>Belly Dancing Fitness</b> Campus Rec Center Aerobics Room A 12:00 pm – 1:00 pm	20	21	22
23	24	25	26	27	28	29
30	31					