COME TO THE FAIR!

On October 24th, come join us in the Rec Center for the 6th 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

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 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 Gertica – 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
Hedi Nichols – Senior Laboratory Technician
Ammine Obermueller – Graduate Intern
Alicia Waters – Learning Commons Librarian
Justin Bongiardo – Admissions Regional Rep.
Carol Easton – Admissions Regional Rep.
Claire 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 Acciardo – 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 T. 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
Thomas Newman
Steven Gaurin
Josh Hilberman
Richard Ackerman
Beverly Andry
Nancy Austin
Kevin Brew
Allison Campfield
Charles Clarkson
Richardo Cortez
Dennis Curran
Suzanne Delle
Edith Fletcher
Mitch Glass
Edward Gonsalves
M.E. Hackney
Kifle Hagos
Donald Hanson
Martha Hauff
Christine Haverington
Ashley Johnson
Sandor Kadar
Jennifer Kady
Myoungkeun Kim
Matthew Kite

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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 to sign up for this trip.
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 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
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](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
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 4 pm  
**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

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**Who's Who in Human Resources?**

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<th>Jerome F. Williams</th>
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<td>EVP for Finance &amp; Administration</td>
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<td>Jennifer Almeida</td>
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<td>Human Resources Assistant</td>
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<td>Mary Correia, PHR</td>
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<td>HRIS and Benefits Assistant</td>
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<td>Joyce Maynard, SPHR</td>
<td>Sandra Schaefer</td>
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<td>Manager of Compensation &amp; Benefits</td>
<td>Senior Benefits Specialist</td>
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**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.
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</table>