

The Department of Human Resources is excited to present the Winter/Spring 2013 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

Take the Road to a Healthier You! ShapeUpRI is back for 2013 and you are encouraged to get involved!

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? Lose weight? Eat better? Keep your fitness regimen? Whatever you're looking to accomplish, we'll help you get there. Shape Up RI's team fitness competitions, weekly health challenges, and online support network will help you jumpstart your health in 2013.

The competition called "**Ready, Set, Go**" is an 8 week event that begins February 4th and ends March 31st. Registration ends February 3rd. Form your team and compete in 3 categories during the competition including steps and amount exercised.

Team sizes must be a minimum of 5 people and can be as large as 11 members. To form or join a team for Shape UP RI, visit www.shapeupri.org. The first 100 employees to register will be at no charge, and everyone who would like to sign up after that will be charged a fee of \$25.00. All HIP members will receive 50 points for participating.

Another Successful Simply Wellness Fair - Thanks to YOU!



Chef Bob Lavoie provided a fun and healthy cooking demonstration



Kim Koper, Flora Prestipino, and Joyce Maynard welcome attendees

Neil Caniga, Head Tennis Coach & Simply Wellness Co-Coordinator, reported that 364 people along with 30 vendors attended the 6th Simply Wellness Fair on October 24, 2012. Nearly 40 lucky raffle winners walked away with a variety of prizes such as gift cards, memberships to various clubs and even sonic care toothbrushes.

A very special "thank you" to all the volunteers and vendors who made this Wellness Fair a special success. Your commitment to a healthy lifestyle is an inspiration to all of us!

Employee Spotlight: John Borden



Susan and John

**John Borden
is the Budget
Manager.**

The Employee Spotlight for our Winter/Spring Issue features John Borden, Budget Manager. On a frigid day in January, with some snow on the ground, this writer had a conversation with John about his career path that led him to the University and his life outside the University. One day in 2004, John decided to pick up the Providence Journal classified section. (Today, he would probably go online.) He saw a Budget Manager position opening at RWU and decided to take a chance and apply. He started in February of 2004 and has never looked back.

John started his career as a Financial Analyst at Raytheon and worked there for 13 years. He did some program and departmental budgeting. He moved on to the Naval Undersea Warfare Center in Newport and was there for 7 years. As a Management Analyst, he was responsible for budgeting and cost control. After 20 years in the Defense industry, he decided to tackle Higher Education. With his almost 9 years of experience at RWU behind him, John said, "People don't know how good they have it at RWU".

So what does a Budget Manager do? It's not in "20 words or less" but in a nutshell, John coordinates the operating budget and the capital budgets for RWU. This includes generating budgets for management reviews as well as preparing for the Board of Trustees review. He monitors the performance of the budget once it is approved. Are we on track? There are quarterly reviews with the Deans, the Vice Presidents, and Department Managers to ensure that we are on track. John uses a team approach to help everyone succeed. Everything is managed to the bottom line. Keeping budgets in line will keep RWU moving in the right direction towards financial success.

We always ask our Employee Spotlight, "What do you like best about RWU?" and John had a lot to share. He said that it was hard to be specific because there are many good things about RWU. John said, "There is nothing I don't like". To name some of the things he likes, John listed a great working atmosphere, the people he directly works with as well as others across the University. John also stated that he is very fortunate to work in an enjoyable environment and to have an excellent Manager in Ellen Almeida. He loves working at RWU so much he hopes to stay long enough to retire from here. They call their area "Team Finance" because everyone works together.

John approaches his job as if he is an independent contractor. Like a plumber, he has customers. Like a plumber, he does what needs to be done and doesn't look at his position as an 8 – 5 job. He tries to go above and beyond for everyone. John's work philosophy is to show up every day, work hard, and be thankful that you have a job.

What does John do when he is not in his office at the Bridge House? First, John has been married to Susan for 28 years and enjoys spending time with her. He has family-owned property that was a farm in the late 1700's. There are 6½ acres left that was his Great Uncle's residence; this was converted to apartments in 1860. In his spare time, John is the property manager for these 20 rental units. He also has a boat that he enjoys in the Summer. As a long-time resident of Portsmouth, he donates his time to the town. He is currently on the Zoning Board of Review and since 1986, has volunteered for many of the town's boards.

One thing that John is very proud of at RWU is that he has not taken one sick day in his 9 years here. If you are in or near the Bridge House (across Metacom Avenue near the Mount Hope Bridge), be sure to say hello!

Welcome, New and Returning Employees!

Please welcome the following new and returning employees who have joined the campus community since September 19, 2012:

STAFF

John Dunay - Corporate Recruiter
 Anna Cano-Morales - Director University Relations
 Judith Roue - Medical Receptionist
 Luiz Elizeu - Prep
 Scott Matthes - Prep
 Cynthia Carroll - Admin. Assistant/Office Coordinator
 David Cerino - CEED Research Associate
 Joanne Fernandes. - Assist. Project Coor.
 Susan Ahern - Assoc. Dir. Student Fin.Aid & Financial Planning
 Elena Williams - Senior Accountant
 Patria Komiega - Information Systems Assist.
 Kolby Martineau - Alumni Relations Officer
 William Restituyo - Service Crew
 Carolyn Dias - Director Business Development
 Mary Helldorfer-Cooney - Coor. Student Services & Experience
 Michael Ferrara - Utility Crew
 Elizabeth Tattrie - Service Crew
 Michelle Crist - Assist. Director Annual Giving
 Chereva McClellan - Administrative Assistant
 Susan Fontaine - Service Crew
 Gilbert Valdez - Utility Crew
 Gorete Mendes - Service Crew
 Jon Mello - Utility Crew
 Christopher Neher - Prep
 Andrew Cass - Head Coach Men's Volleyball
 Joshua Chagnon - Cash Ops
 Ines Loureiro - Cash Ops
 Mitzi Dusin - Assistant Athletic Trainer
 Jilleyan Hoffman - Assistant Athletic Trainer
 Winthrop Smith - Asst. Men's & Women's Track & Field Coach
 Melissa DeCosta - Admissions Reader
 Carole Horsman - Admin. Assistant Enrollment Management & Retention
 Isabel Pires - Clinic Admin. Assistant
 Susan Dumkuski - Cash Ops
 Shawn Manning - Assistant Coach Ice Hockey
 Bridget Torrey - Asst. Co-Ed Equestrian Coach
 David Arruda - Prep
 Brandon Gauthier - Asst. Coach Wrestling
 James Turenne - Asst. Coach Men's Lacrosse
 Sean Bouchard - Assistant Coach Sailing
 Matthew Duggan - Assistant Coach Sailing
 Debi Curry - Projects Coordinator
 Connor Devin - Utility Crew
 Sarah Mease - Assistant Coach Sailing
 Cynthia Benjamin - Prep
 Stephaney Hessler - Project Coordinator CPC

ADJUNCT PROFESSORS

Anna Haas
 Katharine Hall
 Kevin Gallagher
 Gulten Tavil
 Deming Sherman
 Lauren Brewerton
 Roger Demers
 Marisa Desautel
 Rachael Ficke
 Sara Donaldson
 Nancy Fournier
 Richard Lucia
 Thomas Pilecki
 Cheryl Sanfilippo
 Amish Trivedi
 Taylor Polites
 Edward Crews
 Mary Joan Hoene
 Judith Mathers Maloney
 Staci Kolb
 William Kolb
 Paula Rosin
 Gregg Belle
 Lois Condie
 Jordan Smith

FACULTY

Amine Ghanem



The Employee Service Recognition Program Is Scheduled!

In collaboration with the Office of the President, the Department of Human Resources is pleased to announce that we will be hosting an Employee Service Recognition (ESR) Program on May 2, 2013. Please keep a lookout for more official details to come!

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 office/building location to ask any questions related to employment, benefits procedures and more. The program has been welcomed with astounding success. Our next visit is scheduled for January 31, 2013 from 12:45 p.m.- 3:15 p.m. in the School of Engineering, Room 115.

Marco Pais and Joyce Maynard will be available to answer your questions!

Did You Know?

Through the Office of Information Technology, the University is utilizing "Lynda.com Online Training Library" to provide a comprehensive collection of video tutorials and online courses on a variety of computer software topics.

With Lynda.com you can search topics by subject, software, or vendor. There is access to more than 58,000 online video tutorials, including Microsoft Excel basics or the latest web design and development. New training materials are added monthly.

Access Lynda.com via: <https://lyndalog.rwu.edu/> at the user page, pull down to RWU.EDU or ACADEMICS.RWU (depending on your position at RWU) and then log in. Access is free of charge. So, learn something new today!

SOVEREIGN BANK PROVIDES FINANCIAL EDUCATION TO EMPLOYEES

Last October, we welcomed Sovereign Bank to our campus as a new resource for employee education. During the annual Wellness Fair two important financial seminars were presented:

- ✚ Budgeting and Savings - The Basics of Money Management; and
- ✚ Owning A Home - What You Need to Know When Buying or Refinancing a Home.



We will be planning a third seminar before this upcoming May that will focus on the important topic of *Identify Theft*. Look for the announcement in upcoming emails and posters!

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

We are happy to announce we had another successful Social Networking Event on October 17, 2012! Our special guest was Professor of Music Dr. Marilynn Mair who is an accomplished mandolin player. Not only did she entertain the audience but also provided a brief history of the mandolin.

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 March 26, 2013 from 8:30 a.m. to 9:30 a.m. in the Upper Commons Private Dining Room.

Our Special Guest Speaker is Jim Azar, Director of the Center for Counseling and Student Development. Come for conversation and meditation.

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

We hope to see you there!

You Said It!

What is your favorite *winter* activity?



Watching Hockey!
Tom Kane
Director of Purchasing



Sitting by the fireplace and watching movies with my kids!
Maryann Calouro
Secretary, Facilities



Winter hikes and hot chocolate!
Cat Conley
Assistant Director of EH&S – Chemical and Industrial Hygiene

Who's Who in Human Resources?

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

Benefits News!

TIME TO CHECK YOUR PRESCRIPTION MAIL ORDER ACCOUNT!

There's a new name for you to remember... "CATAMARAN". As of January 1, 2013, Catamaran is Blue Cross/Blue Shield's new processor for prescription claims. Prior to January 1st, CVS Caremark processed your mail order prescriptions.

The change to Catamaran **does not mean you need to change the store where you purchase your medication** (Walgreen's; CVS; Rite Aid, etc.). However, if you purchase prescriptions through the mail, then you will need to use Catamaran to fill your prescription.

If you already had a mail order account set up with CVS Caremark, then this information has been transferred to Catamaran. However, your payment information has not been transferred due to security reasons. You will need to update your credit, debit, flexible spending (FSA) or other payment method with Catamaran.

What should you do now if you have prescriptions filled by MAIL ORDER?

Update your payment information by logging onto www.bcbsri.com.

Click on the Pharmacy tab on the left side of the page.

Complete the online profile.

or

Call Catamaran to update your payment information. **1-866-235-1057**.

What if your MAIL ORDER prescription expired or if you do not have a refill order?

Ask your doctor for a new prescription.

Mail your new prescription to Catamaran at the following address:

Catamaran Mail

PO Box 407096

Ft. Lauderdale, FL 33340-7096

What if your MAIL ORDER prescription is for a "Controlled Substance" such as Valium, Tylenol with Codeine, or Hydrocodone?

This type of medication prescription was not automatically transferred from CVS Caremark to Catamaran, so you need to:

Ask your provider to call Catamaran to ask if you need a new authorization.

Ask your doctor for a new prescription.

Mail your new prescription to Catamaran at the above address.

More questions?

Contact the Blue Cross Customer Service Department at 401-459-5000 or 1-800-639-2227. Hours are Monday through Friday from 8 a.m. to 8 p.m.

Upcoming Professional Development Opportunities

RIHETC - Rhode Island Higher Education Training Consortium-

Please visit <http://www.rihetc.org> to register or contact Mary Correia at mcorreia@rwi.edu.

Note: Program Location for Project Management: Tips, Tools and Techniques and Write it Right! will be held at *Salve Regina University Center for Adult Education 144 Metro Center Blvd., Warwick, RI 02886.*

Project Management: Tips, Tools and Techniques

Date: March 1, 2013 9:00 a.m. to 12:30 p.m. (continental breakfast provided)

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.

Cost: \$60.00

Write it Right!

Date: March 8, 2013 9:00 a.m. to 12:30 p.m. (continental breakfast provided)

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.

Cost: \$60.00

The following Spring 2013 Professional Development Training Programs are scheduled at: Bryant University, 1150 Douglas Pike, Smithfield, RI 02917. For more information about each of the professional development programs and topics, please visit and register at: <http://www.rihetc.org>.

Administrative Professional Development Program - all 3 sessions must be taken

Dates: April 16, 23, and 30 from 9:00 a.m. to 4:00 p.m.

Cost: \$297.00; continental breakfast and lunch provided

Effective Management - all 5 sessions must be taken

Dates: March 21, 28, April 4, 11 & 18 from 9:00 a.m. to 3:00 p.m.

Cost: \$387.00; continental breakfast and lunch provided

We are also pleased to announce that the Department of Human Resources will be hosting one upcoming professional development program!

Painless Performance Reviews - Practical Pointers and the 2013 Merit Process

This program will include tips and techniques as well as an understanding of the performance review process. Supervisors and Managers will learn how to respond to different performance review situations, understand the review process and its relationship to employee development, job descriptions and the work process.

Hosted by: Joyce Maynard, Manager of Compensation & Benefits

When: April 24, 2013 1:00 p.m. - 2:30 p.m. **Location:** Rec. Center Conference Room 237
 May 1, 2013 1:00 p.m. - 2:30 p.m. **Location:** CAS 123

Environmental Health & Safety Tip

“Report It, Don’t Complain About It” Campaign

The Departments of Environmental Health and Safety and Public Safety have teamed up to sponsor the “Report it, Don’t Complain About It” campaign designed to encourage members of the University community to report safety issues they encounter while on campus. Prompt reporting of safety concerns helps to minimize the risk of injury and/or damage to property. The following Campaign poster has been distributed throughout the various campus buildings as well as on the shuttle busses.



The following photograph shows employees Steve Soares, Tracey Cookinham, and Richard Dias as well as student Kristina Biyad, all who have called in significant safety concerns in response to the campaign sporting RWU “Safety 1st” T-shirts! Environmental Health & Safety and Public Safety will randomly select University community members to receive t-shirts for doing their part in keeping our campus safe.



January 2013

SUN	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SA
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22 Self Defense 1/22, 1/29, 2/5, 2/12, 2/19, 2/26 12:00 p.m. – 1:00 p.m. Fitness Center Aerobics Room	23	24	25	26
27	28	29 Self Defense 12:00 p.m. – 1:00 p.m. Fitness Center Aerobics Room	30	31 HR On the GO! School of Engineering Room 115 1:15 p.m.– 3:15 p.m.		

Visit <http://www.rwu.edu/campus-life/recreation-fitness/simple-wellness-stafffaculty/upcoming-events> for more information and event description.

February 2013

SU	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SA
					1	2
3	<p>4</p> <p>Shape Up RI Starts Today! 2/4 – 3/31 (8Weeks) Attend 8 sessions of any fitness Center Classes you choose – 2/4 – 3/1; Fitness Center Aerobics Rooms; Any Fitness Class</p> <p>VALIC - 1-on-1 Counseling Sessions 8:30 a.m. – 4:30 p.m. GHH 109</p>	<p>5</p> <p>Self Defense 12:00 p.m. – 1:00 p.m. Fitness Center Aerobics Room</p> <p>TIAA-Cref - 1-on-1 Counseling Sessions 8:30 a.m. – 4:30 p.m. HR Conference Room</p>	6	7	8	9
10	11	<p>12</p> <p>Self Defense 12:00 p.m. – 1:00 p.m. Fitness Center Aerobics Room</p>	13	<p>14</p> <p>TIAA-Cref - 1-on-1 Counseling Sessions 8:30 a.m. – 4:30 p.m. GHH 109</p>	<p>15</p> <p>VALIC 1-on-1 Counseling Sessions 8:30 a.m. – 4:30 p.m. GHH 109</p>	16
17	18	<p>19</p> <p>Self Defense 12:00 p.m. – 1:00 p.m. Fitness Center Aerobics Room</p>	20	21	22	23
24	25	<p>26</p> <p>Self Defense 12:00 p.m. – 1:00 p.m. Fitness Center Aerobics Room</p>	27	28		

March 2013

SUN	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SAT
					1	2
3	4	5 TIAA-Cref 1-on-1 Counseling Sessions Time and Place to be determined	6 Healthy Beginnings: Nutrition 12:00 p.m. -1:00 p.m. Rec Center Conference Room	7 VALIC – 1-on-1 Counseling Sessions 8:30 a.m. – 4: 30 p.m. GHH 109 <hr/> Seminar – Retirement Loans – Part 1 Time and Place to be determined	8	9
10	11	12	13	14 TIAA-Cref – 1-on-1 Counseling Sessions 8:30 a.m. – 4:30 p.m. GHH 109 <hr/> Retirement Enrollment Meeting: Time and Place to be determined	15	16
17	18	19 Back Health 1:00 p.m. -2:00 p.m. Rec Center Conference Room	20	21	22 VALIC – 1-on-1 Counseling Sessions 8:30 a.m. – 4:30 p.m. GHH 109 <hr/> VALIC – Seminar – Retirement Loans – Part 2 Time and Place to be determined	23
24	25	26	27	28 HR On the GO! 1:00p.m.-3:15p.m. School of Business	29	30
31						

April 2013

SUN	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SAT
	<p>1 Relationship Management-Better Communication at Work and Home 12:00 p.m.-1:00 p.m. Rec Center Conference Room</p>	2	<p>3 VALIC – 1-on-1 Counseling 8:00 a.m. – 4: 30 p.m. Rec. Center 237</p>	4	5	6
7	8	<p>9 TIAA-Cref – 1-on-1 Counseling Sessions 8:30 a.m. – 4:30 p.m. GHH 107</p> <hr/> <p>TIAA-Cref Seminar Part 1 Time and Place to be determined</p>	10	11	12	13
14	<p>15 Cardio Tennis 12:10 p.m. -1:00 p.m. Tennis Courts on North Campus</p>	<p>16 TIAA-Cref – 1-on-1 Counseling Sessions 8:30 a.m. – 4:30 p.m. GHH 107</p> <hr/> <p>TIAA-CREF Seminar Part 2 Time and Place to be determined</p>	<p>17 Running Class 12:00 p.m. -1:00 p.m. Rec Center</p>	<p>18 Ask A Personal Trainer - Stop By 11:30 a.m. -1:30 p.m. Lower Commons</p>	19	20
21	<p>22 Cardio Tennis 12:10 p.m. -1:00 p.m. Tennis Courts on North Campus</p> <p>VALIC – 1-on-1 Counseling Sessions 8:30 a.m. – 4: 30 p.m. GHH 109</p>	23	<p>24 Running Class 12:00 p.m. -1:00 p.m. Rec Center</p>	25	26	27
28	<p>29 Cardio Tennis 12:10 p.m. -1:00 p.m. Tennis Courts on North Campus</p>	30				

May 2013

SUN	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SAT
			<p>1 Running Class 12:00 p.m. -1:00 p.m. Rec Center</p> <p>Healthy Beginnings Weight Management 12:00 p.m. - 1:00 p.m. Campus Rec Center Conference Room</p>	<p>2 VALIC – 1-on-1 Counseling Sessions 8: 30 a.m. – 4: 30 p.m. GHH 109</p>	3	4
5	6	7	<p>8 Running Class 12:00 p.m. -1:00 p.m. Rec Center</p>	<p>9 HR On the GO! 12:45 p.m. -3:15 p.m. Providence Campus Board Room 135</p> <p style="text-align: center;">And</p> <p>12:45p.m.-3:15p.m. School of Architecture Conference Room 239A</p>	<p>10 Workout Log Due May 11th – download workout log on simplywellness @rwu.edu</p> <p>Yearly Physical & Dental Exam & Flu Shot for H.I.P. Points– Anytime beginning of year to May 11th</p>	11
12	13	<p>14 TIAA-Cref – 1-on-1 Counseling Sessions Time and Place to be determined</p> <hr/> <p>Retirement Enrollment Meeting: Time and Place to be determined</p>	<p>15 VALIC – 1-on-1 Counseling Sessions 8:30 a.m. – 4: 30 p.m. Rec. Center 237</p>	16	17	18 Commencement
19	20	<p>21 TIAA-Cref – 1-on-1 Counseling Sessions 8:30 a.m. – 4: 30 p.m. GHH 107</p>	22	23	24	25
26	27	28	29	30	31	