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.
Employee Spotlight: John Borden

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 Roure - Medical Receptionist
- Luiz Elizeu - Prep
- Scott Matthes - Prep
- Cynthia Carroll - Admin. Assistant/Office Coordinator
- David Cerino - CEED Research Associate
- Joanne Fernandes - Assoc. Project Coor.
- Susan Ahern - Assoc. Dir. Student Fin.Aid & Financial Planning
- Elena Williams - Senior Accountant
- Patricia 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
- Rasha 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

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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!

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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!

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**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

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

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
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<tbody>
<tr>
<td>Jerome F. Williams</td>
<td>Executive Vice President for Finance &amp; Administration</td>
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<tr>
<td>Mirlen A. Mal</td>
<td>Assistant Vice President of Human Resources</td>
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<tr>
<td>Jennifer Almeida</td>
<td>Human Resources Assistant</td>
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<td>Marco Pais</td>
<td>Manager of HR Information Systems</td>
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<td>Mary Correia</td>
<td>Manager of Employment</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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<tr>
<td>Flora A. Prestipino</td>
<td>Employment Coordinator</td>
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<tr>
<td>Joyce Maynard</td>
<td>Manager of Compensation &amp; Benefits</td>
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<tr>
<td>Sandra Schaefer</td>
<td>Senior Benefits Specialist</td>
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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!
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](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.

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**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

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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](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

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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.  
- May 1, 2013 1:00 p.m. - 2:30 p.m.

**Location:** Rec. Center Conference Room 237 & CAS 123
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

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**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

## February 2013

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| 3  | **Shape Up RI Starts Today!**  
    | **Attend 8 sessions** of any fitness Center Classes you choose – 2/4 – 3/1; Fitness Center Aerobics Rooms; Any Fitness Class |         |           |          |        |    |
|    | VALIC - 1-on-1 Counseling Sessions  
    | 8:30 a.m. – 4:30 p.m. GHH 109 |         |           |          |        |    |
| 4  |                         | 5       |           |          |        |    |
|    | **Self Defense**  
    | 12:00 p.m. – 1:00 p.m. Fitness Center Aerobics Room |         |           |          |        |    |
| 5  |                         | 6       |           | 7        |        |    |
|    | **TIAA-Cref** - 1-on-1 Counseling Sessions  
    | 8:30 a.m. – 4:30 p.m. HR Conference Room |         |           |          |        |    |
| 6  |                         | 8       | 9         | 10       | 11     |    |
| 7  |                         | 12      | 13        | 14       | 15     |    |
|    | **Self Defense**  
    | 12:00 p.m. – 1:00 p.m. Fitness Center Aerobics Room |         |           |          |        |    |
| 8  |                         | 16      | 17        | 18       | 19     |    |
| 9  |                         | 20      | 21        | 22       | 23     |    |
| 10 |                         | 24      | 25        | 26       | 27     |    |
|    |                         |         |           | **Self Defense**  
<pre><code>| 12:00 p.m. – 1:00 p.m. Fitness Center Aerobics Room | 28 |    |    |
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<td><strong>TIAA-Cref 1-on-1 Counseling Sessions</strong>&lt;br&gt;Time and Place to be determined</td>
<td><strong>Healthy Beginnings: Nutrition</strong>&lt;br&gt;12:00 p.m. -1:00 p.m.&lt;br&gt;Rec Center Conference Room</td>
<td><strong>VALIC – 1-on-1 Counseling Sessions</strong>&lt;br&gt;8:30 a.m. – 4:30 p.m.&lt;br&gt;GHH 109</td>
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<td><strong>TIAA-Cref – 1-on-1 Counseling Sessions</strong>&lt;br&gt;8:30 a.m. – 4:30 p.m.&lt;br&gt;GHH 109</td>
<td><strong>Retirement Enrollment Meeting:</strong>&lt;br&gt;Time and Place to be determined</td>
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<td><strong>Back Health</strong>&lt;br&gt;1:00 p.m. -2:00 p.m.&lt;br&gt;Rec Center Conference Room</td>
<td><strong>TIAA-Cref – 1-on-1 Counseling Sessions</strong>&lt;br&gt;8:30 a.m. – 4:30 p.m.&lt;br&gt;GHH 109</td>
<td><strong>VALIC – 1-on-1 Counseling Sessions</strong>&lt;br&gt;8:30 a.m. – 4:30 p.m.&lt;br&gt;GHH 109</td>
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<td><strong>HR On the GO!</strong>&lt;br&gt;1:00p.m.-3:15p.m.&lt;br&gt;School of Business</td>
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<td>Relationship Management-Better Communication at Work and Home 12:00 p.m.-1:00 p.m. Rec Center Conference Room</td>
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<td><strong>VALIC</strong> – 1-on-1 Counseling 8:00 a.m. – 4:30 p.m. Rec. Center 237</td>
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<td><strong>TIAA-Cref</strong> – 1-on-1 Counseling Sessions 8:30 a.m. – 4:30 p.m. GHH 107</td>
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<td><strong>Running Class</strong> 12:00 p.m. -1:00 p.m. Rec Center</td>
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<td><strong>TIAA-CREF Seminar Part 1</strong> Time and Place to be determined</td>
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<td><strong>Running Class</strong> 12:00 p.m. -1:00 p.m. Rec Center</td>
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<td><strong>TIAA-Cref Seminar Part 2</strong> Time and Place to be determined</td>
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## May 2013

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</table>
|     |        |         | 1 Running Class 12:00 p.m. - 1:00 p.m. Rec Center  
Healthy Beginnings Weight Management 12:00 p.m. - 1:00 p.m. Campus Rec Center Conference Room | 2 VALIC – 1-on-1 Counseling Sessions 8:30 a.m. – 4:30 p.m. GHH 109 | 3 | 4 |
| 5   | 6      | 7       | 8 Running Class 12:00 p.m. -1:00 p.m. Rec Center | 9 HR On the GO! 12:45 p.m. -3:15 p.m. Providence Campus Board Room 135  
And 12:45p.m.-3:15p.m. School of Architecture Conference Room 239A | 10 Workout Log Due May 11th – download workout log on simplywellness@rwu.edu  
Yearly Physical & Dental Exam & Flu Shot for H.I.P. Points– Anytime beginning of year to May 11th | 11 |
| 12  | 13     | 14      | 15 VALIC – 1-on-1 Counseling Sessions 8:30 a.m. – 4:30 p.m. Rec. Center 237 | 16 | 17 | 18 Commencement |
|     |        | 19      | 20 TIAA-Cref – 1-on-1 Counseling Sessions 8:30 a.m. – 4:30 p.m. GHH 107 | 21 TIAA-Cref – 1-on-1 Counseling Sessions 8:30 a.m. – 4:30 p.m. GHH 107 | 22 | 23 |
| 26  | 27     | 28      | 29 | 30 | 31 |     |

**Retirement Enrollment Meeting:** Time and Place to be determined