Group Long Term Care Insurance Program

- Help protect your future from life’s uncertainties

Roger Williams University includes voluntary Group Long Term Care Insurance for its employees. Under the RWU Group Long Term Care Insurance Program, coverage to help pay for long term care may be more affordable than you think!

- Long Term Care insurance enhances RWU’s benefit offerings by meeting a largely unrecognized need many of us may have. It pays for covered expenses for long term care services whether they are received at home, in the community or in a nursing facility.

For more information on our benefits offerings please see page 5.

COMING TO THE SIMPLY WELLNESS AND BENEFITS FAIR!

On October 16th from 10 am to 2 pm, please come join us in the Rec Center for the 7th 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 and advice and a “live person” to answer your questions. It’s an opportunity for them to help you lead a healthier lifestyle, whether 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!
- Enter your name in our raffle to win one of many prizes!

Stop by the special Human Resources table where representatives from HR will answer all of your questions! Make a change to your current benefits, update your beneficiary information, sign up for the 2014 Flexible Spending program, learn more about upcoming open enrollment periods, or simply say hello and introduce yourself!

HR On The GO!

HR On The GO is designed to provide an opportunity to the University community 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 benefits, policies, and employment processes and procedures. Our first visit this Fall was on September 26, 2013 at the School of Law. The next scheduled visit is on Friday, November 22, 2013 at the Upper Commons Private Dining Room from 1:30 pm to 3:30 pm. We look forward to seeing you!
Employee Spotlight: Laurie Barron

The Fall issue of the RWyoU Resource’s Employee Spotlight features Laurie Barron. Laurie is currently the Executive Director of the Feinstein Center for Pro Bono & Experiential Education at the School of Law. This writer had a chance to chat with Laurie in her office in the School of Law. Laurie started as an Adjunct Professor in 2000, continued to teach and became the Director of the Feinstein Institute for Legal Service in 2001, and then became its Executive Director in 2008. The name of her department just recently changed to better reflect its primary focus. Laurie teaches the Public Interest Lawyering Seminar each semester and runs the Externship Program. Laurie also co-founded the Pro Bono Collaborative.

Laurie has both a Law Degree and a Master’s Degree in Social Work. Her fascination with public interest law, juvenile rights, and community-based work made her position at RWU School of Law a natural progression. Her previous work includes representing children at the Juvenile Rights Division of the Legal Aid Society in New York City; working as a public defender and team leader at the Neighborhood Defender Service of Harlem; and clinical teaching in an interdisciplinary Prisoners and Families Clinic at Columbia Law School, a School-Based Legal Services Clinic at Rutgers-Camden School of Law, and a Juvenile Rights Advocacy Project at Boston College Law School.

When asked what her favorite thing was about working at RWU, Laurie talked about many things. She loves the people she works with as well as the law students. She said, “I love what I do.” The great thing about her work is that she can collaborate all the time and has been able to create a public interest community. Creativity was the one word she used to describe one of her loves about RWU. When asked to be more specific, Laurie spoke about the ability to create programs, being given the opportunity to decide how to do things better, and being able to work with students to help them work on projects that are of interest to them and will help the community.

Laurie lives in Tiverton, is married to Michael Yelnosky (Professor, School of Law), and the mother of 13 year-old twins. One of the fun traditions of RWU Law is the Potluck Dinner that is held at Laurie’s home each semester. Students and Faculty who are committed to Public Interest come together for “an evening of food, fun, and fellowship”. Laurie loves hosting this event. In addition, Laurie has a big cute dog (a Leonberger) that she enjoys taking for walks. She also enjoys reading, biking, knitting, cooking, and watching movies.

If you have an interest in social justice or have questions regarding the Pro-Bono Collaborative, Laurie is the person who can answer your questions. Please say hi to Laurie if you see her around campus.
Welcome, New & Returning Employees!

Please welcome the following new and returning employees who joined the campus community since July of 2013:

**STAFF**

- Renee Adams – Prep
- Ryan Amburn – Assist. Coach Men’s Golf
- Alex Bering – CE Instructor
- Benjamin Boyle – Utility Crew
- Stephen Buck – Post-Doctorate Fellow
- Todd Cabral – Prep
- Thomas Caiolo – CE Instructor
- Jonathan Cambra – Senior Chef & Assist. Director of Operations
- Catherine Capolupo – VP for Enrollment Management
- Henry Chang – CE Instructor
- Erin Chin – CE Instructor
- Katherine Cook – CE Instructor
- Andrew Covington – Admissions Recruiter
- Scott Cutting – CE Instructor
- Kelly Dalton – Admissions Outreach Mgr.
- Charles Dawson – Prep
- Denise DeCaporale – CE Instructor
- Raymond Dettmer – Prep
- Stephen Diemoz – Head Coach Men’s Golf
- Bonnie Dion – Prep
- Rebecca Downey - International Student Graduate Intern
- James Drolet – Cash Ops
- Thomas Dugan – Prep
- William Estrella – CE Instructor
- Meaghan Farrelly – Asst. Coach Field Hockey
- Megan Ferrell – Cash Ops
- Bridget Flynn – Major Gifts Officer
- Joseph Flynn – CE Instructor
- William Franklin – Cash Ops
- Carl Godfrin – CE Instructor
- Barry Gorman – Head Coach Tennis & Simply Wellness Coordinator
- Lisa Griffith – CE Instructor
- Wendy Grossman – CE Instructor
- Tara Hagedorn – Lab. Technician
- Nicholas Hammerman – Research Assist.
- Brian Hardesty – CE Instructor
- William Homer – CE Instructor
- Amanda Ignacio – Cash Ops
- Todd Laber – Prep
- Angela Lawless – Admissions Recruiter
- Sandra Leplat – CE Instructor
- Robert Lough – CE Instructor
- Stephanie Luiz – HR Clerk
- Robin MacAusland – CE Instructor
- Anthony Mam – Coordinator of Residence Education
- Roshena MacPherson – Undergraduate Research Assistant

**STAFF (cont’d)**

- Fay Martineau – CE Instructor
- Kara Massie – Post-Doctorate Fellow
- Colleen McKnight-Torres – Lab. Technician
- William McNamara – Assistant Coach Men’s Lacrosse
- John McNeill – CE Instructor
- Sarah Medeiros – Accounts Receivable Collections Specialist
- Bridget Murphy – Assistant Coach Women’s Tennis
- David Murray – CE Instructor
- Raymond Murray – CE Instructor
- Teresa O’Brien – Service Crew
- Kevin O’Rourke – Instructional Design Specialist
- Jason Paskanik – CE Instructor
- Kimberly Perreault – CE Instructor
- Patricia Perry – CE Instructor
- Albert Peterson – CE Instructor
- Jay Petrillo – CE Instructor
- Jared Power – CE Instructor
- Kenneth Rassler – CE Instructor
- William Rehbein – CE Instructor
- Daniel Ruth – Senior Graphic Designer
- Ryan Sarasin – Research Assistant
- Blair Schaeffer – Graduate Assistant, Student Conduct & Comm. Standards
- Jamie Silva – Head Coach Club Cheerleading
- Scott Singer – Assistant Coach Men’s Lacrosse
- Isabel Sousa – Office Assistant
- Jenna Sousa – Admin. Assist. to the VP for Student Affairs
- Sharon Swist – Service Crew
- Peter Tavaroacci – CE Instructor
- Lauren Tierney – Assist. Coach Softball & Buildings Manager
- Denise Tutt – Prep
- Jon Tyler – Admissions Regional Representative
- Emilia Vale – Baker
- David Van Ness – Asst. Coach Men’s Soccer
- Daniel Weidmann – Asst. Coach Men’s Basketball
- Janine Weisman – Hawks Herald Student Newspaper Advisor
- Lisa Wery – Cash Ops
- Thomas Wheatley – CE Instructor
- Eric Williams – Service Crew
- Deanne Worcester – CE Instructor
- Michael Zagame – Assistant Coach Men’s Tennis

**FACULTY**

- Julia Garner – Assist. Professor
- Annika Hagley – Assist. Professor
- Timothy Johnson – Visiting Assist. Professor
- Michael Kapralos – Visiting Assist. Professor
- Rebecca Karni – Assist. Professor
- Nicole Martino – Assist. Professor
- Katrina Norvell – Assist. Professor
- Anne Proctor – Visiting Assist. Professor
- Mark Wu – Visiting Assist. Professor

**ADJUNCT PROFESSORS**

- Tara Allen
- Yacobbi Ali
- Melissa Bagga
- Edward Bastia
- Gina Baxter
- Shelby Carpenter
- Loraine Della Porta
- Nicholas DiFilippo
- Michael DurKay
- Frank Hammond
- Brian Healy
- Kenneth Hoffman
- Bethany Hopkins
- Washington Irving
- Virginia Johnson
- Rebecca Kanost
- Zachary Martin
- Peter Mayer
- Susan McGuirle
- Sean McPherson
- David’onnell
- Yevgeniya Panova
- Gerald Pezzullo
- Anthony Piermarini
- Maria Piraino
- Renuka Rajapakse
- Linda Ramey
- Manuela Raposo
- Michael Russo
- Jonathan Sales
- Paul Sandman
- Bree Schebel
- Ronald Schmitt
- Stephanie Schwartz
- Katherine
- McCaffrey Stebbins
- Pamela Watters

**“Lynda.com Online Training”**

Just a reminder that RWU, through the Office of Information Technology, would like to announce its efforts in promoting your professional growth and contribution to the University by offering an array of offered and approved technology applications. RUW will be utilizing “lynda.com Online Training Library” to provide a comprehensive collection of video tutorials and online courses on a variety of computer online software topics.

Access Lynda.com via: [https://lyndalog.rwu.edu/](https://lyndalog.rwu.edu/) at the user page, pull down to RWU.EDU or ACADEMICS (depending on your position at RWU) and log in. Access is free of charge!
HR Policy Place!

Emergency Closing Policy

The University has established the Emergency Closing Policy to ensure the University provides information to faculty and staff for officially closing its operations in whole or in part in response to unusual conditions such as inclement weather or unanticipated occurrences emanating from internal or external factors that may render the University or a part thereof, unfit for regular operation. Within the policy, it contains different operating levels for the University’s educational and business operations and an essential services personnel list. For more information about this policy, please visit: http://www.rwu.edu/sites/default/files/downloads/emergencyclosingpolicy.pdf.

You Said It!

What did you want to be when you were 10 years old and why?

A Nurse. I always liked helping people!
Sandra Durand
Service Crew

An Actress because life would be sooo…. boring without drama!
Connie Palermo
HRIS Analyst

A Hollywood Stunt Man or Cement Mixer. They were the coolest jobs at the time.
Russell Maynard
Mailroom Clerk

Who’s Who in Human Resources?

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jerome F. Williams</td>
<td>EVP for Finance &amp; Administration</td>
</tr>
<tr>
<td>Mirlen A. Mal</td>
<td>AVP for Human Resources</td>
</tr>
<tr>
<td>Mary Correia</td>
<td>Manager of Employment</td>
</tr>
<tr>
<td>Marco Pais</td>
<td>Manager of HR Information Systems</td>
</tr>
<tr>
<td>Jennifer Almeida</td>
<td>HR Assistant</td>
</tr>
<tr>
<td>Connie Palermo</td>
<td>HR Information Systems Analyst</td>
</tr>
<tr>
<td>Kimberley Koper</td>
<td>HRIS and Benefits Assistant</td>
</tr>
<tr>
<td>Flora A. Prestipino</td>
<td>Employment Coordinator</td>
</tr>
<tr>
<td>Joyce Maynard</td>
<td>Manager of Compensation &amp; Benefits</td>
</tr>
<tr>
<td>Sandra Schaefer</td>
<td>Senior Benefits Specialist</td>
</tr>
<tr>
<td>Stephanie Luiz</td>
<td>Human Resources Clerk</td>
</tr>
</tbody>
</table>
Long Term Care - continued from page 1

For many years, the University has offered employees and eligible family members the opportunity to purchase long term care coverage at a reduced cost. Beginning next month you will be hearing about our updated long term care plan through letters, emails, webinars and seminars.

Why is a Long Term Care Benefit Valuable?
Many people think that Medicare covers most expenses for services such as home care, assisted living and nursing home facilities but the reality is that Medicare covers “skilled care” in these situations. Examples of skilled care include services of a nurse, therapist, doctor, lab facility, etc. If you need assistance with bathing, dressing, meal preparation or other daily, non-medical care; these services are not covered by Medicare. So how do you pay for these non-medical services? Typically, out of your own pocket.

To give you a better understanding of the potential cost, the cost of a nursing home facility in Rhode Island is $111,325 per year. The cost of Home Care, for example, an aide who comes to your home and cleans and cooks for you, is $52,510 per year. These costs are based upon a survey conducted by CareScout in 2013. But can Medicare cover these costs, such as a nursing home facility? Yes, if you do not have any assets; meaning money in your bank account or a car. So, how else could you pay for these expenses? Long term care insurance is one way to have coverage for these costs.

How Can I Pay for Home Care, Nursing Home and Assisted Living Expenses?
Roger Williams is pleased to announce that we have selected Genworth Financial to offer a long term care plan to employees and their eligible dependents (such as parents, grandparents, siblings). The advantage is to be able to pay for the benefit at a much lower cost than if you buy it individually and to pay for it through payroll deduction for yourself or your spouse. Other family members receive the benefit of the lower cost and can pay for it through direct billing by Genworth. During the month of October you will be receiving information from Genworth sent to your home, with benefit coverage and rate information. Also, we will be holding two days of on campus information meetings in October and two webinars. Genworth will also be at our employee Wellness and Benefits Fair on October 16th. For a full schedule of dates and times, please check the calendar in this newsletter. Also, you can visit the Genworth website to learn more about the plan and get a quote for coverage cost plan at: www.genworth.com/groupltc. To enter the site use the following information:
Group ID: rogerwm ; Access Code: groupltc

FLU CLINIC INFORMATION – 2 Locations

Where: 1 Old Ferry Road – Bristol Campus Wellness Fair
When: October 16, 2013 – 10:00am – 2:00pm
Cost: No Charge – BCBS, Medicare Part B
United Healthcare, Neighborhood Health, Tufts, or Tufts/Carelink
Different or no insurance: $25.00
Register online at: www.thewellcomp.com
Click: Register Now
Login: c-rwubrist

150 Washington St. – Providence Campus Room 206
October 3, 2013 – 1:00pm – 2:00pm
No Charge – BCBS, Medicare Part B,
United Healthcare, Tufts, or Tufts/Carelink
Neighborhood Health,
Different or no insurance: $25.00
Register online at: www.thewellcomp.com
Click: Register Now
Login: c-rwupr

YOU MUST HAVE YOUR INSURANCE CARD WITH YOU
Online registration is now available. Ages 19 years and older.
Questions: Contact Kimberley Koper at 401-254-3055
UPCOMING PROFESSIONAL DEVELOPMENT WORKSHOPS - FREE!

The professional development workshops listed on this page will be held at the Roger Williams University Bristol Campus and are FREE. Employees must RSVP to Jennifer Almeida at jalmeida@rwu.edu. All workshops listed below on this page will be offered by our Employee Assistance Program through the Wellness Corporation.

**Topic:** Achieving Balance – How to Handle the Stress of Work and Personal Life  
**Scope:** All Employees  
**Description:** This program examines the difficult task of balancing the demands of work and personal life. The objectives are to identify the sources of work and life stress, develop skills to become more organized and efficient with their time and energy, improve your communication skills, create support networks and learn how to effectively delegate and set limits.  
**When:** Wednesday, October 23, 2013 (RSVP by October 16th)  
**Time & Location:** 12:15 pm to 1:15 pm, Recreation Center – Student Senate Chambers

**Topic:** Constructive Confrontation – Dealing with the Troubled Employee  
**Scope:** All Managers  
**Description:** The supervisory workshop focuses on how the EAP can help supervisors deal with troubled employees, through observing the employee’s behavior, documenting those observations, preparing to meet with the employee, and meeting with the employee, monitoring and following up.  
**When:** Tuesday, November 12, 2013 (RSVP by November 5th)  
**Time & Location:** 12:15 pm to 2:15 pm, Recreation Center Conference Room #237

**Topic:** People Who Push Your Buttons  
**Scope:** All Employees  
**Description:** There is a good chance that on any given day we come into contact with someone who expresses themselves in such a way that we may find irritating or insulting. Whether there are cultural differences or just a differing point of view, most of us would benefit from learning strategies and tools to help us address the situation as it arises in a professional and positive manner.  
**When:** Thursday, December 5, 2013 (RSVP by November 29th)  
**Time & Location:** 12:15 pm to 2:15 pm, Recreation Center – Student Senate Chambers

**Topic:** Constructive Confrontation – Dealing with the Troubled Employee  
**Scope:** All Managers  
**Description:** The supervisory workshop focuses on how the EAP can help supervisors deal with troubled employees, through observing the employee’s behavior, documenting those observations, preparing to meet with the employee, and meeting with the employee, monitoring and following up.  
**When:** Thursday, January 16, 2014 (RSVP by January 10th)  
**Time & Location:** 12:15 pm to 2:15 pm, Recreation Center Conference Room #237

**Topic:** People Who Push Your Buttons  
**Scope:** All Employees  
**Description:** There is a good chance that on any given day we come into contact with someone who expresses themselves in such a way that we may find irritating or insulting. Whether there are cultural differences or just a differing point of view, most of us would benefit from learning strategies and tools to help us address the situation as it arises in a professional and positive manner.  
**When:** Thursday, January 16, 2014 (RSVP by January 10th)  
**Time & Location:** 2:30 pm to 4:30 pm, Recreation Center Conference Room #237
MORE UPCOMING PROFESSIONAL DEVELOPMENT WORKSHOPS

The Rhode Island Higher Education Training Consortium offers comprehensive programs designed to address mutual needs within the member institutions (RI colleges/universities) while providing economies of scale and cost-sharing opportunities. Employees must RSVP to Jennifer Almeida at jalmeida@rwu.edu as space is limited. For those workshops listed below, there is a nominal fee.

**Topic:** The Electronic Word  
**Scope:** All Employees  
**Description:** This session will cover email etiquette and conquering those lazy email habits that lead to inaction, misunderstanding, wasted effort, and frustration. In a variety of group and individual activities, participants will have the opportunity to transform poorly written emails into results-driven communication. This program is indispensable for all those who want their emails to be effective as a face-to-face business conversation.  
**When:** Friday, October 18, 2013 (RSVP by October 8th)  
**Time & Location:** 9:00 am to 12:30 pm, Providence College, Slavin Center, LL01, 1 Cunningham Square, Providence, RI 02908  
**Fee:** $50

---

**Topic:** Dealing with Difficult Behaviors  
**Scope:** All Administrative Support Staff  
**Description:** What makes some behaviors more difficult to deal with than others? Through exercises and discussion, participants will explore their interaction “hot buttons” and learn words that can produce or reduce conflict. Practical approaches for dealing with such difficult behaviors as anger, whining, sarcasm, and negativity will be presented.  
**When:** Tuesday, October 22, 2013 (RSVP by October 12th)  
**Time & Location:** 9:00 am to 12:00 pm, Salve Regina University, 144 Metro Center Blvd., Warwick, RI 02886  
**Fee:** $60

---

**Topic:** Managing Conflict  
**Scope:** All Managers  
**Description:** This session explores the role the manager plays in establishing a collaborative work environment and managing conflict for the team. Participants will learn the most common reasons that conflict occurs, the pros and cons of various approaches to resolving conflict and how to manage conflict discussions. Through a variety of assessments, participants will understand the team behaviors they personally find most difficult to deal with and learn new approaches to resolving conflict.  
**When:** Thursday, October 31, 2013 (RSVP by October 21st)  
**Time & Location:** 9:00 am to 12:00 pm, Bryant University – Room 2B – The Fisher Student Center, 1150 Douglas Pike, Smithfield, RI 02917  
**Fee:** $60

---

**Topic:** Personalizing Your Time Management Approach  
**Scope:** All Administrative Support Staff  
**Description:** Why is it that some time management strategies work for some people and not others? In this workshop, participants will diagnose a personal time style and explore how it can affect personal efficiency. Participants will learn time management tips and strategies based on their particular time style.  
**When:** Wednesday, November 6, 2013 (RSVP by October 25th)  
**Time & Location:** 9:00 am to 12:00 pm, Bryant University – Room 2B – The Fisher Student Center, 1150 Douglas Pike, Smithfield, RI 02917  
**Fee:** $60
Offered through RIHETC - Rhode Island Higher Education Training Consortium - cont’d from pg.7

**Topic:** Delegation  
**Scope:** All Managers  
**Description:** Managers will examine what delegation is and how their particular view of it colors what and how they delegate. Participants will learn the five phases of delegation and self-assessments will help determine areas for change and adjustment. The benefits of, and obstacles to, delegation will be examined from the point of view of the manager and the staff.  
**When:** Thursday, November 7, 2013 (RSVP by October 25th)  
**Time & Location:** 9:00 am to 12:00 pm, Bryant University – Room 2B – The Fisher Student Center, 1150 Douglas Pike, Smithfield, RI 02917  
**Fee:** $60

---

**Topic:** Write It Right!  
**Scope:** All Employees  
**Description:** This is a dynamic workshop 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. Topics covered are the 4 Cs of business writing, foundations of English grammar, sentence construction, parallel construction, punctuation pitfalls, and writing effective emails.  
**When:** Friday, November 15, 2013 (RSVP by November 5th)  
**Time & Location:** 9:00 am to 12:30 pm, TBD (HR will advise on or before RSVP date to registered participants)  
**Fee:** $50

---

**Topic:** Communicating Criticism and Problem Employees  
**Scope:** All Managers  
**Description:** This session explores the role of productive criticism in the workplace and the characteristics of effective and ineffective criticism. Skill assessments help participants pinpoint personal development needs in the areas of assertive communication, criticism, and communication with "problem" employees. Through practicing a model for communicating criticism, participants learn how to develop concrete examples of criticism, as well as how to deliver those criticisms effectively. Tips for communicating effectively in a variety of "problem" situations are outlined and discussed.  
**When:** Thursday, November 21, 2013 (RSVP by November 11th)  
**Time & Location:** 9:00 am to 3:00 pm, Bryant University – Room 2B – The Fisher Student Center, 1150 Douglas Pike, Smithfield, RI 02917  
**Fee:** $90

---

**Topic:** Preparing for Management  
**Scope:** Staff preparing to be Managers  
**Description:** This workshop is designed for those who are yet managing. Participants will examine their beliefs about managing people and discuss the variety of skills and tools managers need to be successful. Common mistakes people make when transitioning to management will be considered. Participants will create an in-class self-development plan to help pinpoint areas for development.  
**When:** Wednesday, December 4, 2013 (RSVP by November 25th)  
**Time & Location:** 9:00 am to 12:00 pm, Salve Regina University, 144 Metro Center Blvd., Warwick, RI 02886  
**Fee:** $60
<table>
<thead>
<tr>
<th>SUN</th>
<th>MONDAY</th>
<th>TUESDAY</th>
<th>WEDNESDAY</th>
<th>THURSDAY</th>
<th>FRIDAY</th>
<th>SAT</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>1</td>
<td>2</td>
<td></td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>1</td>
<td></td>
<td>Valic 1 on 1 Meeting 8:30am-4:30pm GHH 109 Valic Educational Seminar 12:00pm-1:00pm School of Business 107</td>
<td></td>
<td>3 Metro Campus Flu Clinic 1pm-2pm Room 206 See page 5 for details!</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>7</td>
<td>Healthy Beginnings -Weight Management 1:00pm-2:00pm Rec Center Room 237 Cardio Tennis 12:00pm-1:00pm Tennis Courts</td>
<td>8 Valic 1 on 1 Meeting 8:30am-4:30pm GHH 109 TIAA-Cref 1 on 1 Meetings 8:30am-4:30pm GHH 107 Retirement Enrollment Meetings 11:00am-12:00pm &amp; 3:00pm-4:00pm GHH 119</td>
<td>9</td>
<td>10</td>
<td>11</td>
</tr>
<tr>
<td>4</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>13</td>
<td>14</td>
<td>15</td>
<td>16</td>
<td>17</td>
<td>18</td>
</tr>
<tr>
<td>8</td>
<td></td>
<td></td>
<td></td>
<td>7th Health &amp; Wellness Fair and Flu Clinic 10:00am-2:00pm Rec Center Fieldhouse TIAA-Cref 1 on 1 Meetings 8:30am-4:30pm GHH 107</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td></td>
<td>15</td>
<td>16</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11</td>
<td></td>
<td>17</td>
<td>18</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>20</td>
<td>21</td>
<td>22</td>
<td>23</td>
<td>24</td>
<td>25</td>
</tr>
<tr>
<td>14</td>
<td></td>
<td></td>
<td></td>
<td>Walking Club 12:00pm-1:00pm Location TBA Achieving Balance: Handle Stress/Work/Personal Life 12:15pm-1:15pm Rec. Center – Student Senate Chambers</td>
<td></td>
<td></td>
</tr>
<tr>
<td>15</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>16</td>
<td></td>
<td>22</td>
<td>23</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>17</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>18</td>
<td></td>
<td>24</td>
<td>24</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>19</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>20</td>
<td>27</td>
<td>28</td>
<td>29</td>
<td>30</td>
<td>31</td>
<td></td>
</tr>
<tr>
<td>21</td>
<td></td>
<td></td>
<td></td>
<td>Walking Club 12:00pm-1:00pm Location TBA</td>
<td></td>
<td></td>
</tr>
<tr>
<td>22</td>
<td></td>
<td>29</td>
<td>30</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>23</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>24</td>
<td></td>
<td>30</td>
<td>31</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>25</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>26</td>
<td></td>
<td>31</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>27</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>28</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>29</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>30</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>31</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>SUN</td>
<td>MONDAY</td>
<td>TUESDAY</td>
<td>WEDNESDAY</td>
<td>THURSDAY</td>
<td>FRIDAY</td>
</tr>
<tr>
<td>---</td>
<td>-----</td>
<td>--------</td>
<td>---------</td>
<td>-----------</td>
<td>----------</td>
<td>--------</td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
<td>4</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>5</td>
<td>Self Defense 1.5</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>12</td>
<td>12:00pm-1:00pm</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Aerobic Room</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>5</td>
<td>Valic 1 on 1 Meeting</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>8</td>
<td>8:30am-4:30pm</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>10</td>
<td>GHH 109</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>6</td>
<td>TIAA-Cref 1 on 1 Meetings</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>8</td>
<td>8:30am-4:30pm</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>10</td>
<td>GHH 107</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>6</td>
<td>Retirement Enrollment Meetings</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>7</td>
<td>11:00am-12:00pm &amp;</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>6</td>
<td>3:00pm-4:00pm</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td></td>
<td>12</td>
<td>Self Defense 1.5</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>12</td>
<td>12:00pm-1:00pm</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Aerobic Room</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>12</td>
<td>TIAA-Cref 1 on 1 Meetings</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>12</td>
<td>8:30am-4:30pm</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>GHH 107</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>13</td>
<td>TIAA-Cref Educational Seminar</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>12</td>
<td>12:00pm-1:00pm</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>School of Business 107</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>13</td>
<td>Constructive Confrontation</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>12</td>
<td>12:15pm-1:15pm</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>18</td>
<td>18</td>
<td>Food Is Medicine</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>12:00pm-1:00pm</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Rec Center Room #237</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>19</td>
<td>Self Defense 1.5</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>19</td>
<td>12:00pm-1:00pm</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Aerobic Room</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>19</td>
<td>Valic 1 on 1 Meeting</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>19</td>
<td>8:30am-4:30pm</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>GHH 109</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>24</td>
<td></td>
<td>24</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>25</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>26</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>27</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>28</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>29</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>30</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
# December 2013

<table>
<thead>
<tr>
<th>SUN</th>
<th>MONDAY</th>
<th>TUESDAY</th>
<th>WEDNESDAY</th>
<th>THURSDAY</th>
<th>FRIDAY</th>
<th>SAT</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
</tr>
</tbody>
</table>
|     |        | **Valic 1 on 1 Meeting**
 |     |        | 8:30am-4:30pm | **Commons-Private Dining Room** |
| 8   | 9      | 10      | 11        | 12       | 13     | 14  |
| 15  |        | **TIAA-Cref 1 on 1 Meetings**
 |     |        | 8:30am-4:30pm | **GHH 107** |
|     | 16     | 17      | 18        | 19       | 20     | 21  |
|     |        | **Valic 1 on 1 Meeting**
 |     |        | 8:30am-4:30pm | **GHH 109** |
| 22  | 23     | 24      | 25        | 26       | 27     | 28  |
|     |        |         |           |          |        |     |
| 29  | 30     | 31      |           |          |        |     |

- **Workout Log Due**
- **Valic 1 on 1 Meeting**: 8:30am-4:30pm
- **GHH 109**
- **Rec Center Room 237**
- **People who Push your Buttons**: 12:15pm-1:15pm
- **Healthy Beginnings-Tobacco Free**: 12:00pm-1:00pm
- **TIAA-Cref 1 on 1 Meetings**: 8:30am-4:30pm
- **GHH 107**