Thank you!

The North Campus Offices would like to thank everyone who came over to take part in the 3rd Annual North Campus Offices Open House! We hope you all enjoyed the Spike’s Hot Dog Truck and all of those delicious desserts. This year we set a record for the number of hot dogs, drinks and chips eaten!

205 - Hot Dogs
212 - Drinks
172 - Chips
300 - Cookies

Also, please join us in thanking all of the other departments who made this event possible: Facilities, Public Safety, Payroll, Capital Projects, Purchasing and Environmental Health & Safety.

COME TO THE 8th ANNUAL SIMPLY WELLNESS & BENEFITS FAIR!

WHEN: Wednesday, October 15th, 2014 from 10:00am to 2:00pm
WHERE: Recreation Center Field House

Please come join us for the 8th Annual Simply Wellness and Benefits Fair!

A joint effort between Athletics and Human Resources, the fair includes a variety of vendors from all around the area offering expertise on areas such as personal well-being, fitness, nutrition and many other topics. While attending you can receive your annual flu shot and have your blood pressure, cholesterol and bone density tested.

Enjoy some healthy snacks made by our dining staff, a seated massage and participate in the free raffles that each vendor will be providing at their tables.

Wellness Fair Flu Clinic: The Flu Vaccination is of no cost to RWU employees with Blue Cross Blue Shield, Medicare Part B, United Healthcare, Neighborhood Health, Tufts, or Tufts/Carelink. For Employees with a different insurance or no insurance there is a $25.00 fee. To register/schedule your appointment beforehand:
1. Log onto: www.thewellcomp.com
2. Click “Register Now”
3. Click “Flu-Worksite Events”
4. Login: “rwubris”

Please feel free to contact Jennifer Almeida at 401-254-3589 with any questions!
2014 Seasonal Employee Flu Clinic

Where: 150 Washington Street, Providence - 2nd Floor, Room #302
When: October 29th, 2014 - 11:30am-12:30pm
Cost: No Charge - BCBS, Medicare Part B, United Healthcare, Neighborhood Health, Tufts, or Tufts/Carelink
Different or No Insurance - $25.00
If you have any questions please contact Jennifer Almeida at 401-254-3589 or jalmeida@rwu.edu

YOU MUST HAVE YOUR INSURANCE CARD WITH YOU!

Register online at: www.thewellcomp.com
Click: Register Now
Click: Flu-Worksite Events
Login: rwuprov
Must be 18 years or older to sign up.

Getting to know…
GET TO KNOW A FEW OF YOUR FELLOW CO-WORKERS!

1. How long have you worked at the University?
   2. What do you enjoy most about your job?
   3. What do you do for fun?
   4. What RWU sports team will you follow this Fall?

James Brown, Classroom Support Specialist
1. 5 and ½ years
2. The people I work with and helping others by solving problems.
3. My daughter and I like to go museum hopping and I love playing basketball.
4. Volleyball and Basketball

Christina Ramella, Student Accounts Processor
1. 9 years
2. I enjoy working with numbers.
3. Cooking, enjoying the summer weather with my kids, and boating with friends and family.
4. Women’s Basketball and Sailing

Tracy Cookinham, Administrative Assistant
1. 16 and ½ years
2. I like the interaction with the students and employees. I also like how this job keeps me on my toes!
3. Kayaking, walking with my dog, and spending time with friends and family.
4. Sailing
**RWYOU Benefit Information**

**Plan Ahead for Next Year's Health, Child Care and Commuter Expenses**

Do you or your children need contacts or eye glasses next year?

Want to save money on your doctor co-pays?

Would you like a convenient way to budget and pay for child care?

Do you use an EZ Pass or buy bus passes?

Then you might want to set aside part of your paycheck to pay for these expenses. The amount deducted from your check is before taxes...so you save on taxes. It’s convenient because the amount is deposited into a secure account set up for you.

If you choose a health flexible spending account (FSA) you are issued a debit card making it convenient to pay for doctor, dentist and pharmacy co-pays or your share of the medical plan deductible not covered by the University. Medical and dental co-pays are just a part of what is covered. Expenses such as contacts, contact supplies, eyeglasses (even readers), hearing aids, certain supplies such as orthopedic supports, hearing aid batteries, etc. are also covered. Also, acupuncture treatment and pre-natal vitamins that are prescribed by your doctor are covered. These are expenses not covered by your medical or dental plan. For a list of health expenses that may be paid by your flexible spending account please visit: [http://rwu/sites/default/files/fsa_eligible_expenses.pdf](http://rwu/sites/default/files/fsa_eligible_expenses.pdf)

For child or dependent care, you can set up the day care provider information in your account for easy payment. Another option is payment of your EZ Pass charges, bus passes or parking expenses.

There are many advantages to signing up for a flexible spending account:

- Convenient payroll deduction
- Saving on payroll taxes
- Easy payment for your eligible expenses.

Whatever you decide to set aside for your expenses must be used within a certain period of time or that money is not returned to you. This is because the IRS requires you to use the money. If you have a health flexible spending account, the good news is that you have all of the calendar year and halfway into the next calendar year to use it. Plus, you can start out with setting aside a small amount for expenses you know about like your doctor and dentist co-pays or your child care fee or EZ pass commuter cost.

**When to Sign Up for a Flexible Spending Account:**

Sign up October 15th to November 14th. The enrollment forms are online or you can pick up a form at the HR table at the annual Wellness Fair on October 15th.

**Already Have a Flexible Spending Account?**

You still have to sign up for next year. In fact, each year you must complete an enrollment form.

**If You Already Have a Flexible Spending Account, Find Out about Important Changes Coming on January 1, 2015.**

Your flexible spending account (FSA) and health reimbursement account (HRA) will now be part of your Blue Cross medical plan account. There are no changes to plan benefits but you will now have one place to call and one ID card that covers all three plans.

**What will change?**

You will receive a new Blue Cross ID card that has an HRA and FSA logo on it.

For the HRA, you give your new Blue Cross card instead of the Blue Cross and London Health Administrators card when you visit the doctor or any medical provider, go to the hospital, an emergency clinic or pharmacy.

For the FSA, you use your new debit card for health related expenses not covered by your medical and dental plan. Your new debit card will be issued to you by the end of this year. Dependent and commuter expense claims will be handled similarly to now, except it is a different claim form.

Claim questions will now be handled by Blue Cross Customer Service.

So, watch your email and home mail for more information.

**Remember to complete a new enrollment form to restart your FSA payroll deduction for 2015.**

Forms must be completed and returned to Human Resources by November 14, 2014.
Welcome New Employees!

Please welcome the following new employees who joined the campus community since July of 2014:

<table>
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<tr>
<th>STAFF</th>
<th>STAFF (cont'd)</th>
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| Steven Alibrandi – Admissions Counselor  
Angelica Alvarado – Cash Ops  
John Black – Shuttle Driver  
Joyce Botelho – Assistant Director of  
Sponsored Programs  
Katherine Brady – Staff Accountant  
Corey Brown – Coordinator of Residence Education  
Peter Bullock – Prep  
Steven Cardoso – Custodian  
Kayla Casale – Graduate Assistant for LGBTQ Student Affairs  
Kristin Chianese – Continuing Education Instructor  
Amy Cola – Communications Assistant  
Patrick Cull – Continuing Education Instructor  
Roy DeCosta – Prep  
Ryan Dias – Prep  
Andrew Dole – Post-Doctorate Fellow  
Amy Dufrane – Admissions Regional Representative  
Dorothy Ewart – Service Crew  
Richard Fortier – Utility Crew  
Tyler Fortin – Stock  
Jeffrey Garcia – Prep  
Mary Garcia – Cash Ops  
Adrienne Godschlax – Student Field Assistant  
Nicole Gomes – Cash Ops  
Elliot Hardy – Admissions Counselor  
Tiffany Healey – Legal Career Counselor  
Jiayun Hodges – Architecture Teaching Firm in Residence  
Kyler Jesanis – Admissions Counselor  
Leah Kamin – Post-Doctorate Fellow  
Judith Keeley – Continuing Education Instructor  
Jennifer Kendrigan – Admissions Regional Representative  
Bernadette Laureanno – Cash Ops  
Ryan Lauriat – Assistant Coach  
Baseball- Pitching  
Laurie Lolli – Service Crew  
Lucia Loureiro – Cash Ops  
Michael Lynch – Assistant Director of Student Programs & Leadership  
Valerie Malone – Cash Ops  
Michael Manning – Continuing Education Instructor  
Alicia Martin-Schutz – International Student Graduate Intern  
Marie McKenzie – Service Crew  
Tessa McLain – Coordinator of Residence Education  
Susan McTiernan – Dean, School of Business  
| Jane Medeiros – Prep  
Michael Micale – Technology Services Leader  
Robert Miklos – Architecture Teaching Firm in Residence  
Ryan Miranda – Utility Crew  
Steven Moyer – Cash Ops  
Megan Nash – Assistant Women’s Volleyball Coach  
Christopher O’Keefe – Admissions Regional Representative  
Susan Olson – Prep  
Lauren Petrie – Health Education Graduate Assistant  
Zachariah Pursley – Architecture Teaching Firm in Residence  
Nelson Quintanilha – Utility Crew  
Shannon Rebelo – Continuing Education Instructor  
Jason Rivera – Prep  
Kayley Robsham – Coordinator of Residence Education  
Robert Rockett – Prep  
Alfredo Roda – Application System / Data Base Integrator  
Catarina Rosa – Assistant Coach Women’s Tennis  
Kathleen Santos – Service Crew  
Diane Schaefer – Continuing Education Instructor  
Rebekah Snyder – Graduate Assistant, Student Conduct and Community Standards  
Robert Tobin – Stock  
Christopher Truszkowski – Web and Digital Services Specialist  
Denise Tutt – Prep  
Mary Upton – Architecture Teaching Firm in Residence  
Jason Van Yperen – Architecture Teaching Firm in Residence  
Catherine Ward – Classroom Support Specialist  
Peggy Zang – Clinic Administrative Assistant  
Yun Zhang – Summer Global Institute Residential Program Assistant  
Jarod Zina – Utility Crew  
| Farbod Farhadi – Assistant Professor  
Elliot McKinley – Assistant Professor  
Benjamin McPherson – Assistant Professor  
Christian Pulver – Assistant Professor  
Sara Shirley – Assistant Professor  
Charles Thangaraj – Assistant Professor  
Erin Tooley – Assistant Professor  
Leonard Yui – Assistant Professor  
| Maria Abregu  
Diane Beltran  
Carey Bledsoe  
Carolyn Blum  
Jamie Calise  
Joanna Carey  
Ralph Carlini  
Nahoko Collis  
David Coombs  
Andrew Cormier  
Monica Filgo  
Shannon Fultz  
Albert Grudzinskas  
Cheryl Hackett  
George Hamamjian  
Kari Hewett  
Marvin Homonoff  
Tisha Hooks  
Gavin Hurley  
Angela Johnson  
Steven Johnson  
Jennifer Jordan  
Kathrine Kirakosian  
Dean Lampros  
Alejandro Latinez  
Pamela Lezaeta  
Pamela Lezaeta  
| Paul Loberti  
Kelly Weeks  
Rhette Marsh  
Linda Mendonca  
Heather Miceli  
David Michelson  
Olivia Milonas  
Lucille Minuto  
Gregory Nemes  
Sarah Osment  
Virginia Paine  
Edward Peckham  
Kenneth Presley  
Jennifer Ramirez  
Suzanne Rave  
Michael Savaria  
Meghan Siket  
Barry Stiefel  
Robert Szarka  
William Trautman  
Jennifer Trivedi  
Geoffrey Turner  
Jessica Ulmer  
Maria Vassilieva  
David Zlotnick  |

**“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 providing an array of offered and approved technology applications. RWU 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 on the GO!**

HR On the GO! is designed to provide an opportunity for 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.

**Visit us this Fall on:**

Friday, November 14, 2014
2:00pm – 4:00pm
Dining Commons
1st floor Staff Dining Room next to the Lower Commons

AND

Friday, November 14, 2014
2:00pm – 4:00pm
Providence Campus
MC 135 Board Room

We look forward to seeing you!

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**Where can I send questions and suggestions for the next newsletter?**

Human Resources welcomes your input! If you have suggestions that you would like us to include in the next newsletter, please send them to mkmec@rwu.edu. The next newsletter will be published in January 2015.

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**Helpful Information: Q & A**

**QUESTION:** How do I change my contributions for 403b?

**ANSWER:** You will need to complete a Salary Reduction Agreement Form which can be found at the following link:

[http://rwu.edu/sites/default/files/downloads/hr/403b_salary_reduction_agreement.pdf](http://rwu.edu/sites/default/files/downloads/hr/403b_salary_reduction_agreement.pdf)

Please complete the form and forward it to Human Resources.

**QUESTION:** How do I update my mailing address?

**ANSWER:** Please log into your myRWU account (RWU Campus Portal), click on the “Services” tab, and choose “Address Change” under the Employee Services section.

You want to make sure your mailing address is up to date in order to receive any information from the University that may impact you, such as confirmation of any benefit changes that you may have until the end of the year.

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**You Said It!**

**What is your favorite song of all time?**

![Barbara Balzano](image1.png)

**“The Best Thing That Ever Happened to Me”**
by Gladys Knight
Barbara Balzano
Service Crew

![Dave Kemmy](image2.png)

**“Margaritaville”**
by Jimmy Buffett
Dave Kemmy
Director of Athletics

![Kay Neves](image3.png)

**“Desperado”**
by The Eagles
Kay Neves
Conference Coordinator

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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>EVP for Finance &amp; Administration</td>
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<tr>
<td>Mirlen A. Mal</td>
<td>AVP for Human Resources</td>
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<tr>
<td>Mary Correia</td>
<td>Manager of Employment</td>
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<td>Marco Pais</td>
<td>Manager of HR Information Systems</td>
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<tr>
<td>Jennifer Almeida</td>
<td>Benefits Specialist</td>
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<tr>
<td>Connie Palermo</td>
<td>HR Information Systems Analyst</td>
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<tr>
<td>Stephanie Luiz</td>
<td>HRIS and Compensation 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>Magee Kmec</td>
<td>HR Assistant</td>
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All three professional development workshops below will be held at the Roger Williams University Bristol Campus. These professional development workshop opportunities were made possible in partnership with the School of Continuing Studies Professional Education Center. If you would like to attend any of these sessions, please click on this link: http://www.rwu.edu/academics/schools-colleges/scs/pec/certificates/professional-development, select the appropriate professional development topic you are interested in, and then select “PEC Instant Enrollment” (to pay with a department credit card). Seating is limited to 30 employees per session. There is a minimal fee for each course.

**Topic: Work-Place Diversity** (For All Staff)
**Description:** As the world gets smaller, the need to understand diversity and to be able to include cultural diversity as part of the work-place culture is becoming increasingly important. It is more important than ever to understand how culture affects communication and perception. Improving intercultural communication enhances success by bringing varied perspectives and fresh ideas into the workplace.
**When:** Friday, October 24, 2014  
**Time & Location:** 12:00 pm to 3:30 pm, School of Law Room #283

**Topic: Team Building** (For All Managers)
**Description:** A strong team leads to improved workplace efficiencies with higher employee engagement, and results in high quality services. Staff who are fully engaged and aligned with the organization’s mission, vision and objectives become more confident and can more effectively translate those cultural and quality markers into day to day operations.
**When:** November 17, 2014  
**Time & Location:** 8:30 am to 12:00 pm, Student Senate Chambers, Rec Center

**Topic: Employee Performance Management** (For All Managers)
**Description:** This course will help managers implement plans and manage performance by helping the employee set and meet their goals while improving the employee-manager relationship. Performance Management is the key in keeping an organization and employee aligned, which’ll result in an increase in performance and productivity.
**When:** December 10, 2014  
**Time & Location:** 8:30 am to 12:00 pm, Student Senate Chambers, Rec Center

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**RIHETC Professional Development Trainings**

The Rhode Island Higher Education Training Consortium (RIHETC) Fall learning events are now live and open for registration. The RIHETC is a consortium of area colleges and universities offering comprehensive programs designed to address mutual needs within the member institutions at affordable costs.

You can access the RIHETC website at: https://sites.google.com/site/rihetcmembers/home
Select the 2014 Fall Calendar of Training Programs to register for a workshop. There is a minimal fee for each workshop.

Below is the list of the workshops that are being offered:

- **10/02/14 - Diversity and Inclusion Fundamentals** A two part series with Judy Kaye (9 am to 12 pm and 1 pm to 4 pm)
- **10/14/14 - Becoming a Strategic Thinker** with Pamela Heffernan ([for Managers]) (9 am to 12 pm)
- **10/15/14 - Critical Thinking and Problem Solving** with Pamela Heffernan (9 am to 12 pm)
- **10/28/14 - Communication Styles for Managers** with Carey Baker ([for Managers]) (9 am to 12 pm)
- **10/29/14 - Personalize Your Time Management Approach** with Carey Baker (9 am to 12 pm)
- **11/13/14 - Leading Change** with Pamela Heffernan ([for Managers]) (9 am to 12 pm)
- **11/14/14 - Transitioning Through Change** with Pamela Heffernan (9 am to 12 pm)
- **11/21/14 - Write it Right!** with Angela Hilliard (9 am to 12:30 pm)
- **12/03/14 - Preparing For Management** with Carey Baker (9 am to 12 pm)
- **12/08/14 - Listen Up!** with Pamela Heffernan (9 am to 11:30 am)
**RETIREMENT CORNER**

*Now is the perfect time to check on your retirement contributions!*

Are you close to the maximum you may contribute?

*If you won’t be age 50 by this December* then the most you may contribute is **$17,500**.

*If you will be age 50 by the end of this year* then you may contribute **$23,000**.

That doesn’t include the University match.

Check your year-to-date contributions on your pay advice or your check stub if you do not have direct deposit. Go to: [https://portal.rwu.edu/](https://portal.rwu.edu/)

Need directions to view your pay advice? Go to: [http://www.rwu.edu/sites/default/files/downloads/hr/direct_deposit_stub_online.pdf](http://www.rwu.edu/sites/default/files/downloads/hr/direct_deposit_stub_online.pdf)

*Just a reminder; if you go over the maximum you are allowed to contribute, then the excess amount will have to be returned to you. This means that the excess amount is taxable.*

Please take a moment to check your pay advice. If you have any questions call or email Human Resources.

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**Meet your 2014-2015 Campus Campaign Committee**

As an employee, you are part of a community whose responsibility it is to guide, educate and prepare our students to become civic- and globally-minded citizens. Every day, through your work, you contribute to that mission. Today, we ask you to take your commitment one step further by making a gift in support of RWU or RWU Law.

If you have already made your gift this year, **THANK YOU!** If not, there is still time to make your gift:

- [Make your gift to RWU](#)  or  [Make your gift to RWU Law](#)

By making a gift to RWU or RWU Law – in any amount – on or before **Friday, October 31**, you are eligible to participate in this special **BONUS JEANS DAY**.

We’ve each made our gift for fiscal year 2015, and we hope you will join us. Show your Hawk Pride - wear your jeans and be proud!

*Note: We will still have our 3 traditional Jeans Days in the spring. This is a bonus day! You will also be entered into the parking space raffle and invited to the Campus Campaign Committee BBQ next spring.*

To make a one-time gift, or to set up a recurring gift through payroll deduction, simply complete the [Employee Gift / Payroll Deduction Form](#). And remember, the size of your gift is not as important as your participation.

*Questions? Contact the Office of Annual Giving at 254-3071 or email [annualfund@rwu.edu](mailto:annualfund@rwu.edu).*

*Many thanks for your consideration and support!*

Your 2014-2015 Campus Campaign Committee:

*Sue Bosco P’09, Theresa Capelo ’09, Cyndy Chappell P’09, Andy Costanzo, Bill Dallaire, Melissa Enos, Robin Levesque, Joyce Maynard, Shawn Platt ’86, June Speakman, Shirley Staskiewicz, Kelly Thompson, Cate Tobin ’09 P’07, Scott Yonan ’77 P’03 P’09*
Information Technology Celebrates 20th Anniversary

The IT Department recently celebrated 20 years of being known as the Office for Information Technology. Formally known as the MIS Department and Data Processing! Although, you may not think that 20 years is long...20 years ago, there was no iPod, no iPad, no iPhone, no YouTube, no Facebook, no Twitter ... it was like the Stone Age.

The Celebration took place on July 1st, 2014.

The IT crew

Three employees were recognized with 20+ years of service. Each were honored in their own way. Jim Galib was roasted by friends Brian Kacmarsky & Ryan Tiebout, John Ferreira had a poem written and read for him entitled “Mayor of Warren” by Kevin LeClair, and for Kevin Duarte, the song “You’re So Vain” was rewritten and sung by Robin Levesque, Eric Went and Tim Kindle.

Now

Then

...And you think 20 years isn’t a long time.
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<td>io Tennis 12pm-1pm Tennis Courts on North Campus by the New Res Hall</td>
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<td>15 8th Health and Wellness Fair (Bristol Flu Clinic) 10am-2pm Fieldhouse Recreation Center</td>
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<td>16 Valic 1 on 1 Meeting 8:30am-4:30pm GHH 107</td>
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<td>28 Walking Club 12pm-1pm Meet in front of the Recreation Center</td>
<td>29 Cancer Prevention Seminar 12pm-1pm Recreation Center Conference Room Providence Flu Clinic 11:30am-12:30pm See page 2 for details!</td>
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<td>Recreation Center Conference Room</td>
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<td>Staff Dining Room, Lower Commons</td>
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November 3rd through November 28th

Attend 8 sessions of any Fitness Center Classes you choose during the given time period. Sign-in sheets will be at all classes located in the Fitness Center Aerobics room. Once you have logged 8 classes, points will be awarded.
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