

The Department of Human Resources is excited to present Volume 4 Issue No. 3 of our quarterly employee newsletter!

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## Thank you!

The North Campus Offices would like to thank everyone who came over to take part in the 3<sup>rd</sup> 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 8<sup>th</sup> ANNUAL SIMPLY WELLNESS & BENEFITS FAIR!



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

**Please come join us for the 8<sup>th</sup> 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](http://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 - 2<sup>nd</sup> Floor, Room #302

When: October 29<sup>th</sup>, 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](mailto:jalmeida@rwu.edu)

**YOU MUST HAVE YOUR INSURANCE CARD WITH YOU!**

Register online at: [www.thewellcomp.com](http://www.thewellcomp.com)

Click: Register Now

Click: Flu-Worksite Events

Login: rwuprov

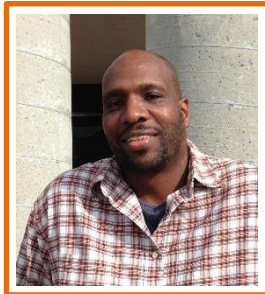
Must be 18 years or older to sign up.



## Getting to know...

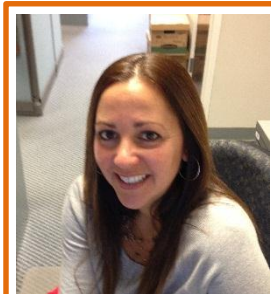
### GET TO KNOW A FEW OF YOUR FELLOW CO-WORKERS!

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?



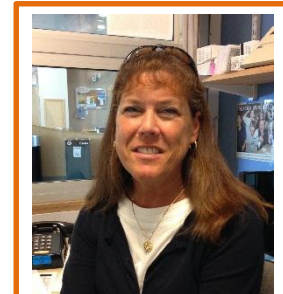
**James Brown, Classroom Support Specialist**

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.edu/sites/default/files/fsa\\_eligible\\_expenses.pdf](http://rwu.edu/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 15<sup>th</sup> to November 14<sup>th</sup>. The enrollment forms are online or you can pick up a form at the HR table at the annual Wellness Fair on October 15<sup>th</sup>.

### **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:

### **STAFF**

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 Opss  
 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

### **STAFF (cont'd)**

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

### **FACULTY**

Farbod Farhadi – Assistant Professor  
 Elliot McKinley – Assistant Professor  
 Benjamin McPheron – Assistant Professor  
 Christian Pulver – Assistant Professor  
 Sara Shirley – Assistant Professor  
 Charles Thangaraj – Assistant Professor  
 Erin Tooley – Assistant Professor  
 Leonard Yui – Assistant Professor

### **ADJUNCT PROFESSORS**

Maria Abregu	Paul Loberti
Diane Beltran	Kelly Weeks
Carey Bledsoe	Rhette Marsh
Carolyn Blum	Linda Mendonca
Jamie Calise	Heather Miceli
Joanna Carey	David Michelson
Ralph Carlini	Olivia Milonas
Nahoko Collis	Lucille Minuto
David Coombs	Gregory Nemes
Andrew Cormier	Sarah Osment
Monica Filgo	Virginia Paine
Shannon Fultz	Edward Peckham
Albert Grudzinskas	Kenneth Presley
Cheryl Hackett	Jennifer Ramirez
George Hamamjian	Suzanne Rave
Kari Hewett	Michael Savaria
Marvin Homonoff	Meghan Siket
Tisha Hooks	Barry Stiefel
Gavin Hurley	Robert Szarka
Angela Johnson	William Trautman
Steven Johnson	Jennifer Trivedi
Jennifer Jordan	Geoffrey Turner
Kathrine Kirakosian	Jessica Ulmer
Dean Lampros	Maria Vassilieva
Alejandro Latinez	Richard Wakefield
Pamela Lezaeta	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/> 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  
1<sup>st</sup> 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!

### 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](mailto:mkmec@rwu.edu). The next newsletter will be published in January 2015.

## 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.

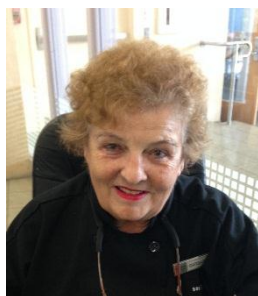
**QUESTION:** How do I update my mailing address?

**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.

## You Said It!

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



**“The Best Thing That Ever Happened to Me”**  
by Gladys Knight

Barbara Balzano  
Service Crew



**“Margaritaville”**  
by Jimmy Buffett

Dave Kemmy  
Director of Athletics



**“Desperado”**  
by The Eagles

Kay Neves  
Conference Coordinator

## Who's Who in Human Resources?

Jerome F. Williams EVP for Finance & Administration	Mirlen A. Mal AVP for Human Resources
Mary Correia Manager of Employment	Marco Pais Manager of HR Information Systems
Jennifer Almeida Benefits Specialist	Connie Palermo HR Information Systems Analyst
Stephanie Luiz HRIS and Compensation Assistant	Flora A. Prestipino Employment Coordinator
Joyce Maynard Manager of Compensation & Benefits	Magee Kmec HR Assistant

## UPCOMING PROFESSIONAL DEVELOPMENT WORKSHOPS

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

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**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

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**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/>

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.

## **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 [annualefund@rwu.edu](mailto:annualefund@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 20<sup>th</sup> 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 1<sup>st</sup>, 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.



# October 2014

SUN	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SAT
			1 <b>Valic 1 on 1 Meeting</b> 8:30am – 4:30pm GHH 107	2	3	4
5	6 <b>Cardio Tennis</b> 12pm-1pm Tennis Courts on North Campus by the New Res Hall	7 <b>Dermascan Sun Safety Screening</b> 1pm-3pm Recreation Center Conference Room	8	9 <b>TIAA-Cref 1 on 1 Meeting</b> 8:30am – 4:30pm GHH 107 <b>TIAA-Cref Seminar</b> Women & Finances 12:00pm-1:00pm School of Engineering 124	10	11
12	13	14 <b>Walking Club</b> 12pm-1pm Meet in front of the Recreation Center	15 <b>8<sup>th</sup> Health and Wellness Fair (Bristol Flu Clinic)</b> 10am-2pm Fieldhouse Recreation Center	16 <b>Valic 1 on 1 Meeting</b> 8:30am-4:30pm GHH 107	17	18
19	20	21 <b>Walking Club</b> 12pm-1pm Meet in front of the Recreation Center	22	23	24	25
26	27 <b>Valic 1 on 1 Meeting</b> 8:30am-4:30pm GHH 107	28 <b>Walking Club</b> 12pm-1pm Meet in front of the Recreation Center	29 <b>Cancer Prevention Seminar</b> 12pm-1pm Recreation Center Conference Room <b>Providence Flu Clinic</b> 11:30am-12:30pm <i>See page 2 for details!</i>	30	31	

# November 2014

SUN	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SAT
						1
2	3	4 <b>Walking Club</b> 1pm-2pm Meet in front of the Recreation Center	5	6 <b>TIAA-Cref 1 on 1 Meeting</b> 8:30am-4:30pm GHH 107	7 <b>Valic 1 on 1 Meeting</b> 8:30am-4:30pm GHH 107 <b>Valic Seminar</b> Retirement Education 12:00pm-1:00pm CAS 157	8
9	10	11 <b>Walking Club</b> 1pm-2pm Meet in front of the Recreation Center	12 <b>Food is Medicine</b> 1pm-2pm Recreation Center Conference Room <b>TIAA-Cref 1 on 1 Meeting</b> 8:30am-4:30pm GHH 107 <b>Retirement Enrollment Meeting</b> 12:00pm-1:00pm GHH 119	13	14 <b>HR On the GO!</b> 2pm-4pm Staff Dining Room, Lower Commons <b>HR On the GO!</b> 2pm-4pm Providence Campus MC 135 Board Room	15
16	17	18 <b>Walking Club</b> 1pm-2pm Meet in front of the Recreation Center	19	20 <b>Valic 1 on 1 Meeting</b> 8:30am-4:30pm GHH 107	21	22
23	24	25	26	27	28	29
30						

## November 3<sup>rd</sup> through November 28<sup>th</sup>

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.

# December 2014

SUN	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SAT
	1	2 <b>Been There, Done That-Successful Strategies for Weight Management</b> 1pm-2pm Recreation Center Conference Room <b>Valic 1 on 1 Meeting</b> 8:30am-4:30pm GHH 107	3	4 <b>TIAA-Cref 1 on 1 Meeting</b> 8:30am-4:30pm GHH 107	5	6
7	8	9 <b>TIAA-Cref 1 on 1 Meeting</b> 8:30am-4:30pm GHH 107	10 <b>Relationship Management Seminar</b> 12pm-1pm Recreation Center Conference Room	11	12	13
14	15	16	17 <b>Valic 1 on 1 Meeting</b> 8:30am-4:30pm GHH 107	18	19 <b>Workout Log due</b>	20
21	22	23	24	25	26	27
28	29	30	31			