



# RWyou Resource

HR newsletter for and by the employees of  
Roger Williams University

Volume One - Issue Two

The Department of Human Resources is excited to present issue #2 of our quarterly employee newsletter!

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Rhode Island Higher Education Training Consortium

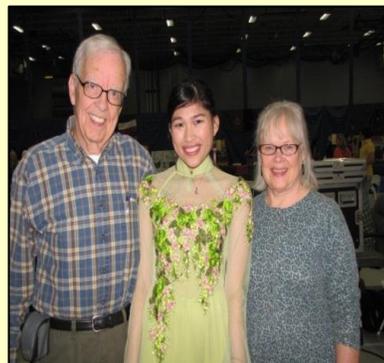
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## Intercultural Center's Host Family Program

Have you ever thought about becoming a host family to one of our international students?

Our Intercultural Center is seeking volunteers to become a part of this exciting program. A number of RWU staff and faculty members already participate in this program which pairs American families with international students. Many have formed great life-long friendships with their international students and have even visited their students abroad after developing these rewarding relationships!

Designed to ease the transition for students new to the country, the Host Family Program provides new international students with an opportunity for friendship and involvement with an American family. **The student will not be living with you**; rather, the goal is that you invite your student to take part in at least three activities per semester. Suggestions include trips to Boston or Newport, visiting a museum or attending a sporting event, taking part in a family dinner, going to a movie, hiking, playing a game or enjoying a picnic together. For more information, please contact Maria Adkins in the Intercultural Center at [madkins@rwu.edu](mailto:madkins@rwu.edu) or 401-254-3121. Maria will be happy to send pictures and past host families' experiences to you to show the great success this program has had already!



## Campus Community Connections

Do you check your Daily Dose email for campus events? If not, you are missing out on many great activities and functions that are hosted right here on campus! The Daily Dose lists a variety of events and information for the day and upcoming week. This is also a great way for PSSA employees to come up with ideas for their on and off campus community involvement goals!

## Employee Spotlight:



Marygrace Staton is the Assistant to the Dean of the School of Engineering, Computing and Construction Management (SECCM).

Marygrace Staton is the Assistant to the Dean of the School of Engineering, Computing and Construction Management (SECCM). To walk in her shoes for a day might consist of handling billing, budget and expense reports, fund balance and transfers management, teaching schedule preparation and course and advisor assignment to freshmen. In addition, she coordinates the two SECCM Professional Advisory Board's activities and is involved in the preparation of the self-study, visit coordination and logistics associated with the American Council for Construction Education (ACCE) and the Accrediting Board for Engineering and Technology (ABET) re-accreditation visits.

Her RWU story is a great one! She obtained her first job at Roger Williams at the age of 17. She has experienced numerous changes at the University, such as evolving programs, majors and administration. She is happy to say she has made many friends and feels as though Roger Williams is her home. Prior to working at the SECCM, she worked within the Registrar's office as a secretary and later as a recorder. She then became an administrative assistant at the SECCM which gave her the opportunity for a fresh start in a challenging position working with creative individuals.

Her favorite part about RWU is working with the SECCM students. She is amazed with their energy, hard work and commitment to their major. She is also impressed by the maturity and seriousness of the students. She enjoys working with the faculty and the Dean, Bob Potter, who inspires her each and every day with his positive outlook. She is thankful to work for a leader with such high ethics, intelligence and compassion for the growth of engineering as a major. Her interests outside of RWU include travel, music (both sons Christian and John, and her husband, Chris, are members of bands and her daughter Hannah's major in college is event/entertainment management), photography, reading, walking with her dogs, dancing and spending time with family and friends.

## Environmental Health & Safety Tip from the Department of Environmental Health & Safety

### Feral Cats on Campus

Many of you have seen our colony of cats on campus. While they are very cute, these cats are feral, meaning wild, and should not be approached or treated as domestic cats.

A few years ago Roger Williams partnered with PawsWatch.org ([www.PawsWatch.org](http://www.PawsWatch.org)) a local non-profit organization dedicated to addressing the issues surrounding feral cats in Rhode Island. With the assistance of PawsWatch, Roger Williams arranged for our colony to be spayed/neutered as well as rabies vaccinated. PawsWatch has arranged for over 30 adoptions of new kittens since 2006 and our feral cat colony has been naturally reduced from 100 cats in 2006 to just 36 currently. PawsWatch also oversees and coordinates volunteers who monitor and take care of our feral cat population.



Please follow the below safety tips in regards to our feline population:

- Do not handle and avoid contact with any stray animals on campus, including the cat population.
- Do not leave doors or windows open where animals are able to access buildings.
- Do not feed any stray animals. Leaving food outside, unless arranged through PawsWatch, has unintended consequences by attracting rats and other rodents.
- If you see an animal acting sick or aggressive, contact Public Safety or Environmental Health & Safety immediately.

If you are interested in volunteering to assist in taking care of the University's cat colony, you must sign up through PawsWatch.

Please contact Lori Sendroff from the Bristol Chapter at [www.pawswatch.org](http://www.pawswatch.org) or leave a message at 401-848-9867.

## Upcoming Professional Development Trainings

The Office of Information Technology will soon be offering training courses in Microsoft Office Programs during this coming Fall. Please keep a lookout for the course schedule in the Daily Dose and next RWyoU Resource newsletter.

Human Resources will be offering a "Managers' Toolbox" Training Program in the Fall 2011 that will focus on helping new supervisors and managers who are looking to gain an understanding of Human Resources management basics and best practices. This program will provide the tools necessary to successfully navigate through HR systems and processes.

## Welcome, New and Returning Employees!

Please welcome the following new and returning employees who joined the campus community from April through July of 2011:

### STAFF

Jacinta Cabral – Cash Operation  
 John Coletta – Stock Attendant  
 Erin Demarco – Summer Mailroom Clerk  
 President Donald Farish  
 Brenda Ferreira – Service Crew  
 Jane Flora – Program Administrator  
 Hannah Hassler – ACUHO Intern  
 Christian Jensen – Accounting Intern  
 Jacob Lemon – NODA Intern  
 Fadia Narchet – Research Associate  
 Nancy Resende – Senior Accountant  
 Herb Riley – Interim Registrar  
 Sean Thompson - Assistant Director of Student Programs and Leadership  
 Ann Li-Summers – Coordinator of Placement and First Year Academic Programs

### FACULTY

Charles Baron – Visiting Professor – SOL  
 Steven Kropp – Visiting Professor – SOL  
 Sean Stacy – Visiting Professor – SOL  
 Bela Walker – Professor - SOL

### ADJUNCT PROFESSORS

Nyema Mitchell - SCS  
 Elizabeth Ortiz – SOL  
 Naomi Slipp – SJS  
 Robert Smith – SOL

## New Simply Wellness Programs!

Simply Wellness is excited to announce their upcoming programs starting in September 2011:

- ❖ Cardio Tennis
- ❖ Arthritis Lecture
- ❖ Coastal Chiropractic Lecture
- ❖ 3 on 3 Basketball League
- ❖ Wellness 1:1 Coaching
- ❖ Body Composition Analysis
- ❖ Health and Benefits Fair
- ❖ Nutrition 101: Portions
- ❖ Racquetball/Squash Tournament
- ❖ Bone Density Screening
- ❖ Smoke Free
- ❖ Take Charge of your Health
- ❖ Carbon Monoxide Screening
- ❖ Renew
- ❖ Nutrition 101 Stop By

Please be sure to keep a look out on our website for the specific dates and times at: <http://www.rwu.edu/athletics/recreation/simplywellness/events.htm>.

## The Chronicle's Great Colleges to Work For Program 2011.

Human Resources wants to extend a thank you to those of you who completed the Chronicle's Great Colleges to Work For survey! We appreciate you taking the time to share your views and opinions. The *Chronicle* will publish the findings this summer in a special Academic Workplace supplement in late July 2011.

## Look out for the next Social Network Event sponsored by the Department of Human Resources!

This is an event where new and current employees can gather to meet and build cross-campus connections. The next one will be held on Thursday, September 15th from 8:00 am – 9:00 am in Rec. Center Conference Room 237. Please R.S.V.P. Melissa Enos @ [menos@rwu.edu](mailto:menos@rwu.edu). We hope to see you there!

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

Human Resources welcomes your input! If you have any questions or suggestions that you would like us to include in the next newsletter, please send them to [jduclos@rwu.edu](mailto:jduclos@rwu.edu). The next newsletter will be published in October 2011.

Have you heard?  
RWU is proud to  
be part of  
RIHETC!

Along with other RI academic institutions, RWU is part of the Rhode Island Higher Education Training Consortium (the 'Consortium'). This group is dedicated to providing the higher education workforce with the training they need to succeed, while affording opportunities to network with colleagues from other area institutions. The Consortium offers comprehensive programs designed to address mutual needs within the member institutions while providing economies of scale and cost-sharing opportunities.

Human Resources will be providing information on the different types of programs including the upcoming Leadership Excellence Series. RWU will have two representatives attending this August.

To learn more, please feel free to visit the website at <http://www.rihetc.org/>

## FAQs

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

**Answer:** Please log into your myrwu.edu account. Then click on the Services tab and choose Address Change under the Student Information section.

**Question:** How do I obtain a copy of my paystub online?

**Answer:** Please log in to your myrwu.edu account. Then click on "Services" Tab and then "Employee Services". Then choose "Pay Advices WSPA". This will bring you to a screen where you can open and view each pay advice by date.

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

**Answer:** You will need to complete a Retirement Enrollment Update Form which can be found at the following link:

[http://www.rwu.edu/depository/hr/forms/403b\\_salary\\_reduction\\_agreement.pdf](http://www.rwu.edu/depository/hr/forms/403b_salary_reduction_agreement.pdf).

Please complete the form and forward to Human Resources.

**Question:** When should I submit the Tuition Exchange or CIC Program form?

**Answer:** Applications for exchange scholarships should be submitted to Human Resources at the same time that you send admission applications to the institution, unless otherwise specified by the institution. If the institution(s) participates with both networks, both scholarship applications should be completed. Award decisions from each school are made by April 1<sup>st</sup>. For a list of participating schools, please visit:

[www.tuitionexchange.com](http://www.tuitionexchange.com) and [www.cic.org](http://www.cic.org).

## You Said It!

What is your favorite place to dine in Rhode Island?



"Modern Diner" in Pawtucket.  
Andy Horwitz,  
Associate Dean SOL



"Perro Salado" ("Salty Dog") in Newport.  
Alfred Coleman, Soup  
& Stock Chef



"Redlefsen's" in Bristol.  
Marilyn Shaw, Secretary,  
University Advising  
Center

## Who's Who in Human Resources?

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