THANK YOU FOR MAKING THE WELLNESS FAIR A SUCCESS!

On October 26, 2011, 347 employees and 25 vendors were in attendance at the 5th Annual Simply Wellness and Benefits Fair which was held in the Rec Center Fieldhouse.

As a joint effort between Athletics and Human Resources, the Fair included a variety of vendors with health checks, information, advice, and a warm welcome to help answer questions. We hope that this event provided employees with the information needed to assist in leading a healthier physical and financial lifestyle.

Neil Caniga and Sean Livingston, our Simply Wellness Co-Coordinators, received 168 survey results at the conclusion of the fair. Feedback included positive comments about the 2011 fair and great suggestions for the 2012 Simply Wellness and Benefits Fair. Attendees commented that they enjoyed themselves and would recommend the event to other colleagues. Suggestions for next year’s event included inviting vision, hearing, and diabetes specialists to attend. Popular highlights of the fair included the raffle prizes, massage chair and, of course, Chef Bob’s cooking demonstration and food tasting. Our vendors were very pleased with the amount of visitors who stopped by their tables along with the amount of information they were able to distribute to everyone.

Didn't quite have a chance to provide feedback? No worries! We welcome any suggestions you might have, so please feel free to email them to Neil Caniga at ncaniga@rwu.edu or Sean Livingston at slivingston@rwu.edu.
Employee Spotlight: Wesley Roy

As we usher in 2012 and begin our Spring semester, our Employee Spotlight features Wesley Roy, Director of Admissions & Recruitment. Wes came to Roger Williams University as Associate Director of International Admissions in September of 2007. He rose through the ranks of International and Transfer Admissions until, in June 2011, he was offered his current assignment. When asked how he came to find his career in Admissions, Wes replied that people arrive at their careers either by accident or by design. Wes came from a family of Admissions professionals (his Aunt is at Middlebury College), so for him, being in Admissions was destiny. His first job was at Johnson State College in Vermont as an Admissions Counselor and International Coordinator. Wes then moved on to work in Boston at Northeastern University where he served as Assistant Director of Undergraduate Admissions.

When Wes started to look at colleges as a high school student, he observed with great interest how colleges “reached out” to potential students. Some send letters, some make phone calls, some don’t do much of anything, while others go above and beyond. He chose his school, Plymouth State College (now a University), because of his experience with the Admissions Counselor there. Although he and his parents arrived late in the day (after 5:00 pm), the Counselor stayed with them for more than 2 hours. That made a huge impression on him. Needless to say, that is where he chose to attend school. When he got homesick, he went to see his old friend, the Admissions Counselor. With his help, Wes became a tour guide his Freshman year, volunteered to work the college fairs, and never looked back.

The great thing about Wes and the jobs he has held is that he’s “loved every second” of it. In addition to recruiting in the U.S., he has had the opportunity to recruit international students in Canada, Europe, Africa, the Middle East, and Asia. He has had “great mentors along the way” to thank for his success.

When asked what his favorite part of working at RWU is, Wes said, “I always refer to RWU as a family. Whether it’s the great colleagues I work with, the students on campus, or an alum, it’s such a vibrant community to be part of. It’s also exciting to be part of a university that is on the move! It’s been amazing to be part of our transformation over the past 5 years!”

Wes is a big DIY (Do It Yourself) fan, so you may see him working on house projects when not on campus. I’m sure he’ll be willing to pass along some helpful hints and tips if you ask him! Besides spending time with his family, including his wife Racheal, Wes enjoys camping and hiking, plus exploring Rhode Island. If you are in or near the Alumni & Admissions Center, be sure to say hello!
Welcome, New and Returning Employees!

Please welcome the following new and returning employees who have joined the campus community since September 15, 2011:

**STAFF**
- Angelo Azevedo - Custodian
- Gregory Brisson - Prep Cook
- John Caparco - Prep Cook
- Raul Custodia Sanchez - Prep Cook
- Desiree Davidson - Prep Cook
- Rebekah Dion - Assistant Women's Volleyball Coach
- Allen Dupras - Cash Operations
- Elizabeth Ferrara - Cash Operations
- Timothy Ferreira - Assistant Wrestling Coach
- Matthew Filipe - Prep Cook
- Richard Hale - Senior Advisor to the President
- Jodi Haley - Career Services Program Coordinator
- Justin Harper - Cash Operations
- Randy Johnson - Custodian
- Andrew Karnehm - Service Crew
- William Maisano - Utility Crew
- Tracey Mallory - Payroll Associate
- William Manning - Assistant Ice Hockey Coach
- Nathaniel Martin - Cook
- Jorge Medeiros - Utility Crew
- Steven Melaragno - Director of Public Safety
- Filomena Melo - Custodian
- Christopher Neher - Cash Operations
- Christine Promin - Institutional Research Analyst
- Lisa Quinn - SOL Faculty Secretary
- Christina Ramella - Student Accounts Processor
- Jill Ratteree - Program Coordinator
- Abigail Reffuss - Assistant Women’s Lacrosse Coach
- LaMar Rice - Coordinator of Residence Education
- Catherine Robinson - Assistant Manager of Event Operations
- Norma Robles - Clinic Administrative Assistant - SOL
- Matthew Rogers - Assistant Baseball Coach
- Ann Russell - Registrar
- Joseph Sassi - Assistant General Counsel for Labor and Employment
- Mary Sheehy - Fitness Center Monitor
- Jason Skinner - Admissions Reader
- Tamera Thomas - Head Men's and Women’s Track and Field Coach
- Margaret Turcotte - Admissions Assistant
- Mark Tyszkowski - Cash Operations
- Brittany Vento - Cash Operations
- Nicholas Ziccardi - Utility Crew
- Joshua Zina - Utility Crew

**ADJUNCT PROFESSORS**
- Carmen D'Alessandro - SCS
- Stephen Erickson - SOL
- Michael Forte - SCS
- Jessica Geddes - FCAS
- Nancy Getek - SCS
- Thomas Gonnella - SJS
- Daniel Gortze - SJS
- Steven Horowitz - FCAS
- David Kress - FCAS
- Elizabeth Magliula - SECCM
- Christopher Mulvey - SAAHP
- Hernan Maldonado - SAAHP
- Kathryn Orzech - FCAS
- Ketti Parente - SAAHP
- Carl Pearson - SAAHP
- Duwayne Rieger - FCAS
- Thomas Rohde - FCAS
- Maximo Rohm - SAAHP
- Andrew Spacone - SOL
- Amy Tabor - SOL
- George Watson - SED
- Susan Wenze - FCAS
- Gerald Willis - FCAS
- Marion Young - FCAS

**Exciting News!**

The Employee Service Recognition Program is back!

In collaboration with the Office of the President, the Department of Human Resources is pleased to announce that we will be hosting an Employee Service Recognition (ESR) Program in the Spring of 2012. Your support in this exciting program is greatly appreciated; please keep a lookout for more official details to come!

**Get Ready for Shape Up RI!**

We currently have 100 participants for Shape Up RI; everyone can compete in up to four categories. The categories are percent of weight loss, minutes exercised, total steps, and consuming up to 5 servings of fruits and veggies each day. Twelve teams have formed to compete against one another and to compete with others from around the state. Team names are:

- Spring into Action
- Stay Fit Walkers
- RWU Whawks
- RWU McSafety 2012
- Number Crunchers
- Extreme Educators
- Media Marchers
- Game Changers
- Bridge House Bandits
- Walking Cherubs
- Mindful Meditators
- FLAB BUSTERS!

Nearly 13,000 workers in Rhode Island participated last year. The event starts on February 13th and runs for 12 weeks. We will be sure to share the final results!
HR Policy Place!

The Tuition Benefits & Tax Information Policy

There has been an update on administrative changes related to the tuition remission programs at the University. All of the forms for the various available tuition benefit programs have been recently updated. Specifically, the Tuition Remission Application form has been modified for better administrative efficiencies and appropriate reconciliation of billing and employee taxable records. The Tuition Remission Application form will now need to be completed for each academic semester. Once completed, the form is submitted to the Bursar’s Office 30 days prior to the start of the academic semester. For employees, the form must be approved by the applicable Supervisor and Divisional Vice President. Also, if you, as an employee, will be pursuing graduate tuition remission at the University, you will need to complete page 2 of the new Graduate Tuition Remission Application - Job Related form. The dollar value for tuition reimbursement and/or any graduate remission is limited to the IRS non-taxable threshold, currently $5,250, per calendar year. Please make sure to review the “Tax Information Regarding Tuition Benefits” FAQs. This provides additional information as to the tax implications under the Internal Revenue Code for the pursuit of graduate programs under the University’s tuition remission and tuition reimbursement programs. Please read through this information carefully.

If you have any questions regarding this information, please feel free to contact Human Resources to speak with Flora Prestipino, Employment Coordinator at ext. 3131.

You Said It!

What is your favorite class offered by the Simply Wellness Program?

Shape Up RI!

Spin Program!
Dawn Sullo, Administrative Assistant, Marketing & Communications

Workout on your own time!
Linda Dallaire, Administrative Assistant, Information Technology

Who’s Who in Human Resources?

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<thead>
<tr>
<th>Name</th>
<th>Position</th>
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<tr>
<td>Jerome F. Williams</td>
<td>Executive Vice President for Finance &amp; Administration</td>
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<td>Mirlen A. Mal</td>
<td>Assistant Vice President of Human Resources</td>
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<td>Jennifer Almeida</td>
<td>Human Resources Assistant</td>
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<td>Marco Pais</td>
<td>Manager of HR Information Systems</td>
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<td>Jennifer Duclos</td>
<td>Manager of Employment</td>
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<td>Connie Palermo</td>
<td>HR Information Systems Analyst</td>
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<td>Kimberley Koper</td>
<td>HRIS and Benefits Assistant</td>
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<td>Flora A. Prestipino</td>
<td>Employment Coordinator</td>
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<td>Joyce Maynard</td>
<td>Manager of Compensation &amp; Benefits</td>
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<td>Sandra Schaefer</td>
<td>Senior Benefits Specialist</td>
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Benefits News!

2012 Benefit Seminars Continues Focus on Financial Education

The benefits team has planned a full calendar of financial events and seminars this year. We teamed up with TIAA-Cref and Valic to deliver a range of topics for employees. The first seminar is scheduled for February 22nd. Check out the calendar section of the newsletter for details!

Upcoming Seminars:

- Planning for the Unexpected
- Estate Planning Issues
- The Basics of Long Term Care
- Living in the Sandwich Generation

Your Retirement Plan - Are you Eligible? Do you know if you are eligible to participate in the Roger Williams University Retirement Plan? Did you know there are two ways you can participate in the plan? Do you think you cannot make a retirement plan contribution because you are a part-time employee?

All of these questions and more will be addressed in our upcoming retirement enrollment meetings. The Benefits Team will be conducting retirement enrollment meetings on February 15th and May 2nd for any employee who would like to know more about the plan and ask questions about participation. Joining the sessions will be Anne Kuuskvere of TIAA-Cref and Dan Samson of Valic.

Recent Benefit Questions

Q: How do I get reimbursed when I pay a deductible for a medical claim?

A: If you failed to give your HRA card to the medical provider before you received treatment, or if the medical provider did not accept the HRA card or failed to follow the instructions on your HRA card, then you would send your Blue Cross Explanation of Benefits Statement along with the HRA claim form to London Health Administrators. Forms are available at the LHA website: www.londonhealthusa.com or you can contact customer service at 401-435-4700 and select option # 3. Remember! As of January 1, 2012, the deductible resets, so anything you paid towards the deductible in 2011 does not carry over into 2012.

Q: My doctor charged me a co-pay for a routine office visit. I thought that as of 7/1/11, a doctor cannot charge a co-pay for a checkup?

A: Yes, according to the Health Reform Act that is correct. HOWEVER, if you have any treatment during that office visit or if your check up is for a diagnosed condition, then the visit is not considered routine. For example, if you are a diabetic and are seeing the doctor for a checkup for that condition, the visit is not considered routine. When you leave your appointment, make sure to check the receipt which shows what type of office visit you had. If you have any questions about the visit, please ask your doctor or the doctor’s office staff.
The Department of Human Resources is pleased to announce a program that is offered through the Rhode Island Higher Education Training Consortium (the "Consortium"). This Consortium is made up of all the colleges and universities in Rhode Island collaborating to provide the higher education workforce with the training they need to succeed, while affording opportunities to network with colleagues from other area institutions.

The next program offering is:

**Effective Management Program**

Location: Bryant University, Bryant Center Room 2A/B.

When: **Wednesdays, March 28, 2012 - April 25, 2012**

Cost: $387

Description: This program is a 5-day, 5-module program designed for those who are currently managing and offers a highly participative, interactive approach to exploring the challenges of management. Please visit [www.rihetc.org](http://www.rihetc.org) for a complete list of the dates, times and description of courses that are within this session.

Please RSVP to the Department of Human Resources at human_resources@rwu.edu by March 7, 2012 if someone within your division would be interested in attending this program.

We are also pleased to announce that the Department of Human Resources will be hosting two upcoming professional development programs!

**Painless Performance Reviews - Practical Pointers and the 2012 Merit Process**

This program will include tips and techniques as well as an understanding of the performance review process. Supervisors and Managers will learn how to respond to different performance review situations, understand the review process and its relationship to employee development, job descriptions and the work process.

**Hosted by:** Joyce Maynard, Manager of Compensation & Benefits

**Where:** MNS Room 214

**When:**
- March 28, 2012 11:30 am -12:30 pm
- April 18, 2012 11:30 am -12:30 pm

**Manager’s Toolbox**

We are in the process of developing a two-part training session which will introduce Financial and Human Resources management basics and best practices to our managers in order to successfully navigate HR and Finance systems and processes. This in-house training session will be offered in the Spring of 2012.

Topics to be included:

- Finance/Purchasing/Payroll;
- Recruitment/Interview/Selection;
- Compensation/Performance Management;
- Employee Relations.
The Department of Environmental Health and Safety would like to remind the University Community that winter is here; ice, snow, freezing rain, and slush can all make for unsafe walking and driving conditions.

**Walking on Campus**

- Choose footwear that’s weather-appropriate - shoes with good treads for ice and snow or shoes that are waterproof, for freezing rain or slush.
- Move slowly and deliberately. Take your time and don’t rush.
- Walk on the sidewalks - do not walk on unplowed pathways.
- Be careful on steps, stairs, and slopes. Use handrails when available.
- Watch where you’re going - avoid spots that look slippery or wet.
- Take extra caution with these areas as they may freeze first: walkways in the shade, walkways exposed to heavy winds, bridges.

**Driving Golf Carts and Cars on Campus**

- Give yourself extra time to get where you’re going.
- Drive at a speed that is safe for the weather conditions - remember that the campus speed limit in good weather is 15MPH for cars and 10MPH for golf carts.
- Take turns slowly.
- Do not drive on, or park in, areas that are icy or covered in snow.
- Give yourself extra time to brake.
- Give yourself extra room to maneuver through turns and to back up.
- Take caution pulling out in areas where piled snow has reduced visibility and lines of sight.
# February 2012

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**Cardio Tennis**
12:00 pm - 1:00 pm
Fieldhouse

**Staff Orientation**
9:00 am
Human Resources
North Campus

**Cardio Tennis**
12:00 pm - 1:00 pm
Fieldhouse

**Shape Up RI** begins and runs through May 6th

**TIAA-CREF 1-on-1 Meeting**
8:00 am – 5:00 pm
GHH 107

**Enrollment Meeting**
11:00 am – 12:00 am
SEC #115

**TIAA-CREF Seminar:** Planning for the Unexpected
12:00 pm – 1:00 pm
SEC #115

**Simply Wellness Flex Stop By**
12:00 pm - 2:00 pm

**Valic 1-on-1 Meeting**
8:00 am – 5:00 pm
GHH 107

**Self Defense Class**
12:00PM – 1:00PM
Aerobics Room

**Self Defense Class**
12:00PM – 1:00PM
Aerobics Room
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**April 2012**

**Monday, April 9, 2012**
- **TIAA-CREF 1-on-1 Meeting** 8:00 am – 5:00 pm  
  - Location: GHH 107
- **Valic Seminar: Estate Planning Issues** 12:00 pm – 1:00 pm  
  - Location: SEC #115

**Tuesday, April 10, 2012**
- **Valic 1-on-1 Meeting** 8:00 am – 5:00 pm  
  - Location: GHH 107

**Friday, April 13, 2012**
- **Painless Performance Reviews** 11:30 am – 12:30 pm  
  - Location: MNS 214

**Saturday, April 14, 2012**
- **Staff Orientation** 9:00 am  
  - Location: Human Resources North Campus

**Monday, April 16, 2012**
- **TIAA-CREF 1-on-1 Meeting** 8:00 am – 5:00 pm  
  - Location: GHH 107

**Monday, April 23, 2012**
- **Sun Safety Screening** 12:00 pm - 1:00 pm  
  - Location: Commons - Lower Level
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<td><strong>Valic 1-on-1 Meeting</strong>&lt;br&gt;8:00 am – 5:00 pm&lt;br&gt;GHH 107</td>
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