



RWyou Resource

HR newsletter for and by the employees of
Roger Williams University

Volume Two - Issue One

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

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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:
human_resources@rwu.edu.

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.



Chef Bob Lavoie provided a fun and healthy cooking demonstration

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



Wesley Roy is the Director of Admissions & Recruitment.

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!



Wes and Puppy



Wes' House Project



Wes and Racheal



College Fair

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 Reh fuss - 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	Kathryn Orzech - FCAS
Stephen Erickson - SOL	Ketti Parente - SAAHP
Michael Forte - SCS	Carl Pearson - SAAHP
Jessica Geddes - FCAS	Duayne Rieger - FCAS
Nancy Getek - SCS	Thomas Rohde - FCAS
Thomas Gonnella - SJS	Maximo Rohm - SAAHP
Daniel Gortze - SJS	Andrew Spacone - SOL
Steven Horowitz - FCAS	Amy Tabor - SOL
David Kress - FCAS	George Watson - SED
Elizabeth Magliula - SECCM	Susan Wenze - FCAS
Christopher Mulvey - SAAHP	Gerald Willis - FCAS
Hernan Maldonado - SAAHP	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.

Social Networking Event: Special Thanks to our In-House Guest

We are happy to announce we had another successful Social Networking Event on December 1, 2011! We had the largest attendance of employees since the inception of the program in 2010. We had a special guest, the Director for the Feinstein Center for Service Learning & Community Engagement, KC Ferrara. She provided an overview of the services the Center provides. Thanks again, KC!

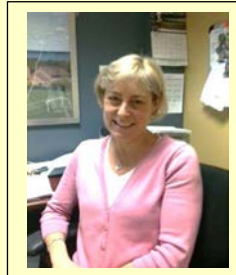
Do you want to meet other employees outside of your department? Then come to the next Social Networking Gathering! The next one will be held on Thursday, March 22nd from 8:30 am - 9:30 am in the Upper Commons Dining Room.

Please R.S.V.P. to Jennifer Almeida, our newest staff member to the Department of Human Resources, at jalmeida@rwu.edu. We hope to see you there!

Special Guest Announcement coming soon!

You Said It!

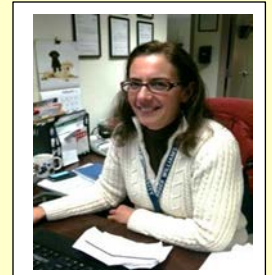
What is your favorite class offered by the Simply Wellness Program?



Shape Up RI!
Kathy O'Brien, Operations & Capital Projects Budget Manager, Facilities Dept.



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?

Jerome F. Williams Executive Vice President for Finance & Administration	Mirlen A. Mal Assistant Vice President of Human Resources
Jennifer Almeida Human Resources Assistant	Marco Pais Manager of HR Information Systems
Jennifer Duclos Manager of Employment	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

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*



A highly interactive seminar about "Tax Smart Ways to Save and Invest" presented by Mark Bertonazzi of TIAA-Cref.

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.

Upcoming Professional Development Opportunities

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 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.

Environmental Health & Safety Tip

Please keep these tips in mind as you travel around campus this winter

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

SUN	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SAT
			1	2	3	4
5	6 Cardio Tennis 12:00 pm -1:00 pm Fieldhouse	7	8	9	10	11
12	13 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 6 th	14	15 TIAA-CREF 1-on-1 Meeting 8:00 am – 5:00 pm GHH 107 Enrollment Meeting 11:00 am – 12:00 am SEC #115 Enrollment Meeting 4:00 pm – 5:00 pm Rec Center #237	16 Simply Wellness Flex Stop By 12:00 pm -2:00 pm Valic 1-on-1 Meeting 8:00 am – 5:00 pm GHH 107	17	18
19	20	21 Self Defense Class 12:00PM –1:00PM Aerobics Room	22 TIAA-CREF 1-on-1 Meeting 8:00 am – 5:00 pm GHH 107 TIAA-CREF Seminar: Planning for the Unexpected 12:00 pm – 1:00 pm SEC #115	23	24	25
26	27	28 Self Defense Class 12:00PM –1:00PM Aerobics Room	29			

March 2012

SUN	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SAT
				1	2	3
4	5	6 Self Defense Class 12:00PM –1:00PM Aerobics Room	7 Unwind: Your Personality 1:00 pm -2:00 pm Rec Center Conference Room	8	9	10
11	12 Staff Orientation 9:00 am Human Resources North Campus	13 TIAA-CREF 1-on-1 Meeting 8:00 am – 5:00 pm GHH 107 Self Defense Class 12:00PM –1:00PM Aerobics Room	14 Valic 1-on-1 Meeting 8:00 am – 5:00 pm GHH 107	15 Valic 1-on-1 Meeting 8:00 am – 5:00 pm GHH 107	16	17
18	19	20 TIAA-CREF 1-on-1 Meeting 8:00 am – 5:00 pm GHH 107 Self Defense Class 12:00PM –1:00PM Aerobics Room	21	22 Nutrition 101: On The Run 1:00 pm -2:00 pm Rec Center Conference Room Employee Social Networking Event 8:30 am – 9:30 pm Upper Commons Conference Room	23	24
25	26	27 Self Defense Class 12:00PM –1:00PM Aerobics Room	28 Painless Performance Reviews 11:30 am – 12:30 pm MNS 214			

April 2012

SUN	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SAT
1	2	3	4	5	6	7
8	9	TIAA-CREF 1-on-1 Meeting 8:00 am – 5:00 pm GHH 107 Valic Seminar: Estate Planning Issues 12:00 pm – 1:00 pm SEC #115	11	Valic 1-on-1 Meeting 8:00 am – 5:00 pm GHH 107	13	14
15	Staff Orientation 9:00 am Human Resources North Campus	TIAA-CREF 1-on-1 Meeting 8:00 am – 5:00 pm GHH 107	Painless Performance Reviews 11:30 am – 12:30 pm MNS 214	19	20	21
22	23	Sun Safety Screening 12:00 pm -1:00 pm Commons - Lower Level	25	26	27	28
29	30					

May 2012

SUN	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SAT
		1	2 TIAA-CREF 1-on-1 Meeting 8:00 am – 5:00 pm GHH 107 Enrollment Meeting 11:00 am – 12:00 am Rec Center #237 Enrollment Meeting 4:00 pm – 5:00 pm Rec Center #237	3	4	5
6	7	8 TIAA-CREF 1-on-1 Meeting 8:00 am – 5:00 pm GHH 107	9	10 Valic 1-on-1 Meeting 8:00 am – 5:00 pm GHH 107	11 Workout Log Due	12
13	14 Staff Orientation 9:00 am Human Resources North	15	16	17	18	19 Commencement
20	21	22	23	24	25	26
27	28	29	30			