



HR Updates, Initiatives, and Related Resources



Benefits Open Enrollment & Benefits and Wellness Fair

Fair: Benefit Open Enrollment will be held Nov. 1 – Nov. 15 for changes effective January 1, 2025. Enrollment will be online through My Salve. Additional information and instructions will be announced later this month. There will also be an in-person, Employee Benefits and Wellness Fair. The fair will be held on **Wednesday, Nov. 6, 2024 from 11am—2pm in Ochre Court**. Delicious and healthy food and drink options will be provided! Visit [pg. 2](#) for

details and to register for wellness events! Also, Voya will be offering an informative, [virtual presentation on Nov. 7 from 10am—11am](#) to discuss everything you need to know about Health Savings Accounts and Flexible Spending Accounts.

Title IX Mandatory Reporting Information and Required Training for Faculty and Staff: To comply with the new regulations, employees must receive annual training on the scope of Title IX and mandatory reporting requirements. Therefore, all employees have been enrolled in a **2024 Required Employee Training** Learning Plan and the course “Title IX and You: Protecting Your Campus” through the United Educators learning platform. Please complete this course as soon as possible and no later than Friday October 25, 2024. For details, please see [pg. 8](#).

New Employee Orientation: The Office of Human Resources will be hosting an in-person New Employee Orientation for new hires on Thursday, October 31 from 9am—12pm. The location of the orientation is going to be in the Ochre Court, State Dining Room. New hires will be receiving an invite from Stephanie Beachem with more information shortly. Those who were invited, but unable to attend the May 2024 orientation, are welcome to attend orientation on October 31. Those who are unable to attend the upcoming orientation must contact [Stephanie Beachem](#) prior to the event.

Employee Health Hub: Visit [pgs. 4—6](#) to explore, engage, and embark on your health and wellness journey with us!

Salve is a new sponsor of the Citizens Pell Bridge Run: As part of this exciting partnership, we’re offering all employees a special discount to sign up for the event. Six lucky participants will also be randomly selected to have their registration fees refunded! For more information about how this works and how to take advantage of this discount, please visit [pg. 5](#).

Join your colleagues at the Aquidneck Growers Market : The market is held every Wednesday on Memorial Blvd. between Chapel St. & Edgar Ct. from 2—6pm through October 30. Gather with coworkers on **October 23** outside Miley at 4:45pm for a final group walk, or feel free to drive! For a list of summer and fall market vendors, [click here](#).



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Benefits and Wellness Fair

Join us for the
EMPLOYEE BENEFITS & WELLNESS FAIR

Delicious and healthy food and drink options will be provided!

Wednesday, November 6
11am-2pm
Ochre Court

Receive benefit information, complete open enrollment online, and meet with representatives from:



Online sign up required for the following free screenings and wellness services:

Biometric & BMI Screenings

Register

Get a review of your BMI, blood pressure, glucose, total cholesterol, HDL cholesterol and LDL cholesterol. A BMI (Body Mass Index) test is a simple screening tool used to assess whether an individual has a healthy body weight for their height. High cholesterol and uncontrolled high blood pressure is a major risk factor for heart disease. When detected and treated properly, the risk for disease can be greatly reduced. At this screening, participants' total cholesterol and HDL (the "good cholesterol") and blood pressure will be checked.

10 minute Chair Massage

Register

Massages can provide a number of other benefits, including better sleep, less stress and anxiety, reduced muscle tension, increased immunity, musculoskeletal pain relief, increased range of motion, decreased heart rate and blood pressure. During your chair massage, you will sit in a special chair that supports your entire body. You will remain fully clothed as your massage therapist works on your shoulders, neck, arms, back, and hands. If you register and can no longer attend as we come upon the event date, please remove your name so other employees may sign up.

Chair Yoga with Hilary Flanagan

Register

Looking for a fun stretch break? Hoping to learn some techniques you can use throughout the workday for overall health, mindfulness, and de-stressing? Join Hilary Flanagan, Director of Compass Center for Advising, Career, and Life Design and some of your colleagues for a fun and laid-back chair yoga session in the Ochre Ct. Ballroom from 12—12:30 pm. No special equipment, attire, or experience is necessary. Come as you are!

Virtual VOYA Presentation with Anitha Kaliyaperumal
November 7 from 10—11am



Join us for an informative session to learn how enrolling into HSA or FSA's can help you save money and manage your healthcare expenses effectively. Learn the hard facts, eligibility requirements, how to be reimbursed, and more! Click the link above to join.



Welcome New Hires!



Irene P. McIvor Mason
Academic Coach,
Ascension Program,
Academic Center for
Excellence



Mark Baird
General Maintenance,
Facilities



Julianne Zarrella
Admissions Counselor,
Office of Admissions



Kylie Sapack
Admissions Counselor,
Office of Admissions

Flu and Covid Vaccine Clinics



FLU AND COVID VACCINE CLINICS AT SALVE REGINA UNIVERSITY



**WEDNESDAY
OCT
16**

**ROSE GARDEN
11AM-4PM**

**TUESDAY
OCT
29**

**O'HARE LOBBY
9AM-2PM**

**THURSDAY
NOV
7**

**GERETY HALL
ROOM 012
12PM-5PM**

**MONDAY
NOV
18**

**O'HARE LOBBY
10AM-3PM**

**WALK INS ONLY
ALL INSURANCE ACCEPTED
PLEASE BRING A COPY OR PICTURE OF YOUR INSURANCE CARD**



The Employee Health Hub

Employee Health Hub!

Wellness encompasses several key pillars that are interconnected and contribute to overall wellness. The pillars are: **physical, intellectual, mental, emotional, social, spiritual and financial**. Taking care of each aspect helps create a balanced and fulfilling life! Check out the wellness activities related to these pillars right here in the Employee Health Hub.

Health & Wellness activities and benefits offered by Salve Regina!



Please join us for this upcoming Faculty and Staff Lunch & Learn: *Healthy Eating Without the Hype*

Thursday, October 17 from 12pm—1pm
Presented by Jackie Potvin

REGISTER

Jackie Potvin, PhD has a passion for helping all individuals achieve a healthy lifestyle and reach their nutrition goals. She is the Nutrition Leader at Salve Regina, where she counsels students, provides nutrition education, and oversees the Simple Zone, the allergen friendly pantry on campus. At this Lunch and Learn, Jackie will debunk popular nutrition trends, explain why there is no one perfect diet, and provide practical tips for living a more healthful lifestyle. She will discuss simple ways all individuals can increase their consumption of nutrient-dense foods while still enjoying eating. Jackie will have time for a Q&A, so bring your questions!



Fitness & Strength Training Class with Stephanie Beachem!

Tuesday's, October 15—December 3 from 12pm – 12:45pm
Antone 126

WAIVER

In this 8 week class, learn the basics of weightlifting, focusing on proper form, technique, and building foundational strength. Steph will guide employees through exercises targeting major muscle groups, emphasizing safety and gradual progression to help you develop strength effectively and with confidence. Please bring your own exercise mat and a set of lightweight dumbbells and/or resistance bands. Waivers can be submitted (for both new and returning class attendees) at or before your first class to [Caitlin McNulty](#).



Hit Your Stride

October 9—October 29

To earn points, track steps on at least 15 of the 21 days during the challenge and/or log a total of 105k steps! Registration opens October 2 in the [Harvard Pilgrim Living Well Health Portal](#). There will be a leaderboard for friendly competition, as well as a way to message and chat with people in the challenge! More details on the challenge, including points awarded, can be found by clicking [HERE](#).



Please join us for this upcoming event co-hosted by the SAC:

Friendsgiving for Faculty and Staff!

Wednesday, November 20 from 2pm – 3:30pm
Ochre Court Library & State Dining Room

This year, the SAC is partnering with HR to put together an event that emphasizes the importance of health and wellness! Join us in building new friendships and sampling healthy dishes at this year's Friendsgiving healthy potluck where we invite faculty and staff to bring in a healthy dish to share. The dish can be a savory appetizer, main course or a delightful dessert! Each participant will provide a recipe card so everyone can recreate your masterpiece at home.

This is a fantastic opportunity to showcase your culinary skills, try new flavors, and inspire healthy eating habits in our workplace community. Let's make this a fun, flavorful event!

More exciting details about the event, including registration information, will be shared in the November newsletter.



The Employee Health Hub

Employee Health Hub!



Citizens™ PELL BRIDGE RUN

Sunday, October 20
at 7:15am

[REGISTER HERE](#)

Starting in Jamestown and finishing in downtown Newport, this point-to-point event is open to **runners and walkers** of all ages and speeds! The **4-mile road race**, and walk, is the only day of the year pedestrians are permitted to cross the famous Newport Pell Bridge. 100% of net proceeds from this event will go to support local nonprofit organizations through the Rhode Island Turnpike and Bridge Foundation. Gather your friends and family for a day of fun, fitness and stunning views!

ATTENTION FACULTY, STAFF & STUDENTS:

We're thrilled to announce that **Salve Regina** is now a sponsor of the **Citizens Pell Bridge Run!**

As part of this exciting partnership, we're offering employees and their family members a **special discount** to sign up for the event.

Here's How it Works:

- ⇒ **Exclusive Discount:** Employees can receive a 10% discount on their registration fee for the road race.
- ⇒ **Chance to Win a Refund:** Six lucky participants will be randomly selected to have their registration fees refunded. The date of the raffle is TBD. Participants will get a separate email announcing that date.

How to Take Advantage:

- ⇒ **If You've Already Signed Up:** No worries! Simply email Caitlin McNulty at caitlin.mcnulty@salve.edu with your name and let her know if any additional family members have also signed up. You'll still be eligible for the discount and the chance to win a refund.
- ⇒ **If You Haven't Signed Up Yet:** Click the "Register Here" button above or scan the QR code to receive your special employee discount. Email Caitlin McNulty at caitlin.mcnulty@salve.edu with your name and let her know if any additional family members have also signed up. Online registration ends October 16!



We hope you're as excited as we are about this opportunity. Don't miss out on the chance to be a part of this event and potentially have your registration fee refunded! If you have an interest in meeting up with colleagues on race day, please email caitlin.mcnulty@salve.edu.

Salve employees will have the ability to log 866 pts in the Harvard Pilgrim Living Well Portal on the day of or after the event takes place; Employee's family members and Salve students can sign up with the discount but will not be eligible to enter the raffle for a refund.



The Employee Health Hub Continued

Employee Health Hub!

Health and Wellness activities offered by our trusted vendors!



Harvard Pilgrim Free Webinar Series!

Harvard Pilgrim’s well-being programs are here for you when you need them the most. All sessions are now available to everyone through the Living Well at Home programs. All classes are at no cost to you and easy to access via Zoom.

Click the links below to view details on each webinar and to join!

Wellness Wednesdays | 1:00—1:30pm

- October 2: Showing Kindness to Self & Others
October 9: Brain Food: Eating to Think and Feel Your Best
October 16: Practical Strategies to Manage Time
October 23: Sleep on It: Tips for restful nights and energized days
October 30: Happy Harvest

Fitness Thursdays | 1:00—1:30pm

October 3, 10, 17 24 & 31—Kickboxing



Free Live and On-Demand Webinars

Coastline EAP offers live weekly wellness sessions to help you boost your emotional health and wellness. All classes are evidence-based and designed to help you engage your body’s natural relaxation response.

Live Wellness Sessions (times may vary)

- Oct 3: Supervisors’ Guide to the EAP
Oct 9: Mindful Movement
Oct 17: Chair Yoga
Oct 29: Deep Relaxation Meditation

October’s featured Webinar (Website ID: SALVEREGINA)

Please login and navigate to the Webinar Center to view the topic below! Investing 101

Coastline EAP Newsletter

Short articles on a variety of work-life topics this month:

- Dangers of Excessive Screen Use
Suicide Prevention: Connections are a Key in Intervention
Create a Sustainable Exercise Routine
Using Emotional Intelligence in the Workplace

A library of on-demand webinars are always available through the NEW Coastline EAP website. For further understanding of the EAP benefit and its their services view the Coastline EAP Video.



TIAA Live Webinars

Virtual and in-person counseling appointments are now available with TIAA representative, Timothy Nolan! Timothy will be available to meet individually with employees, by appointment, in Stonor Hall on Tuesday, November 12. To schedule an appointment, click here or scan the QR code.



All Salve employees are invited to attend webinars offered through TIAA’s virtual environment. Explore TIAA’s new Webinar Lounge featuring monthly webinars, both pre-recorded and live! These informative, interactive workshops will give you strategies and tactics to help you achieve your financial and retirement goals.

TIAA webinars and virtual 1-on-1 meetings can be logged as 200 points on the Harvard Pilgrim Living Well portal.

Questions? Please contact Caitlin McNulty at caitlin.mcnulty@salve.edu or ext. 2165



Learning & Development Opportunities— LinkedIn Learning & The Chronicle

in Learning Office Hours

DID YOU KNOW—LinkedIn Learning offers “Office Hours” allowing learners to tune into trending topic discussions, interviews, and open Q&A’s hosted by industry experts. Learners can engage with experts and fellow learners by posting questions, comments and reactions.



Register for upcoming events or check out previously recorded sessions. New events are added every week!

To register or access past events, login to your LinkedIn Learning account, click “Certifications” on the left column followed by “Explore Office Hours” on the bottom right corner on the page.

Date—Time	Topic Discussion
October 3—7PM	What’s Wrong with Project Management These Days?
October 21—4:30PM	Backing Yourself– Overcoming Fear and Unleashing Capability and Possibility
October 22—11AM	Culture of Avoidance? Spot the Disconnects, Blind Spots, and Red Flags
October 24—1PM	Toxic Behaviors at Work: How to Protect Yourself and Your Workplace

Live Virtual Webinar



Where the Humanities are Thriving
October 2, 2024, 2PM—REGISTER HERE

Headlines about the state of the humanities make dire predictions. But some colleges are seeing enrollment increases in these disciplines. Join us to explore the future of the humanities.

On-demand webinars

Student Mental Health and Safety—Amid a mental-health crisis on campus, how can safety officers, mental-health professionals, and campus police work to ensure student safety?

Making Sure Students are Prepared for College—Colleges are creating summer programs to help students beyond their coursework. Join the Chronicle to discuss what colleges can do to support student success, at college and beyond.

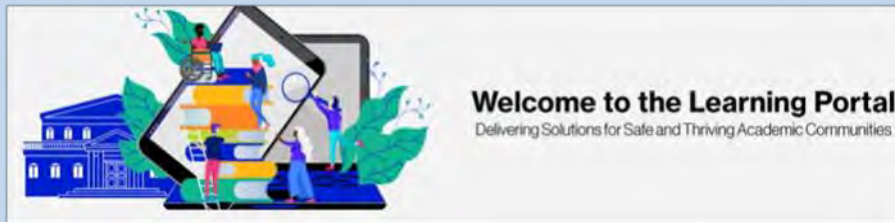
Beating the “Sophomore Slump” - Learn how colleges are driving retention by emphasizing the second year rather than the first.

Additional on-demand webinars can be accessed by clicking on a topic below:

- [Leadership](#)
- [Teaching and Learning](#)
- [Finance and Operations](#)
- [Diversity and Inclusion](#)



Title IX Mandatory Reporting Information and Required Training for Faculty and Staff



Title IX is a federal law prohibiting discrimination on the basis of sex in education programs or activities in educational institutions. Title IX mandates how Salve Regina University and other colleges and universities respond to and resolve reports and complaints. The U.S. Department of Education published the Biden administration's 2024 final Title IX regulations in April. Salve has worked diligently through the summer to draft new policies and procedures to ensure full compliance with the new regulations.

In accordance with the new policy, all non-confidential employees are mandated reporters of information learned about conduct that reasonably may constitute sex-based discrimination. Employees must report the matter to the University's Title IX coordinator at the earliest possible time and within 24 hours of receiving the information to facilitate proper care and protection for students, faculty, and staff.

To comply with the new regulations, employees must receive annual training on the scope of Title IX and mandatory reporting requirements. Therefore, all employees have been enrolled in a **2024 Required Employee Training** Learning Plan and the course "Title IX and You: Protecting Your Campus" through the United Educators learning platform. Please complete this course as soon as possible and **no later than Friday October 25, 2024**.

To log into the platform and take the training, please follow the instructions below:

- Log into <https://learn.ue.org/learn/signin> using your Salve email address as your Username and your previously created password. If you don't have a password or have forgotten your password, use the "Forgot your password?" feature below the "SIGN IN" button.
- Once logged in, you should see the **2024 Required Employee Training** learning plan under Not Started Courses. Click on the learning plan to begin the training.

Policies and resources related to the new Title IX regulations can be found on Salve's [Title IX: Find Resources and Support](#) webpage. **Please contact Jonathan Cook, Assistant Dean and Title IX Coordinator with any questions or to report a Title IX incident or concern.** Reports can be made via email to jonathan.cook@salve.edu, via telephone at (401) 341-2640, or through [electronic submission](#).

The Learning Plan also contains required Data Security training that employees must take annually. If you have not completed the Data Security courses in 2024, you will need to complete these courses as well. More information on Data Security Training and the timeframe for completion will be sent in October.

For any questions related to United Educators learning platform access or completion of training, please contact Sarah Trefethen, HR Coordinator via email at sarah.trefethen@salve.edu or via telephone at (401)-341-2154. You may also visit the platform [support site](#) or [submit a ticket](#) with any additional system questions you may have.





3rd Annual 2024 Living the Mission Award Recipients

3rd Annual 2024 Living the Mission Award Recipients



- Jameson Chace (faculty)
- Aïda Neary (staff)
- Sean Dever (undergrad student)
- Caroline Trevarrow (grad student)
- Michael Semenza (administrator)
- Ellen Pinnock (community partner)

Congratulations to all recipients of this year's Living the Mission Award!



Voice of Mercy—What Matters to Me and Why



The Voices of Mercy: What Matters to Me and Why luncheon speaker series seeks to provide opportunities for the Salve community to gather and share together around our stories, core values, and mission.

[Click here to register for Tony LoPresti](#)

[Click here to register for Dawn Emsellem](#)



Library Events

Flyways

Bird Migration and Citizen Science on Aquidneck Island

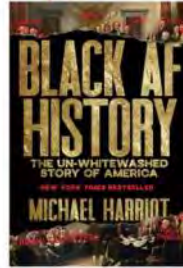
Wednesday, October 2, 4:30-6:30 McKillop Library, First Floor

Join us for a movie and free popcorn!



Inclusive Reading Club

Challenging White-Washed History



Thursday, October 10, 4:00-5:30pm
McKillop Library, 219



Civic Engagement Fair

Tuesday, October 22 3-5pm
McKillop Library, First Floor

Information on voter registration, voting rights, and other important topics during election cycles. A discussion with Secretary of State Gregg Amore will follow the fair!



McKILLOP LIBRARY

Faculty Lecture Series



Jodie Goodnough
Thursday, October 24
4-5:30pm
McKillop Library, First Floor

Out of the Darkness Community Walk

WALK WITH US TO PREVENT SUICIDE

Southern Rhode Island
Out of the Darkness Community Walk

Saturday, October 19, 2024 10:30 am
Salve Regina University, Newport



afsp.org/southernri



American Foundation for Suicide Prevention





Save the Date—Admissions Open House!



Save the Date

Admissions Open House
Sunday, Oct 20th 11am-3pm

A chance for prospective students and their families to connect with our extraordinary campus community through presentations, information sessions, conversations with current students, faculty, and staff to explore future opportunities for involvement, guided campus tours, and more!

Want to get involved? Let us know!
Contact Mary Beth Pelletier
mary.luzitano@salve.edu



Sign Up for the RAD Program!

Not a ninja?

No problem! Baby steps...



Rape Aggression Defense Program

2 and 3-Hour Basic Self-Defense Classes



Classes offered throughout the year!



michelle.caron@salve.edu for questions



Musical—Meet Me in St. Louis

This fall the Casino Theater is happy to present, "Meet Me In St. Louis," the musical, which is based on the classic MGM film. Be a part of the Smith Family in the months leading up to the 1904 World's Fair in St. Louis. This beautiful year-long story takes the audience on a journey through the lives of the Smith family through touching scenes by Hugh Wheeler and beautiful songs by Hugh Martin and Ralph Blane. Sing along to your favorite songs like "Have Yourself a Merry Little Christmas", "The Trolley Song", and "The Boy Next Door."

SALVE THEATRE PRESENTS
MEET ME IN ST. LOUIS

OCTOBER 24TH, 7 00PM
OCTOBER 25TH, 7 00PM
OCTOBER 26TH, 2 00PM
OCTOBER 27TH, 2 00PM

TICKETS LIVE NOW

ADULTS \$20.00
SENIORS, SALVE EMPLOYEES,
NON-SALVE STUDENTS \$18.00
CHILDREN UNDER 12 \$15.00
SALVE STUDENTS - FREE



Office of Human Resources
Stonor Hall
Salve Regina University
100 Ochre Point Avenue
Newport, RI 02840

Phone:
(401) 341-2154

E-mail:
sarah.trefethen@salve.edu

Important Dates

- October 1 (Tuesday) **TEP Applications are due to the Office of Human Resources**
- October 2 (Wednesday 4:30—6:30pm) **Flyways, McKillop Library, First Floor**
- October 9 (Wednesday) **Hit Your Stride Registration**
- October 10 (Thursday 4—5:30pm) **Inclusive Reading Club—Challenging White-Washed History, McKillop Library, Room 219**
- October 14 (Monday) **Indigenous Peoples Day—Holiday**
- October 16 (Wednesday 11am—4pm) **Flu and Covid Vaccine Clinics, Rose Garden**
- October 16 (Wednesday 12—1pm) **Voices of Mercy: What Matters to Me and Why? with Tony LoPresti, Ochre Court, State Dining Room**
- October 17 (Thursday 12—1pm) **Faculty and Staff Lunch and Learn: Healthy Eating Without the Hype, Ochre Court Library**
- October 19 (Saturday 10:30am) **Out of the Darkness Walk, Salve Regina University, Rose Garden**
- October 20 (Sunday 7:15am) **Citizens Pell Bridge Run, Jamestown to Downtown Newport**
- October 20 (Sunday 11am—3pm) **Admissions Open House, Ochre Court**
- October 22 (Tuesday 3—5pm) **Inclusive Civic Engagement Fair, McKillop Library, First Floor**
- October 24 (Thursday 4—5:30pm) **Faculty Lecture Series, McKillop Library, First Floor**
- October 24—27 (Thursday and Friday 7—9:30pm, Saturday and Sunday 2—4:30pm) **Meet Me in St. Louis, Casino Theater**
- October 29 (Tuesday 9am—2pm) **Flu and Covid Vaccine Clinics, O'Hare Lobby**
- October 31 (Thursday 9am—12pm) **New Employee Orientation, Ochre Court, State Dining Room**
- October 31 (Thursday) **Deadline for Community Friendship Program Application**
- November 1—15 **Benefits Open Enrollment**
- November 6 (Wednesday 11am—2pm) **Benefits and Wellness Fair, Ochre Court**
- November 7 (Thursday 12—5pm) **Flu and Covid Vaccine Clinics, Gerety Hall, Room 012**
- November 18 (Monday 10am—3pm) **Flu and Covid Vaccine Clinics, O'Hare Lobby**
- November 20 (Wednesday 2—3:30pm) **Friendsgiving for Faculty and Staff, Ochre Court Library and State Dining Room**
- November 28 (Thursday) **Thanksgiving Day**
- November 29 (Friday) **Thanksgiving Friday (University President's Day)**