



SALVE REGINA
UNIVERSITY

HUMAN RESOURCES NEWS

APRIL 2024

HR Updates, Initiatives, and Related Resources

Tuition Benefits: The pilot registration process for employees for graduate-level courses ran smoothly this past academic year. Therefore, the Tuition Benefit policy has been updated to eliminate the four-day wait before the semester starts for employees to enroll in graduate courses. Also, on a trial basis, employees registering for undergraduate courses will also have the four-day wait temporarily waived. Process for employee undergraduate registration will be reviewed again next spring. A copy of the updated Tuition Benefit policy can be found [HERE](#).

HR Health and Wellness Survey: The Office of Human Resources has been conducting a confidential survey to give employees the opportunity to express their views on the University's wellness offerings. The results of this survey will be used to make action plans on improving, discontinuing, and/or adding to the wellness program. Please click [HERE](#) to complete the Health and Wellness Survey! The deadline to **submit survey responses is Friday, April 5**. We appreciate your participation in this survey and look forward to your feedback.

Newport Night Run: Join members of Salve's Health and Wellness Committee for the Newport Night Run! This event is taking place on **Saturday, April 6 at 7:30pm** and will start and finish at Rogers High School. Walkers and runners of all ages are welcome! To register and find more information please see [pg. 5](#) or contact caitlin.mculty@salve.edu.

HR Lunch and Learn: Please join us for, "Discover the Roots of Trees: What Can We Learn from Salve's Arboretum," on Monday April 8 at 12pm. Feel free to register and learn more on [pg. 4](#). For any questions or concerns please contact caitlin.mculty@salve.edu.

HR Wellness Event—Massage Therapy: All available spots for Massage Therapy are currently filled. For those who registered and need to be reminded of their scheduled date and time, please click [HERE](#). If you registered and can no longer attend, please remove your name so other employees may sign up. Water and tea will be provided to employees who registered and attend. As a reminder, please arrive a few minutes prior to your scheduled time slot to sign in as well as read and sign the consent form before meeting with the therapist. For any questions pertaining to this event, please contact caitlin.mculty@salve.edu.

Professional Development: These opportunities are through RIHETC and The Chronicle of Higher Education. To participate and register, please visit [pg. 6](#).

Live Virtual Wellness Webinars: Are available from Harvard Pilgrim, Coastline EAP and TIAA throughout **April**, covering a variety of topics. For a list of upcoming webinars, visit the [Campus@Salve HR Page](#) or [pgs. 7—8](#).

HR Campus Groups and Pages: Looking for resources to stay informed? No problem! Please review the [HR group](#) and [HR campus page](#) to **see benefits and wellness, HR Policies, HR Forms and requests, compensation, and learning and development**. Additional resources for supervisors can be found the HR Supervisors Group. HR has also added two pages ([Learning and Development](#) and [Compensation Resources](#)).

Movie Discount with All South County Luxury Cinemas

All South County Luxury Cinemas are currently offering discounts for students, staff and faculty of Salve!

Tickets are \$10 (compared to \$14.50/adult) with the exception of special events.

The ticket must be purchased in person with a Salve ID.

Click [HERE](#) to view showtimes!

The discount is for an individual person and can't be used for purchasing multiple tickets for other people.



Inside this Issue:

HR Updates, Initiatives and Related Resources	1
Movie Discount with All South County Luxury Cinemas	1
Day of Giving Gratitude	2
Free Admissions to the Newport Mansions	2
Salve Stop and Swap for Faculty and Staff	3
Sexual Assault Awareness Month—Coastline EAP Training courses	3
Spring Fitness Class for Faculty and Staff	4
April HR Lunch and Learn	4
Newport Night Run	5
Professional Development Opportunities!	6
Wellness—Harvard Pilgrim Free Webinar Series	7
Coastline EAP Live and On-Demand Webinars	8
TIAA Live Webinars	8
Donation Drive—Earth Week	9
Faculty Lecturer Series	9
Health & Wellness from Dean of Students Office	10
Sexual Assault Awareness Month	10
Candlelit Prayer Service	11
Mercy Summit	11
Claiborne Pell Center Award	12
Staff Advisory Council Events and Information	12
Earth Week Events	13
Class of 2024 Lavender Graduation	13
Important Dates	14



Day of Giving Gratitude

DAY OF GIVING

THANK YOU to all the faculty and staff who helped make this year a success. Click below for a message to our donors.



SALVE REGINA
UNIVERSITY

Free Admission to the Newport Mansions

The **Preservation Society of Newport County** is [offering free admission](#) to local mansions for Newport County Days.

Residents of Jamestown, Newport, Middletown, Portsmouth, Tiverton and Little Compton, as well as personnel stationed at Naval Station Newport and their immediate family, and students of Salve Regina University, will have **free admission on April 6 and April 7.**

The society said that the Breakers, Marble House, and The Elms are open both days from **10 a.m. to 4 p.m.** This also includes Rosecliff and exhibition "Gilded Age Newport in Color," is open **10 a.m. to 3 p.m.**

Proof of residence, or a Naval Station Newport or Salve Regina student ID, is required for free admission. Newport residents have free admission year-round.





Salve Stop and Swap for Faculty and Staff

Salve Stop and Swap!

Wednesday, May 1 from 11am – 2pm

Under the arch between Stonor and Drexel hall



During this year's Earth week, April 22—April 29, we want to encourage all faculty and staff to participate in spring cleaning their office space! Whether you work-from-home or work on campus (or both!), we encourage you to remove what is no longer needed from your space and make room for the more important things. Decluttering your personal space will ultimately allow you to work in a safer and cleaner environment as well as support your mental health. Clean space = clear mind!

On May 1, the office of HR will be hosting a donation table for employees who wish to offer up the unused office items from their office space! Employees may simply donate to the table and swap it for another item, donate an item and not swap, or come empty handed and search for something you might need. For the those who wish to donate to the swap, please email Caitlin.mculty@salve.edu and communicate how many boxes you plan to donate. This will allow us to have enough table space for all items. If, for any reason, you are not on campus May 1 but have a box you would like to donate, please bring your item(s) or box of items to the office of HR prior to May 1.

Donated office items should be in good condition and have the ability to be used properly by another employee.

Types of items you can NOT donate: furniture, extra-large office items (i.e. cabinets), or inventoried items (i.e. computers).

Types of items we will accept for donation: staplers, rulers, file organizers, pens, hole punchers, etc.

If there are any items leftover after the event is over, we will post these items to our HR Campus page.

Items will be available on a first-come, first-served basis.

Sexual Assault Awareness Month—Coastline EAP training courses



Coastline EAP administers the University's confidential employee assistance program available to all employees and their family members. They are available to support your emotional wellbeing and can assist with life's significant stressors and daily challenges such as marital/family problems, alcohol/drug dependencies, legal/financial problems, relationship issues and more. Simply call toll-free 1-800-445-1195, 24 hours/7 days a week.

This month, we are focusing on Sexual Assault Awareness.

In support of Sexual Assault Awareness Month, we recommend taking advantage of the following courses offered through Coastline EAP:

- ◆ Dealing with Violence in the Workplace
- ◆ Preventing Sexual Harassment for Employees (Non-AB 1825 Compliant)
- ◆ Preventing Sexual Harassment for Leaders (Non-AB 1825 Compliant)
- ◆ Recognizing and Managing Anger
- ◆ Recognizing and Responding to Signals of Violence

In order to take advantage of these courses, you will need to visit <https://coastlineeap.com> and to sign in with a company username. Please use **Salve Regina**.

Once logged in, navigate to "Courses for Skill Development" and then select "Full Course List".

On this page, you will find a multitude of educational training courses to take part in. These soft skill courses provide guidance and information in the areas of communication, personal and professional development, leadership, interpersonal skills and more.

When a topic is clicked, it will then ask you to log in to your personal Coastline EAP account. If you don't already have an account, please fill in the appropriate information to register.



Spring Fitness Class for Faculty & Staff

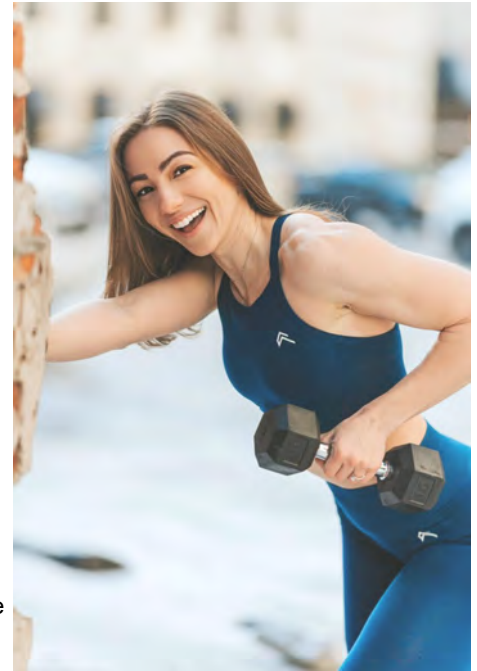
HIIT Circuit

FREE classes with **Stephanie Beachem**

**Every Thursday from 12:00—12:40pm
March 7—May 30
Antone 126**

Get ready to break a sweat with certified ISSA personal trainer and fellow colleague, Stephanie Beachem!

This will be a fun, sweaty and energetic full body HIIT circuit workout that challenges your cardio & muscular endurance by completing as many rounds as possible within a set time with minimal to no equipment. The workout will last 30-minutes and will offer modifications so all levels can participate! You are welcome to bring your own yoga/exercise mat and a set of lightweight dumbbells. Waivers can be submitted at or before your first class to Caitlin McNulty at caitlin.mculty@salve.edu. Waivers can be downloaded and signed by clicking [HERE](#).



April HR Lunch and Learn

HR is partnering with members of the sustainability committee to offer an environmental wellness lunch and learn!

Join Mary Beth Pelletier, Office of Mission Integration and Mike Chester, Superintendent of Grounds for a lunch & learn on Salve's Level II Arboretum. Engage with Salve Regina's Level II Arboretum through this workshop and learn planting techniques and maintenance, the symbolism of the University's trees, and join in a reflective discussion and story sharing on the metaphors for diversity, equity, and inclusion in the trees.



This session will begin indoors for lunch and an overview of the history and curation of Salve's Arboretum and then presenters will take attendees outside to plant a tree!

Discover the Roots of Trees: What Can We Learn from Salve's Arboretum?

REGISTER

Ochre Court State Dining Room

Monday, April 8

12—1pm

**Presenters: Mary Beth Pelletier &
Mike Chester**

Lunch Provided

Each HR wellness lunch and learn event can be logged for 200 points in the Harvard Pilgrim Living WellSM Portal. Information on the 2024 wellness program can be found [HERE](#) and instructions on how to access, log and confirm points can be found [HERE](#). Questions? Please email Caitlin McNulty, Benefits and Wellness Specialist, at caitlin.mculty@salve.edu.



Newport Night Run



Saturday, April 6 at 7:30 PM



Join members of Salve's Health & Wellness Committee for the Newport Night Run! The city-by-the-sea's annual after-hours 5k run/walk benefit the Newport Public Education Foundation.

REGISTER HERE



If you are interested, please register online and then email caitlin.mcnulty@salve.edu. When it asks for a team name, please add "**Team Salve**". Registering for this 5k will be a great opportunity for employees that have similar interests to get together and do something they truly enjoy while also supporting a great cause!

By joining your colleagues and registering for the race, you will have the ability to log **200 pts in the Harvard Pilgrim Living Well Portal** on the day of or after the event takes place. As a reminder, employees enrolled in the University's medical plan who earn 1,000 pts by December 15, 2024, will receive a \$260 payroll credit in February 2025. If you have any questions, please contact Caitlin McNulty at the email above.

For more information, go to www.newportnightrun.com ————— Salve Regina is a Silver sponsor of this event.



Professional Development Opportunities!

Professional Development Opportunities

All employees are encouraged to participate in professional development opportunities that will help them in their career.

Click on the Workshop titles to register; fees for each workshop are \$90 / person. Fees are typically paid through the registrant's department professional development budget.

April

[Navigating Workplace Conflict](#)

Date: Thursday, April 18, 9AM – 12PM
Location: Bryant University, Academic Hall, Room MRC3

Participants will build on knowledge around individual conflict style, conflict theory and positive communication to practice strategies of effective conflict resolution in the workplace.



RHODE ISLAND
HIGHER EDUCATION
TRAINING CONSORTIUM

The Chronicle of Higher Education—Virtual Webinars



What it takes to Improve Campus Safety

April 10, 2024—2PM

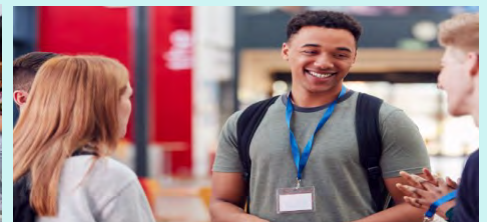
For additional info. & to register, click the title above.



Experiential Education for All

April 11, 2024—2PM

For additional info. & to register, click the title above.



The Student-Success Journey: Amping up Orientation

April 17, 2024—2PM

For additional info. & to register, click the title above.



Wellness—Harvard Pilgrim Free Webinar Series



LIVING WELL AT HOME

Virtual wellness classes and webinars

Our well-being programs are here for you when you need them the most. Whether you are looking to shake it up, stretch it out, or get centered, we've got you covered with Zumba®, yoga, guided mindfulness, and wellness sessions, which are now available to everyone through our Living Well at Home programs. All classes are at no cost to you and easy to access via Zoom.



Harvard Pilgrim
HealthCare

[Wellness Webinars](#) | [Guided Mindfulness](#) | [Fitness Classes](#) | [Webinar Library](#)

Wellness Wednesdays | 1:00—1:30pm

[Join via Zoom](#)

April 3 — Step Into Spring

Spring is the season of fresh starts, hope, flowers and renewal. As we are all emerging from a long winter, this webinar will focus on how we can fully embrace the spring season! We'll discuss ideas such as new ways to enjoy spring fruits and vegetables, tips on spring cleaning and more!

April 10 — Stress: New Ways of Understanding an Old Problem

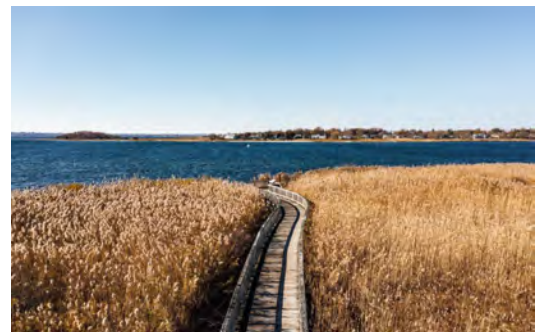
Develop a greater understanding of stress and uncover its hidden benefits! Take a look at the mind-body feedback loop and discover the impact of stress (and relaxation!) on our mental, emotional, and physical health. Gain insight into your stress reaction and learn an empowering new perspective that will put you in control, even when life feels out of control.

April 17 — Living Simply

This session examines how individuals create their own stress by being over-stimulated while also having unrealistic expectations of themselves and others. It helps participants see the value in reconnecting with the simple life and how it can help manage the chaos of their lives.

April 24 — Go Outside and Explore!

Spring is here, and we finally get to spend time outside! You know you feel better when you spend time outside, and more and more research is supporting this idea. In this webinar, we'll talk about ideas for some fun adventures for the spring!



Fitness Thursdays | 1:00—1:30pm

[Join via Zoom](#)

April 4, 11, 18 and 25

RAQ

RAQ THE BARRE® is a fun and effective barre fitness program, blending ancient Middle Eastern movements into a modern barre workout! Tone and condition your entire body from top to toe with our signature core barre method designed to improve torso & hip flexibility and stability. Challenge your muscles using your own body weight with a varied series including barre and mat exercises with special attention to enhancing your posture! Optional added props will boost your barre burn: light weights, medium to low resistance bands, and a small ball (A firm pillow works as a substitute)

For links to live sessions, and recordings of previous webinars, please visit harvardpilgrim.org/livingwellathome and Harvard Pilgrim [YouTube channel](#)



Coastline EAP Live and On-Demand Webinars



A library of on-demand webinars are available through the [Coastline EAP website](#).

For further understanding of the EAP benefit and its available services view the [Coastline EAP Video](#).

April's [Coastline EAP Newsletter](#) provides short articles on a variety of work-life topics:

- Spring Break Safety Tips for Parents
- Best Way to Utilize a To-Do List
- Mindfulness on the Go

Coastline EAP's Live Wellness Sessions

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

[Mindful Walking \(Seeing/Feeling/Hearing\)](#)
Tuesday, April 2 from 12—12:30pm

[Intro to the EAP](#)
Tuesday, April 16 from 12—12:30pm

[Reset & Refresh: Mindful Movement & Breathing](#)
Tuesday, April 30 from 12—12:30pm

To join webinars, click on the hyperlinks above or visit the Coastline EAP website. To see the full Wellness Schedule, please refer to this link ["Live Registration."](#)

April's Featured Webinar (On-Demand)

[Helping You and Your Child Adjust to Divorce](#)

It's no surprise that the breakup of your marriage is tough on your child no matter their age. Supporting them as they react to your divorce, while also managing your own feelings, can be challenging. In this session, we will learn how to lend comfort – not confusion – to an already difficult situation and at the same time, help you manage your own feelings and anxiety. We will discuss how to adjust new living situations and effectively communicate with your ex-partner. The concrete tools, strategies, and supportive resources you'll gain during this session will help both you and your child to thrive throughout the divorce process and beyond.

TIAA Live Webinars



Virtual counseling appointments are available to current employees. To schedule an appointment virtually, [click here](#) or scan the QR code.



All Salve employees are invited to attend the following lunchtime webinars (12pm-4pm) offered through TIAA's virtual environment. 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](#).**

April 10—Quarterly Economic Market Update.

April 16—Fine-tuning your retirement strategy: Investing toward a secure future.

April 18—Start to Finish: The early career woman's guide to financial wisdom.

April 24—Staying Safe in the Age of AI.

To reserve your space click [HERE](#).



Donation Drive—Earth Week



DONATION DRIVE FOR EARTH WEEK THRIFT POP-UP



Doing a spring clean? Donate gently used clothing, shoes, and accessories for SGA's Thrift Pop-Up!



CLOTHING DONATION LOCATIONS:

- APRIL 2–17 DONATION BINS IN MCAULEY, O'HARE, GERETY, MILEY, AND RODGERS
- SRYOU DAY – APRIL 10TH, O'HARE

Faculty Lecturer Series



McKILLOP LIBRARY
Faculty Lecture Series

MCAULEY INSTITUTE
FOR MERCY EDUCATION



McKILLOP LIBRARY
Faculty Lecture Series

Peter J. Colosi, PhD
Associate Professor,
Philosophy

Mercy Interdisciplinary Faculty Collaborative



women & gender

Wednesday, April 3, 4pm
McKillop Library First Floor

The Body/Soul Question at the Intersection of Philosophy, Neuroscience and Faith

Philosophers and neuroscientists are continually trying to explain what causes our conscious thinking, feeling and willing. Is there such a thing as a soul or is there only a brain? How do possible answers to this question relate to faith, love, death, human relationships and the afterlife? I explored some of these questions during my sabbatical semester, fall 2022, and I look forward to sharing my research and engaging in discussion with you.



Thursday, April 18, 4pm
McKillop Library, First Floor



Health & Wellness from Dean of Students Office

Join Us in April

Sexual Assault Awareness Month

Throughout the month of April we will center hope and learning to increase awareness and skills to prevent sexual assault.

Follow @salve_wellness on Instagram to participate in Action

April 4th | **SAAM Day of Action**
Wear teal, share SAAM events, post resources

April 24th | **Denim Day**
Wear Denim and post with your supportive community



Health & Wellness

Dean of Students Office

Highlights from our Student Programs

- We partnered with Newport County Prevention Coalition to provide **Spring Wellness Bags!** The Peer Wellness Educators provided a relaxation activity and NCPC gave out tools to for a safe St. Patrick's Day!
- Student Engagement hosted a **21st Birthday Party** for all our newly 21 year old student. We led games on risk-reduction and gave our cup covers.



Follow
@salve_wellness on
Instagram

Can you Volunteer?

email
wellness@salve.edu

Keep an eye on
Seahawk Connection to
learn more about
events for stress
during finals week!

Sexual Assault Awareness Month

APRIL EVENTS

Tuesday 4th
Take Back the Night
3-8 pm Multiple Locations

Wednesday 3rd
SAAM Awareness Day
11 am-1 pm O'Hare Lobby
Student Government Panel
7-8 pm Bazarsky Lecture Hall

Monday 8th
Fries and Consent
3:00 - 4:30 pm Gerety Hall

Tuesday 9th
Healing Spaces
Tea Talking 10am-11am WellNest
Mandalas 11-noon Mercy Center
Nail Painting 1-3 pm Miley O13

Thursday 11th
Self Defense Class
5:30 - 8:30 pm Young Building

Monday 15th
The Clothesline Project
11 am Outside Gerety Hall Lawn

Wednesday 17th
Wellness Wednesday - Consent
5:30-7:30 pm Miley Lobby

Thursday 25th
Letter Writing Workshop
O'Hare 120

SEXUAL ASSAULT AWARENESS MONTH

Throughout the month of April we will center hope and learning to increase awareness and skills to prevent sexual assault.

JOIN US ON SOCIAL MEDIA

@salve_wellness
@salve_saves
@salvesurvivors
@rugglesatsalve

Day of Action
4/4

Denim Day
4/24



SIGN UP FOR SAAM!



WANT MORE INFORMATION?
email us: Wellness@salve.edu

WORKSHOPS & TRAININGS

Athletics Workshops
All athletes will attend these workshops with their teams. They will cover topics of healthy relationships, boundaries and consent.

One Love Dialogues
We will be offering dialogues around healthy relationships through the OneLove Foundation centering the dynamics of specific communities.






Candlelit Prayer Service

CANDLELIT PRAYER SERVICE *for the Easter Season*

MONDAY, APRIL 8 • 5:30 - 6:00 PM
OUR LADY OF MERCY CHAPEL

EXPERIENCE THE SACRED **MYSTERY** OF PRAYER THROUGH **SONG** AND **SILENCE**
IN THE SPIRIT OF **TAIZÉ**

OPEN TO THE PUBLIC



ALL ARE WELCOME

Mercy Summit

MERCY SUMMIT on

Diversity, Equity and Inclusion



SALVE REGINA
UNIVERSITY

Friday, April 12, 2024
O'Hare Academic Building
salve.edu/inclusionsummit



Claiborne Pell Center Award



Join us as we present the
Claiborne Pell Center Award

**Honoring United
States Senator
Jack Reed**

Thursday, April 4, 2024
at 4:00 PM



**SALVE REGINA
UNIVERSITY**

Staff Advisory Council Events and Information



STAFF ADVISORY COUNCIL

SAC Linktree Page

SAC Campus Portal Page

SAC Anonymous
Feedback Form

Staff Advisory Council: Public Meeting

Friday, April 26, 10 a.m.

Please tune into the Staff Advisory Council on Friday April 26 for our monthly meeting! Come learn more about how the Staff Advisory Council operates and the work we're doing "behind the scenes" on behalf of all staff! We hope you join us via Webex!

Join link:

<https://salve.webex.com/salve/j.php?MTID=ma121d8286775cf154d-970beb3f5d001f>

Webinar number: 2314 101 8753

Webinar password: vfRD4sVWH87

Be on the lookout for upcoming April Staff Events:

- Reverse Easter Egg Hunt
- Fort Adams Tour
- LinkedIn Learning Sessions
- Staff Studies

Staff Lunch with President Armstrong

Monday, April 22
register here

Friday, May 31
register here



Earth Week Events



April 22-29, 2024

- Keynote Address with Salve's COP28 Delegates
- Full Moon Meditation
- Arboretum Tour with Salve's TreeHawks
- Annual Arbor Day Tree Planting and Earth Champion Awards
- Thrift Store & ReFill Pop-Up
- Clean-Ups & Other Community Service Opportunities
- Special Dining Menu
- and More!



SALVE REGINA
UNIVERSITY

To register and for more information, visit
salve.edu/earth-week



Class of 2024 Lavender Graduation!



SAVE THE DATE

Class of 2024 Lavender Graduation



SATURDAY, APRIL 27TH
1:00 - 3:00 PM
OCHRE COURT





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

- April 4 (Thursday 9am—12pm) **Being Me, Being We: Exploring the Lost Lesson of Relationships**, Rhode Island College—Gaige Hall room 200
- April 4 (Thursday 4pm) **Honoring United States Senator Jack Reed**, O'Hare Academic Building, Bazarsky Lecture Hall
- April 6 (Saturday 7:30pm) **Newport Night Run—A Race for Education**, Rogers High School
- April 8 (Monday 12pm—1pm) **HR Lunch and Learn—Make Discover the Roots of Trees: What Can We Learn from Salve's Arboretum**, Ochre Court State Dining Room
- April 8 (Monday 5:30pm—6pm) **Candlelit Prayer Service**, Our Lady of Mercy Chapel
- April 12 (Friday 8:15am—4pm) **Mercy Summit on Diversity, Equity and Inclusion**, Bazarsky Lecture Hall
- April 18 (Thursday 9am—12pm) **Navigating Workplace Conflict**, Bryant University—Academic Hall room MRC3
- April 18 (Thursday 11am—2pm) **Chair Massages for Faculty and Staff**, Ochre Court Library
- April 22 (Thursday 12pm—1pm) **Lunch with President Armstrong**, Ochre Court Library
- April 27 (Saturday 1pm—3pm) **Class of 2024 Lavender Graduation**, Ochre Court
- May 1 (Wednesday 11am—2pm) **Salve Stop and Swap**, Under the arch between Stonor and Drexel Hall
- May 2 (Thursday 9am—12pm) **Get Your Space and Time In Order**, Bryant University—Academic Hall room MRC3
- May 27 (Monday) **Memorial Day**, University offices are closed.
- May 31 (Friday 12pm—1pm) **Lunch with President Armstrong**, Ochre Court Library