



# HUMAN RESOURCES NEWS AND NOTES

Issue 3

November 3, 2008

**Inside this issue:**

Springfield College Day **1**

Happy Thanksgiving from HR **1**

Support Staff Information **2**

A/P News **2**

New Employees **3**

Things to Think About **4**

EAP **4**

Human Resources News **5**

## FALL HIGHLIGHTS!

### SPRINGFIELD COLLEGE DAY!

The Two Eagles Restaurant, located at 110 Island Pond Road in Springfield, is hosting "Springfield College Day" on Tuesdays, from 11:30 a.m. through 3:00 p.m. Present your Springfield College ID and receive a 15% discount on your meal, including soft drinks. The Two Eagles is a family-owned and operated establishment with a fine reputation for quality dining at reasonable prices.



**TOGETHER WE CAN  
MAKE A  
DIFFERENCE**

### HAPPY THANKSGIVING FROM HUMAN RESOURCES

The Office of Human Resources will be providing two lucky employees with all of the ingredients for a complete Thanksgiving dinner. In order to be eligible, you must be a current Springfield College employee. To complete an entry form, please stop by the Office of Human Resources, Administration Building, Room 221. The drawing will be held on Friday, November 14. Only one entry per employee.

Stay tuned for upcoming employee giveaways throughout the coming year.



**Go Green @ Springfield College**

**RECYCLE**

- Paper Products
- Cans, plastic/glass bottles, containers
- Cardboard boxes, cartons

**CONSERVE ENERGY**

- Turn off lights
- Switch to energy-saving lightbulbs
- Shut-down your computer

## SUPPORT STAFF NEWS

Speakers/events scheduled for the next two months are as follows:

### **Wednesday, November 12 – Amy Dean, Director of Marketing and Communications**

Amy will speak about her book, *Unmarked Trails: Ten Pathways to Change and Self-Fulfillment*.

For over ten years, Amy Dean published self-help books to assist personal healing, challenge individual growth, and foster development of self-esteem. Now, in today's climate of uncertainty, interest in self-help books has declined. Is there still a value in devoting time and energy to making changes in our lives that can assist us in taking risks, trying new things, setting goals, and motivating ourselves in ways that will improve our happiness, self-esteem, and physical, emotional, and spiritual well-being? If so, where do we begin? Amy will engage participants in discussion as she draws from her book. Amy will autograph any of her books that have been purchased by staff.

### **Tuesday, December 16 – Support Staff HOLIDAY CELEBRATION!**

Breakfast will be served to you by Human Resource Administrators! Come and spread holiday goodwill and cheer and enjoy visiting with your colleagues!



Due to on-going construction of the new Student Center, Support Staff Meetings will now be held in the Townhouse Conference Room at 8:45 a.m. on the second Wednesday of every month (unless otherwise specified.) All meetings will include a continental breakfast and a raffle! Starting on November 12, a shuttle will be provided to bring employees, who don't enjoy a brisk walk, to the meetings during the winter months. The shuttle will pick up employees from Lot 4 in front of the guard booth area.



### **Support Staff General Meetings**

**Townhouse Conference Room reserved 8:30 - 9:45 a.m.**

Meetings to begin at 8:45 a.m.

November 12  
 December 16 (Holiday "celebration") 8:30 – 10:00a.m.  
 January 21  
 February 11  
 March 11  
 April 8  
 May 13

## ADMINISTRATIVE/PROFESSIONAL STAFF NEWS

The first all A/P Staff meeting of 2008/09 was held on October 2. Rachael Naismith, AP Council Co-Chair, introduced the group's new members and explained the purpose of the Council. Participants also discussed topics and concerns for all future A/P staff meetings. In an effort to address some of the many important topics that were mentioned during the meeting, the AP Council is scheduling two or three all-A/P gatherings throughout the academic year. Human Resources is planning several information sessions on topics of interest to all staff. The first information session is scheduled for November 6 at 9 a.m. in the Marsh Conference Room, and will cover "Tuition Exchange."

The next all A/P Staff meeting will take place on Tuesday, November 18 from noon-1:00 p.m. in Locklin Hall, room 233. Dr. Allen Cornelius will offer attendees some tips and tricks for using humor to de-stress during the holiday and finals season. Lunch will be provided by Aramark. To attend Allen's workshop, please RSVP to Kelly O'Brien at 731-3408 or at kaobrien@spfldcol.edu by Tuesday, November 11.



## NEW EMPLOYEES

We welcome the following new Springfield College family members!

- Nicole Messmer, Program Administrative Coordinator, AmeriCorps
- Kerri Fleming, Editorial Assistant, Marketing and Communications
- Gary Albano, Police Officer, Public Safety
- Anne Ruvolo, Assistant Director/Student Activities and Campus Programs, Student Activities
- Christina Coppola, Custodian, Facilities
- Thomas Rattelsdorfer, Custodian, FACS
- Pernese Smith, Custodian, FACS
- Michael Majka, Custodian, FACS
- William Sicard, Custodian, FACS
- Sarah Burton, Assistant Director, Academic Advising
- Stuart Sparvier, Assistant Director, Residential Living
- Jeffrey Monseau, Archivist, Library
- Ashley Ricciardi, Toddler Teacher, Child Development Center

Our School of Human Services family has grown with the addition of:

- Ruthie Williams, Assistant Director of Recruitment/Admissions, Charleston, SC campus
- George Smith, Coordinator of Financial Aid Services, Tampa, FL campus
- Cheryl Williams, Administrative Secretary, Tampa, FL campus
- Ruoloa Durr, Administrative Assistant, Los Angeles, CA campus



## THINGS TO THINK ABOUT

### W-2s

The end of the year is fast approaching and before you know it, tax season will be upon us. If you have been thinking about changing your deductions, now is a good time to make those changes. Please stop by the Office of Human Resources to complete a new W-2 form with your updated information.



### SAVE MONEY

Springfield College employees who reside in Mass. can save time and money on their auto insurance and more. BankNorth Insurance Agency, Inc. offers a 6% discount on automobile insurance, as well as a 15% multi-policy discount on residence insurance (condos, renters, homeowners), when auto and residence insurance is with the same carrier.

There is no check writing or mailing, and no interest or finance charges when you use automatic payroll deductions through Springfield College. You can call BankNorth toll-free at 1.888.650.3355.



## EAP SERVICES

There is more to the Employee Assistance Program (EAP) than you may know. Utilizing EAP doesn't just mean that you receive counseling for personal issues. There are many ways EAP can serve as a resource for you. Aside from providing help with family issues, substance abuse, depression, and other behavioral health problems, EAP also offers employees financial or legal advice. Many things can contribute to financial hardships: illness, unforeseen family issues, and a number of other situations. If you're worried about a personal issue or your finances, please call our EAP provider.

Remember that all calls and/or visits are confidential, and the services received for yourself or any member of your immediate family are at no cost to you.

Our EAP provider is Longview and Associates, located at 450 Cottage Street in Springfield, MA. You may contact them at 413.785.4200 or 1.800.252.4555, or online at [www.theEAP.com](http://www.theEAP.com).



## HUMAN RESOURCES NEWS

### TIAA-CREF MEETING TIMES

Katie Clipsteno from TIAA-CREF will be available to meet with anyone interested in discussing their TIAA CREF account on the following dates:

December 16, 2008	April 16, 2009
January 14, 2009	May 14, 2009
February 10, 2009	June 10, 2009
March 5, 2009	

Please contact Pam Pettengill in the Office of Human Resources at extension 3963 to set up an appointment to speak with Katie.

Also please watch for the upcoming informational seminar on TIAA-CREF which will be later in November.

### UNITED WAY UPDATE

The 2008 Springfield College United Way Kickoff was held on September 23<sup>rd</sup> in the Townhouse Conference Room. Other United Way events held during the month of October included "Rock Your Morning with Harry" as well as the "Books 'R Fun" book fair which was held in Hickory Hall. Michele David, Mike Mayo and Chuck Redington were all lucky winners of a \$50 gift card to Best Buy with two prize drawings still remaining! To be eligible for these two remaining prize drawings, please return your United Way pledge form to the Office of Human Resources as soon as possible!

We are looking forward to a successful United Way campaign again this year! If you are in need of a pledge form, please contact Ann Warwick at ext. 3964. The deadline for pledge forms has been extended to Friday, November 7<sup>th</sup>. Thank you for your support of the United Way---together we can make a difference and "Live United!"

### TRAINING

The Office of Human Resources and the Office of Information Technology Services would like to thank you for your valuable input in our recent surveys. Please be sure to check your Bulletin Boards and the HR website for upcoming training schedules. Some of the topics to be covered will be Stress Management, Conflict Management, Supervisory Skills, and Administrative Skills.

In addition ITS will be offering classes in those areas that you designated as important to bettering your skills.

### INFORMATION SESSION TUITION EXCHANGE

Human Resources is planning several information sessions on topics of interest to all staff. The first information session is scheduled for **Thursday, November 6th at 9 AM** in the Marsh Conference Room and will cover "**Tuition Exchange**".