Reducing Shared Space Headaches

Sharing work space with a coworker and striving to be productive while also avoiding grating on each other’s nerves can be wearisome. Coping demands self-awareness and practicing common courtesies. **Four rules for working in close quarters can help.**

- Accept that conflicts will naturally arise periodically. This will help prevent your overreaction to them.
- Conflicts are opportunities to know your coworker better and become closer when they are resolved.
- Minimize frequency of conflict by not allowing irritations to compound. Discuss the small stuff.
- Maintain good hygiene, orderliness, and boundaries. This is the “trilogy” of shared-space harmony. These boundaries aren’t about physical location, but anything touching on sounds, smells, privacy, or matters associated with resource sharing, compromise, and negotiation.

**Remember, we’re all in this together!**

“Problems are only opportunities in work clothes.”

~ Henry Kaiser, American Industrialist (1882-1967)

New Hire Checklist

If you’re a new hire, congratulations! **Here’s a personal checklist for a more positive job future.**

- Get or create a detailed job description and invest time in ensuring that you understand key tasks.
- Know how your performance will be measured.
- Know how your work impacts others.
- Know how those internal customers use what you produce.
- Get a “buddy” you can go to with questions, especially about informal processes. Don’t start off finding yourself isolated.

EAP Wellness Calendars Are Now Available!

Another year is winding down. That means it’s time to start handing out the annual EAP wellness calendars! This colorful calendar offers an array of tips for your health and well-being that will help you throughout 2015 and beyond. **To request a copy be sent to you via campus mail, call the EAP Office 442-5483 or click on the “Special Promotions” icon on the EAP website’s home page.**

http://www.albany.edu/eap/

**One per employee while the supply lasts.**
In the Workplace...

Secrets to Gaining Influence at Work

You have an impressive résumé and tons of experience—why aren’t you being sought at work for your expertise? The answer is initiative. Initiative takers are seen as leaders, and your résumé is secondary to how you are perceived by your actions in the workplace. Initiative takers naturally expand their own influence and value by being willing to take on new things. When they do this appropriately without elbowing or appearing overzealous, managers and peers seek them for their opinions and solutions. Speed your ascent to becoming the perceived “resident expert” by taking more initiative.

Would You Make a Good Boss?

Don’t shy away from becoming a supervisor because you don’t possess every required skill. Are you good at explaining things to new coworkers or those learning something new? Do you have good ideas and a way of expressing them in a convincing manner? Do you stay unruffled by politics and frustrations of a bureaucracy? Are you motivated to learn new skills that give you the business acumen necessary to be effective in a managerial role (technology, finance, etc.)? If you believe in your organization’s purpose and don’t fear accountability, and you naturally engage with others and communicate well, then seize your next opportunity to become a supervisor!

Walk with Ease Program

New York State EAP and the NYS Department of Health have teamed up to offer an exciting new program called Walk With Ease, a 6–week program developed by the Arthritis Foundation and supported by UAlbany’s Center for Excellence in Aging and Community Wellness. This self-guided program is suitable for the beginner, physically fit, and everyone in-between who is interested in improving his or her overall health. Walk as much or as little as you like at times that are convenient for you. When you register for the program, you will receive the Walk With Ease Guide and Workbook to help you prepare to walk and to stay motivated to continue walk. The guide and workbook help you set goals and rewards as well as track your progress.

Fall is the perfect time of year to start walking. Why not take advantage of the beautiful weather and begin by walking during the workday at lunch or on a break? To learn whether this program is right for you and to sign up to get started, go to: www.ceacw.org/wwe/registration

Want to find local hiking areas for your walks? Go to: http://www.localhikes.com/MSA/MSA_0160.asp

Resource for Articles: Frontline—Employee Wellness, Productivity & You! Frontline newsletter is courtesy of the New York State Employee Assistance Program.
Suicide Prevention: Three Myths You Should Know

Approximately 100 people commit suicide per day in the United States. Dispelling myths about suicide is job No. 1 for prevention. Here are three myths you should know:

**Myth 1:** If you ask someone if they are having suicidal thoughts, you might prompt them to commit suicide. **Fact:** Asking about suicidal thoughts is the first step toward help.

**Myth 2:** Life is precious, so being suicidal means you’re psychotic or out of touch with reality. **Fact:** Suicidal persons are in a state of “being overwhelmed” or in pain that is caused by depression, grief, despair, trauma, or other life circumstances. Typically, suicidal persons can state the reasons they feel suicidal.

**Myth 3:** Persons who talk about taking their lives by suicide are trying to manipulate others. **Fact:** Suicidal persons want the pain to stop, and most who do commit suicide said or did something prior to doing so that indicated their need for help.

Knowing the facts and not perpetuating the myths will help suicide prevention efforts. **For additional information,** contact UAlbany EAP Coordinator Brenda Seckerson to access the confidential information, assessment and referral service. bseckerson@albany.edu 442-5483

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Flu Shot Clinic Set for UAlbany

Are you ready for flu season? The University Health Center has coordinated its annual flu shot clinic. Provided by MAXIM Healthcare Services, the clinic is open to faculty and staff, too! The vaccination fee is $25.00 with the following NYSHIP/RF health insurances* being accepted. **Note:** It is suggested that you confirm coverage for this flu shot clinic with your insurance carrier.

- CDPHP
- MVP Health Plan
- Empire Blue Cross

If you are finding it difficult to be as productive as you used to be, perhaps a stressor in your life is impacting your ability to feel your best at work and/or at home. The Employee Assistance Program’s Assessment & Referral Service might be the answer. Take advantage of this free voluntary confidential employee benefit. Support, information, and referrals are available to assist you in finding a way to address your concerns.

If you would like to schedule an appointment for an Assessment & Referral session with EAP Coordinator Brenda Seckerson, CALL 442-5483 or EMAIL bseckerson@albany.edu www.albany.edu/eap

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We may encounter many defeats but we must not be defeated.

~Maya Angelou, Author and Poet (1928-2014)
Depression in College: What Parents Should Know

Most young people heading off to college are eager to experience all that it offers, but some will also experience clinical depression, a treatable mental illness that affects over 10 million adults, including about 9% being between the ages of 18 and 25. Spotting the disorder early can make for more successful treatment. If you’re a parent, be aware of any family history of depression that increases the risk. Guard against misconceptions about depression, such as symptoms of loneliness, stress, being disorganized, disappointment with classes, or the breakup of a former high school romance. All are stresses and cause sadness, but are not root contributors to major clinical depression.

To intervene sooner, be aware of any period of two weeks or longer during which there is either depressed mood or loss of interest or pleasure in school, and undesirable changes in sleep patterns, eating, energy level, concentration, and self-image. As UAlbany employees, you know that mental health counseling is available on college campuses. Depression is a key complaint. Don’t allow stigma to delay a referral to effective, professional help for your college-aged child.

Resource: Frontline—Employee Wellness, Productivity & You! Frontline newsletter is courtesy of the New York State Employee Assistance Program.

Do you know...

You can save money through NYS Flex Spending Accounts?

Dependent Care Advantage Account and Health Care Spending Account

Do you have dependent care expenses? The **Dependent Care Advantage Account** (DCAA) provides eligible employees the opportunity to pay for childcare, elder care, or disabled dependent care expenses on a pre-tax basis. You may set aside up to $5,000 of pre-tax salary annually to be reimbursed for dependent care expenses that you incur so you and your spouse, if married, can work or attend school. Employees with dependent children under the age of 13, handicapped children of any age, disabled spouses, or other adult relatives needing care may be interested in participating in this program. You may use this program for elder care expenses for adult relatives living in your home, even if you cannot claim them as dependents for income tax purposes. Additionally, there is an **Employer Contribution** for those who qualify.

The **Health Care Spending Account** (HCSA) allows eligible State employees to set aside from $100 to $2,500 annually in pre-tax salary to pay for health-related expenses that are not reimbursed by health insurance. Medically necessary health, dental, prescription, vision, and hearing expenses for eligible enrollees and their dependents may be reimbursed.

**Enrollment:** The 2015 open enrollment period for the Flex Spending Account (FSA) begins October 6, 2014, and continues through midnight on November 7, 2014. [http://www.albany.edu/hr/assets/fsa-enrollment-information.pdf](http://www.albany.edu/hr/assets/fsa-enrollment-information.pdf)

**Flex Spending Account Hotline:** 1-800-358-7202
Shining the Light on Domestic Violence

“But he apologized and said it won’t happen again.” “She only yelled at me and took my phone. It was nothing.” “He said he loved me. I deserved it. I asked for it.”

Do these phrases sound familiar? Have you or someone you know said these very words after a fight with an intimate partner? If so, then you may be a victim of domestic violence.

Domestic violence is non-discriminatory. It affects all ages, races, genders, educational and salary levels. These issues may cause long-term negative consequences on all aspects of life.

Domestic violence comes in many forms. The most recognized are physically restraining, punching, kicking, pushing, hair pulling, biting, or shoving another person. Behaviors can be the use of threats and intimidation, yelling, insulting, and publically humiliating a partner. However, domestic violence may also be controlling behaviors such as excessive texting, calling, emailing or following a partner. It can be making false or derogatory remarks on social media or statements to friends. These behaviors are not normal and are unacceptable. No one has the right to physically harm you or control you. In some cases, these behaviors are illegal and are subject to arrest and criminal proceedings.

If you or someone you know is a victim of domestic violence, there are a number of resources available. Web access to information can be found at the New York State Office for the Prevention of Domestic Violence site www.opdv.ny.gov. The UAlbany Employee Assistance Program (EAP) is a resource for confidential information, assessment, and referral to assist with getting help with incidents of domestic violence. And of course, the University Police Department can be contacted 24 hours a day directly at 518-442-3131.

October is Domestic Violence Awareness month. Every day, week, and month throughout the year it’s important to stay aware of this type of violence and remember that there is help and support available.

For information on domestic violence, contact the New York State Office for the Prevention of Domestic Violence website:

http://www.opdv.ny.gov/

Or, call the NYS Hotline:
1-800-942-6906, for English & Español/Multi-language Accessibility.
Deaf or Hard of Hearing: Dial 7-1-1

Contact UAlbany EAP for confidential information, assessment, and referrals. 442-5483
bseckerson@albany.edu

The University at Albany Police Department is staffed 24/7, 365 days a year. Please make sure you note our emergency numbers and store them in your phone. 518-442-3131 or 911 from any campus telephone. Be sure to visit our website at police.albany.edu You can follow us on Twitter @UAlbany UPD and like us on Facebook at University at Albany Police Department.
Behavior plays an integral role in the success of everything we do. Generally, the manner in which you conduct yourself involves an action and ultimately a response to some type of stimulation. When you identify something in your behavior you want to change, think about modifying the behavior in a way that sets you up to be successful in reaching your goal.

Behavior modification involves an active process in which you empower yourself to make changes that you choose and then implement them in the way you wish to make them. When it comes to your dietary practices, behavior modification includes monitoring and changing what, when, and how you eat. It also includes the way you think about food as well as what you do, or don’t do, to support optimal health and wellness for you as an individual.

Why is behavior modification important? We are influenced by a culture that defines attractiveness in an unhealthy way. This distorted thinking links our personal appearance with personal well-being, satisfaction, confidence, and self-esteem. These distortions can lead to self-neglect in many areas of our lives and may result in unhealthy eating habits.

If you are interested in making a change in your eating practices, you first need to identify, or become aware of, what your practices are. Awareness is brought on by monitoring your actions and behavior. This can be done by keeping a daily food log in which you include the type and amount of food you eat, the time you eat it, and what your feelings are around eating that food. You can handwrite out this information or make use of one of the numerous Apps that support keeping and organizing food logs such as the one we support here on campus, MyFitnessPal.

Over 65 million people are using this convenient and easy-to-use App for tracking their eating behaviors. It has one of the largest nutrition and calorie databases known. It links with Sodexo, UAlbany’s food service company, to offer more than 4300 of their recipes – many of which are offered in our campus dining rooms.

If you are thinking about making changes in your lifestyle to support better health and wellness, start by monitoring your daily food practices. Give some thought about what you want to change or improve. **Remember: nothing changes until something changes!**

Join Donna Duffy and Chef Oriol for the EAP Lunchtime Program on October 23. See page 8 for details!

Did you know that many healthy food options are available right here on campus in any of our quad dining rooms or campus center venues? Don't have a meal plan? Contact the SUNYCard office today for information on how you can get one. [http://www.albany.edu/uas/sunycard_services.php](http://www.albany.edu/uas/sunycard_services.php)
Vegetarian Sweet Potato Chili

Ingredients:

- 2 tbsp olive oil
- 1 onion, diced
- 2 garlic cloves, minced
- salt and black pepper, to taste
- 1 orange bell pepper, seeded and diced
- 1 yellow bell pepper, seeded and diced
- 3 medium sweet potatoes, peeled and cut into 1/2-inch cubes
- 2 tsp chipotle chili powder
- 2 tsp cumin
- 1 tsp cinnamon
- 1 tsp cocoa powder
- 15 oz can black beans
- 15 oz can pinto beans
- 14.5 oz canned diced fire-roasted tomatoes
- water or vegetable broth, to cover
- radishes, thinly sliced, to garnish

Instructions:

1. In a large heavy-bottomed pot, heat the olive oil over medium heat. Add the onion, garlic, and a pinch of salt, sautéing for 3-4 minutes or until starting to become tender. Stir in the bell peppers and sweet potato cubes. Sauté for another 4-5 minutes, stirring frequently.
2. Add the chili powder, cumin, cinnamon, and cocoa powder to the pot, stirring constantly, for 30 seconds. Stir in the beans, tomatoes, and enough water or vegetable broth to cover the veggies. Season to taste with salt.
3. Bring to a boil and then lower, simmering, covered, for 30 minutes. Season to taste with salt and black pepper.

Yield: 6 servings
Serving Size: 1 bowl

Recipe Submitted by Jessica Healy, EAP Committee Co-Chair, Research Foundation Representative

Make a great plate! Quinoa is full of sustaining protein. Check out this autumn pilaf recipe. Go to:
http://www.personalbest.com/extras/BUDWC/Images/CC4October14h.jpg

Compliments of Personal Best Publications. (The same company that produces the popular EAP Wellness Calendar!)
Healthy Living at UAlbany

Good health. Most people want it, but often struggle to make it a natural part of each day. Join UAlbany’s Certified Executive Chef, Gerald Oriol, and campus dietitian, Donna Duffy for a discussion and cooking demo based on Sodexo’s award-winning Mindful program. What is Mindful? It is fueling minds and bodies by balancing nutrition with enticing flavors that lead to higher satisfaction and an indulgent approach to enjoying good health. Come sample healthy, delicious foods that are found daily in our own campus dining rooms. Hope to see you there!

To Register Contact:
Brenda Seckerson, EAP Coordinator
bseckerson@albany.edu
CALL 442-5483 OR REGISTER ONLINE
http://www.albany.edu/eap/event_sign-up.htm

Cooking Demo
Thursday, October 23
12:00 - 1:00 pm
Room 375, Campus Center
Registration Deadline: Tuesday, October 21
Home Safe Home

Creating a Dementia-Friendly Environment

Receiving a diagnosis of Alzheimer’s disease or a related dementia is difficult enough, but adapting the environment, whether it be at home or in a residential care setting, to best address the needs and safety of an older person presents a major challenge. In this program you will:

- Learn about the changes in the body and brain brought on by Alzheimer’s disease
- Identify ways in which the environment can affect people with dementia
- Gain ideas for practical home enhancements that will help caregivers support their aging loved ones
- Identify potential hazards and safety concerns in the home while ensuring that independence is maintained
- Discover how to create a supportive environment in a long-term care setting

Presenter: Erica Salamida, Capital Region North Program Manager, Alzheimer’s Association Northeastern New York

To Register Contact:
Brenda Seckerson, EAP Coordinator
bseckerson@albany.edu
call 442-5483 or register online
http://www.albany.edu/eap/event_sign-up.htm

12:00 - 1:00 pm
EAST Campus
Tuesday, October 28
SPH Conference Room 110A

UPTOWN Campus
Friday, November 14
Standish Board Room, Science Library
What’s Your Money Personality?

Money, Emotions, and Communication

Have you ever thought about your personal money values and how they might impact your financial decision-making style? How often do you have conflicts over money matters and financial decisions? Join us as we learn about money personality traits, discover our “Money Color,” and how these traits influence money habits and attitudes. We’ll also discover strategies to avoid conflicts over money and how to work with a partner on making money choices that reflect compromise, negotiation, and shared goals. Attending this EAP Lunchtime Wellness Program will be a valuable asset towards supporting your financial well-being!

Presenter: Maria DeLucia-Evans, Community Educator for Cornell University Cooperative Extension of Albany County

To Register Contact:
Brenda Seckerson, EAP Coordinator
bseckerson@albany.edu
call 442-5483 or register online
http://www.albany.edu/eap/event_sign-up.htm

Thursday, November 6
12:00 - 1:00 pm
Room 375
Campus Center
Registration Deadline: Tuesday, November 4
We have all experienced the feeling at times that there simply aren’t enough hours in our work day to accomplish all we need to do, much less the things we would like to do. And although we tend to downplay (or worse yet, ignore) our wants over our needs due to time constraints, whether we realize it or not, that in itself can become mentally draining and stressful even over the course of just a week. If you simply allow yourself a break from the everyday stress of your work day to rejuvenate your mind and body, the payoff is that it can enhance your overall outlook. The EAP Lunchtime Wellness Programs are a perfect opportunity to allow you a well-deserved, interesting, and enjoyable break.

With this in mind, an idea to enhance the experience of taking breaks one step further would be to attend an EAP lunchtime program with a co-worker(s). Relationships with those you work with can be deepened by shared interests outside of your daily work environment. Additionally, attending programs of mutual interest unrelated to your everyday responsibilities can be rejuvenating. And since everyone has different interests, you can become more connected on a personal level with your co-workers, thus creating and encouraging the benefit of team-building in your workplace, too.

So, with the fresh start of a new academic year, do yourself and others a favor by scheduling an EAP lunch date on your calendar from time to time. Besides regular email announcements sent out by our EAP Coordinator Brenda Seckerson, a quick click onto the EAP calendar will also provide you with a list of upcoming wellness events to choose from. http://www.albany.edu/eap/monthly_eap_calendar.htm On behalf of all EAP committee members, we look forward to seeing you at upcoming lunchtime programs this year.