EAP Presents a New Event: **Stress Less Week**

Trying to eat healthy. Staying on top of your finances. Making time to relax and de-stress from your busy life and responsibilities. Managing time and being organized. These and a myriad of other “to dos” that appear in our personal and professional lives can cause major stress for us. UAlbany EAP would like to help!

During the first week of November, faculty and staff are invited to attend a variety of EAP-sponsored events designed to provide information and opportunities to address some of life’s stressors. Programs will take place in the Campus Center throughout the week with each day covering a different topic to “stress less” about!

- **Monday**—Building a Healthy Lunch
- **Tuesday**—Financial Fitness
- **Wednesday**—Stress Management Techniques (therapy dogs, chair yoga, and meditation)
- **Thursday**—Time Management
- **Friday**—Essential Oils for Health and Wellness

EAP hopes that one or two of these offerings will be of interest to you and will help you gain information and ideas that will support your efforts to “stress less.” EAP giveaways and door prizes will be available, too!

TIAA-CREF and VOYA are contributing sponsors to this event. We hope to see you in November!

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EAP Wellness Calendars Are Now Available!

A new year is fast approaching. 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 2016 and beyond. To request a copy be sent to you via campus mail, call the EAP Office at 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...

Be “Internal” Customer Service Savvy

You may be an “external” customer service pro, but are you “internal” customer service savvy? Internal customer service means taking care of those persons or departments in your organization and their needs with high-quality service and assistance. Knowing the key elements of internal customer service will help you deliver the “wow!” factor inside as well as outside your organization.

- Promptness—think responsiveness, speediness, and moving obstacles to “deliver the goods.”
- Competency—think showing your professionalism, skills, and completeness.
- Positivity—think optimistic, affirming, polite, and energetic.
- Exclusivity—show a your-needs-are-my-sole-concern-right-now attitude.

Does it sound like good internal customer service is a prescription for burnout? Just the opposite. These mostly attitude- and belief-driven behaviors can help insulate you, because they produce a reciprocal response from others toward you!

Are You a Morning or Evening Person?

All of us are affected by our sleep-wake cycle and an internal circadian biological clock. When are you most creative—morning or evening? Not sure? The Ostberg Morningness–Eveningness Questionnaire may help you find out. Although not consistently validated by research, it may yield insights to help you decide when to do creative work, achieve better sleep, exercise, and establish work habits that fit your biological situation. Check out this fun, automated scoring questionnaire at www.cet.org/self-assessment. Choose the circadian rhythm assessment and get a detailed, personalized report at the end.

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

Some people make things happen, some watch things happen, while others wonder what has happened.

~ Proverb
Are you finding yourself struggling with any of the following?

- Family, parenting, and relationship issues
- Work stress and conflict
- Substance abuse or dependency
- Elder care
- Mental health concerns (e.g., depression, anxiety)
- Legal and/or financial concerns
- Grief and loss
- Or anything else related to work or home that is causing you undo stress and affecting your ability to be as productive as you once were?

You don’t have to deal with it alone. Support is available through UAlbany’s Employee Assistance Program (EAP). The mission of UAlbany EAP is to provide services to support a healthy, productive workforce. Available to all employees is the voluntary, confidential Information, Assessment, and Referral Service provided by UAlbany EAP Coordinator, Brenda Seckerson. Take advantage of this confidential assistance available as an employee benefit.

“Don't judge each day by the harvest you reap but by the seeds that you plant.”

~ Robert Louis Stevenson, Scottish novelist, poet, essayist (1850-1894)

To schedule an appointment for a confidential Information, Assessment & Referral session, contact:

Brenda Seckerson, EAP Coordinator
442-5483
bseckerson@albany.edu
EAP Website: http://www.albany.edu/eap

Employee Assistance Program-sponsored events and services are open to UAlbany and Research Foundation faculty, staff, family members, UAS employees, GSEU members, and retirees.

Early intervention is the key! Contact EAP.
Stress Management Technique: Reframing

Proper diet, sleep, exercise, and pursuing work-life balance are important for managing stress. Less often considered is how to think differently about stressful incidents in order to reduce their emotional impact. Your perception is reality, so intervening here is a smart move.

One such intervention tool is “reframing.” When you practice reframing, you decide against being overwhelmed. You aggressively view your distressful circumstances differently—reducing their perceived importance, meaning, urgency, possible harm, long-term impact, or significance. The goal is detachment. A friend who says to you, “Hey, look on the bright side …” is suggesting that you use reframing.

Getting a $150 speeding ticket going 38 mph in a 25 mph zone is stressful. Deciding on the spot that the event is now out of your control can instantly free you from panic and anguish. Reframing takes practice, but you will reap extraordinary returns from it. Practice reframing more reactively and you will manage stress more effectively. You will retain more energy for bigger problems.

All in the Family...

Bullying in School: Two-Month Checkup

The risk of being bullied is a bit higher during transitions from elementary to middle to high school. Symptoms you may see since school started could include aggression, symptoms of withdrawal, and lower grades than usual. Only one in ten victims will inform an adult about abuse from a bully, primarily because of fear of retaliation. Feeling embarrassed or ashamed of being “the one” the bully has decided to target also contributes to denial. The self-talk script is, “There must be something wrong with me if I am the target.” Girls are twice as likely as boys to be victims and perpetrators of cyberbullying. Survey research indicates 25% of students who are lesbian, gay, bisexual, transgendered, or questioning their sexual identity have experienced harassment at school or online. Source: BullyingStatistics.org

For more information and tips on how to talk to your child or teen if you are concerned about the possibility that bullying is taking place, check out the Stopbullying.gov website.

Living with Someone in Chronic Pain

All chronic health issues have ripple effects for loved ones, but chronic pain is especially potent. The reflex to back off and avoid the spouse, partner, or family member can be a natural one. Don’t do it. Instead, view communication as key to preserving the quality of your relationship. There are mental health professionals who specialize in chronic pain and family dynamics. Don’t allow pain to be a force that makes family closeness, couple intimacy, and cooperation disintegrate. Talk to a mental health professional. Contact UAlbany EAP to find these referrals in our community.

Learn more at apa.org and search “chronic pain.”

Source for Articles: Frontline—Employee Wellness, Productivity & You! Frontline newsletter is courtesy of the New York State Employee Assistance Program.
Teaching Your Children About Money

It’s never too soon for money school.

Money: How to get stuff
At an early age, children recognize the importance of money. They see you exchange it for food at the grocery store or for something that might mean even more to them—such as for toys at the toy store. To them, it’s how you get stuff. But where does money come from? How do you get more? Why isn’t there an unlimited supply?

It’s never too soon to start teaching your children these and other important lessons about money. The sooner you start, the better chance your child will develop financial skills that will last a lifetime.

“Money doesn’t grow on trees.”
Your parents said it to you, and you’re sure to say it to your children one day as well. Okay, so if money doesn’t grow on trees, where does it “grow?” While every child develops at a different rate, most young children can understand the concept of earning money. Explain to them that you earn money by working, and that this is why mom or dad (or both) leave each day to go to work.

Once children understand that money is “earned,” you can consider letting them earn their own money through an allowance. To children, an allowance is a first step to the adult world of finances. It’s like getting their own regular paycheck, which allows them to buy the stuff they want. Some key considerations when providing an allowance include:

How much will the allowance be?
An allowance can be directly tied to the child’s age, as older children may need more money to cover certain expenses. If you expect the allowance to be used for expenses, it should cover those costs. And of course, the family income is a big factor.

Will it be tied to specific chores?
The decision of whether to reward an allowance for performing chores depends on what is best for your family. If you choose to enforce chores, just be sure the rules are clear and consistent and that the chores are age appropriate.

How can the child use their allowance?
It is never too early to teach the importance of savings. You could consider imposing a rule that a certain percentage be saved from every allowance payment. You could also enforce percentages on how the money can be spent. For example, 10% to entertainment or toys, 20% to clothing, etc.

Saving lessons
One of the most important money lessons for children to learn is the concept of saving. When setting ground rules for an allowance, consider requiring that the child set aside a portion of his or her money for future goals. Make sure the goals are meaningful to the child, such as purchasing a new bike (as opposed to saving for college). Here are a few tips to consider:

For younger children
– Make the process of saving visible, fun and physical. Use a large jar with a picture of the target purchase taped on it or a brightly-colored piggy bank shaped like a favorite cartoon character. Find creative ways to help the child count and record his or her money.

For older children
– Consider a savings account at your local bank to teach the concept of interest. Many banks have “kids accounts,” with simple recordkeeping that makes it easy for a child to track his or her account.

For larger purchases
– Consider matching the child’s savings. For example, contribute a dollar for every two dollars saved towards the purchase of a new pair of brand-name sneakers worn by a favorite basketball player. Or contribute a flat amount of, say, $30, and let him or her come up with the rest.

Teach by example
Remember that at a very early age, your children will start to take their cues from you about money management, just like everything else. So take a long, hard look at how your family handles financial matters.

Money Schooling
By teaching your children about the basic concepts of money—how money is earned, how it’s saved and how it’s invested—they’ll be more likely to become financially responsible as adults.
Stress Less Week

For UAlbany Faculty & Staff

Event Calendar

“Stress Less...Preparing a Healthy Lunch” with Donna Duffy, UAlbany Campus Dietician.

Monday, November 2: 12:00 pm—1:00 pm Assembly Hall

Box lunch provided by Sodexo and sponsored by TIAA CREF. Registration required. Limit 50 attendees.

“Stress Less About Finances Station” with financial consultants from TIAA-CREF and VOYA. Receive financial fitness information. Enjoy games and prizes! Grab a snack and learn some stress management techniques, too!

Tuesday, November 3: 10:00 am — 3:00 pm Fireside Lounge.

PLUS, “Stress Less About Investing” lunchtime program presented by TIAA- CREF. 12:00—1:00 pm Assembly Hall

“Stress Less...By Using Relaxation Techniques” Experience therapy dogs, chair yoga, and meditation.

Wednesday, November 4: 12:00pm —1:30 pm, Fireside Lounge. Therapy Dogs provided by Therapy Dog International. Just Stop In!

PLUS, two stress management classes available!

- 12:00 pm—12:30 pm, Assembly Hall, “Sit and Get Fit – A Chair Yoga Experience” with Judi England.
- 12:30 pm —1:00 pm, Assembly Hall, “Introduction to Meditation” with Judi England.

“Stress Less About Time Management” with Alan Krieger with Krieger Solutions, LLC.

This program will be offered at TWO different times.

Thursday, November 5: Room 375, Campus Center, 12:00 pm — 1:00 pm and 1:15 pm—2:15 pm

“Stress Less...Enhance Your Overall Wellness with Essential Oils” with Terry Quigley.

Friday, November 6: 12:00 pm—1:00 pm Assembly Hall

For more program details, visit the EAP website calendar.

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

Door prizes & EAP giveaways available, too!
EAP’s mission is to help support and maintain a healthy and productive workforce. With that mission in mind, this year we’re embarking on what we hope will be a worthwhile, fun endeavor to highlight our connection to the University and our pride in all that we as employees contribute to make UAlbany a unique place to work.

There are some basic elements of what makes a workplace a “healthy and productive” environment. Employees need to feel valued, find meaning and purpose in their work, feel a sense of pride in what they do and who they work for, and have positive social connections with their co-workers and supervisors/managers. We all play a role in creating a healthy workplace and in feeling engaged as University employees.

**How will this project work?**

- Each month in the *EAP ENews* we’ll ask a question or invite you to reflect on some aspect of your connection to UAlbany, your workplace. We’ll use the e-newsletter as a means of sharing some of the comments (and even photos!) that are submitted.

- If you’d like to participate by sharing your comments, you’ll go to the [EAP website](#) and click on the “Questions and Comments” icon. Be sure to note whether you’d like to include your name on your comment or if you would prefer not to include it.

- If you wish to send a photograph along with your comment, follow the directions on the Questions and Comments page about how to submit the photo.

- By providing your submissions, you are giving EAP permission to publish your answers, including provided pictures. Please note that all responses may not be published in the *EAP ENews* due to space considerations. Additional comments/photos may be posted to the EAP website for viewing.

EAP is excited about initiating this endeavor and providing an opportunity to ENGAGE YOU in this ongoing conversation about your connection to UAlbany—this place where we all work together to keep the University thriving!

**Let’s get started with the first question in the EAP EngageYOUAlbany project.**

See the next page!
EngageYOUAlbany!

To get the project rolling, some of the EAP Committee members are contributing first!

What is one of your favorite places on campus?

“My favorite place on campus is at the top of Collins Circle – I enjoy looking out at the circle and standing in front of the University at the same time. It’s also the half way mark for my morning runs!”
~ Jessica Healy, EAP Committee Co-Chair, Research Foundation Representative

“My favorite place on campus is Indian Pond. My son and I like to take walks there after school.”
~ Merissa Mabee, M/C Representative

“One of my favorite spots is on the podium under a white birch tree near the Campus Center. It provides shade and a nice opportunity to say ‘hello’ to people as they pass by.”
~ Linda Gallagher, EAP Committee Co-Chair, UUP Representative

“My favorite place on campus is the entry plaza, especially during commencement weekend.”
~ Brendon Phillips, UAS Representative (Photo provided)

“My favorite spot on campus is Collins Circle.”
~ Jennifer Fila, M/C Representative

Now it's your turn!

Let us know one of YOUR favorite places on campus. Simply click on the “Questions and Comments” icon on the EAP website or click here to share your comment. Then be sure to read the November edition of the EAP ENews to learn what spots on campus have a special draw for UAlbany faculty and staff!
Remaining Safe and Independent in the Face of Aging and Illness: How Can a Geriatric Care Manager Help?

When you or someone you know is faced with changes due to aging or illness, you want to know where to turn for help. Should they move? Are there legal and/or insurance issues? Medical care needs? A new diagnosis of chronic illness? Physical decline? Possible dementia?

This session will help you understand what a Geriatric Care Manager/Aging Life Care Professional is and how they can help you navigate the various systems. As private geriatric care managers, we are able to stay involved as long as necessary to insure the older adult and their family experience the best quality of life possible.

**Presenter:** Karen E. Meemken, LCSW, C-ASWCM, Aging Life Care Manager is a graduate of the University at Albany School of Social Welfare, where she received a Master’s degree in Social Work. With 25 years of experience in the health care arena, she has been an Elder Care Consultant for the CHOICES Geriatric Care Management Program at St. Peter’s Hospital since 2004. She considers it a privilege to be able to educate older adults and their caregivers about available resources so they can struggle less with meeting the needs of family, elders, and themselves.

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

**Tuesday, October 6**
**12:00 - 1:00 PM**
**Campus Center Room 375**

Deadline to Register
Monday, October 5
Using EAP in the Workplace

For Faculty and Staff in a Supervisory Role ~ Great for New Supervisors, too!

EAP’s mission is to help maintain workplace productivity by assisting employees when personal and/or professional issues may be affecting job performance. Whether you supervise civil service, faculty, professional, graduate student (GA/TA) or Research Foundation employees, there may be times when your staff members need help resolving problems that are outside your scope as supervisor. Making a referral to EAP gives University employees an opportunity to address work and/or life concerns confidentially.

Topics include:
- An overview of EAP and its services
- How to identify and manage performance issues
- When to make a referral to EAP

Join us as we discuss UAlbany’s EAP and explore how supervisors can utilize the program more effectively in the workplace.

Wednesday, October 14
10:00 - 11:30 am
Standish Board Room
Science Library
Deadline to Register
October 13

To Register Contact:
Brenda Seckerson, EAP Coordinator
bseckerson@albany.edu 442-5483
http://www.albany.edu/eap/event_sign-up.htm
**Employee Assistance Program**

**6-Hour Defensive Driving Class**

This 6-hour class can help to reduce your insurance fees or deduct points from your license. NYS requires attendance for the full 6 hours to receive credit.

Course Fee: $22.00
Paid at the time of registration.
Make check payable to: NTSI
Send to MSC #200

Registration deadline: Thursday, Oct. 15

**Monday & Wednesday**
**October 19 and October 21**
**5:30 pm - 8:30 pm**
**Standish Board Room**
**Science Library**
**Instructor:**
**Sharon Simonik**

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

Employee Assistance Program-sponsored events are open to UAlbany and Research Foundation faculty, staff, family members, UAS employees, GSEU members, and retirees.

THE WORLD WITHIN REACH
Do you have a health care proxy in place? Do you have children but don’t have a will set up? Do you think it’s only when you are retiring or “getting old” that you need to deal with estate planning?

Regardless of age, there are certain estate planning steps to take to ensure that your financial and health wishes are carried out if you become incapacitated or pass away. This presentation will give you the tools and information needed to implement a successful estate plan that will save time, money and anxiety for you and your loved ones.

Presenter: Timothy E. Casserly, Esq., CFP

Casserly is the co-founder of the Albany, NY based law firm Burke & Casserly, P.C., which was established in 1988. Casserly focuses his practice on wills, trusts, estates; elder law; and financial, retirement and tax planning. He is a Certified Financial Planner and is a member of the National Academy of Elder Law Attorneys.

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

Sunday, October 20
12:00 pm - 1 pm
Room 110A
School of Public Health

Registration Deadline: October 19

This program will be coming to the Uptown Campus in November!
EAP LUNCHTIME WELLNESS PROGRAM

It’s time for the fall semester EAP Art Break! This is a great way to get energized during your work day and connect with others who are interested in the arts and in learning about the UAlbany campus!

Art Break

Join us as University Museum Director Janet Riker takes us on a tour of the two current exhibits.

Bordering Utopia: Sculptures by Brian Tolle—This exhibit “features highly-crafted sculptures that combine detailed historical research with the latest techniques of production. Tolle explores America’s utopian quests from colonial times through the postwar era.”

Oded Hirsch: Three Videos—“Cast against stunningly formidable landscapes, a group of workers perform strenuous tasks across sea and land with anti-climatic results.”

For more information about the exhibits, go to: http://www.albany.edu/

To register, contact:
Brenda Seckerson, EAP Coordinator
442-5483
bseckerson@albany.edu

Or, register online:
http://www.albany.edu/eap/event_sign-up.htm

EAP-sponsored events and services are open to UAlbany & Research Foundation faculty, staff, family members, UAS employees, retirees and GSEU members.
Hit the Trails This Month!

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

The fall months are a great time to explore the many hiking trails in the Capital Region and up I-87 North to the Adirondacks. The views are amazing, and the temperature is perfect this time of year. Here are some resources to get you started! Happy trails to you!!

“Of all the paths you take in life, make sure a few of them are dirt.”
~John Muir, Scottish-American naturalist, author, environmental philosopher
(1838-1914)

Best fall hikes in the capital region to the Adirondacks:

5 Tips for Hiking in the Fall:
http://www.theclymb.com/stories/tips/5-tips-hiking-fall/

Learning more about Hiking:

LL Bean Outdoor Discovery Schools Adventure offers hiking outings and free classes that can help you prepare for a hike (first aid kits, how to work a compass) http://www.llbean.com/llb/ods/33?nav=bc

Albany Pine Bush Preserve offers a wide variety of hiking events: http://www.albanypinebush.org/discovery-center

Hiking Groups: If you are interested in hiking with other likeminded people, here are some hiking Meet Up Groups that you can join for free or for a very small fee:


Mohawk Hudson Chapter of the Appalachian Mountain Club http://www.meetup.com/amcmohawkhudson/

Hiking Mates of the Capital Region http://www.meetup.com/hikingmates/events/222695180/

Photo: Jessica enjoys hiking in the great outdoors!
The Guilderland Central School District, in conjunction with Albany County’s Live Life Local event, will be hosting a Fall Recycling Extravaganza.

**Saturday, October 24 from 8 a.m. to 2 p.m.**
**Farnsworth Middle School**

This is a community-wide event and is open to both residents and non-residents of the school district. This is the district’s 10th Recycling Extravaganza, and new this year, the district will be partnering with Albany County.

Working with our community partners, the following items will be collected:

- **County Waste/Waste Connections**: Hard plastics (# 1-7’s)
- **American Clothing Recyclers**: Rags/textiles (Please do not include any rags which are moldy, wet, or have been exposed to dangerous chemicals)
- **Grassroot Givers**: Clothing/linens/small household goods/books/unopened toiletries
- **Guilderland High School Key Club**: Deposit bottles
- **Hannaford**: Plastic bags
- **Troy Bike Rescue/Bikes For Humanity**: Bicycles, tricycles, scooters
- **Protek**: Electronics
- **T. A. Predel’s Paper and Metals Recycling**: Paper/metals
- **USCRI**: Hard (un-upholstered) furniture: kitchen and dining room tables/chairs, end tables, lamps, dressers, bookshelves, desks

[Click here to view the lists of acceptable items by category.](#)

In the past, each Recycling Extravaganza has diverted over 70,000 pounds of materials from landfills.

For more information on the upcoming Recycling Extravaganza, please contact Renee Panetta, district recycling and conservation coordinator, at 518-861-5246, ext. 338.
Campus Recreation offers a variety of group exercise classes. All classes are held in the Physical Education building. There are early morning and noon time classes that are perfect for faculty and staff.

Visit our website for class description, membership information, and more!

http://www.albany.edu/campusrecreation/

Brenda Seckerson, EAP Coordinator
442-5483  bseckerson@albany.edu
EAP Website:  http://www.albany.edu/eap

Disclaimer: Material presented in this newsletter is intended for educational or informational purposes only. It is not intended to replace the advice of a qualified health professional.