EAP Meet and Greet Set for February 28

It’s time to get together! EAP will be holding a “Meet and Greet” event along with conducting a community service project called the “Kindness Project” on Tuesday, February 28th from 11:30 am—1:30 pm in the Futterer Lounge, 2nd floor of the Performing Arts Center (PAC).

The EAP Committee, along with EAP Coordinator Brenda Seckerson, will be on hand to chat and make available health and wellness information. Several community resource providers will be in attendance bringing information on topics like finances, housing, and elder care.

The Meet and Greet event will also be the site of the EAP Committee’s non-food item collection called the “Kindness Project” which will support the University’s partnership with St. Vincent de Paul’s Food Pantry. When attending the Meet and Greet, we invite faculty and staff to bring a personal care item(s) to add to the collection. Since the food pantry can buy food at a low cost, the most pressing need is for donations of personal care items or monetary contributions.

We hope you will take time during your lunch or midday break to join us for this gathering. Snack on light refreshments, meet other members of the University community, enjoy some EAP giveaways, and show some kindness by supporting the food pantry. If you have coworkers who have never attended an EAP event, be sure to invite them and be an EAP Ambassador. Take advantage of your EAP benefit and help us spread some kindness as well! (see page 9)

EAP Kindness Project

Personal Care Item Donation List

- baby wipes
- laundry detergent
- feminine hygiene items
- disposable razors
- shaving cream
- deodorant
- toothpaste and toothbrushes
- toilet paper, napkins, paper towels, tissues

For questions regarding the Meet and Greet event and Kindness Project, contact EAP Coordinator, Brenda Seckerson. bseckerson@albany.edu 442-5483

Be kind, for everyone you meet is fighting a hard battle.
~ Plato
In the Workplace...

Soft Skill to Develop...Critical Thinking

Are you a critical thinker? Critical thinking is your ability to make decisions or judgments based on thoughtful steps taken to produce more answers that are accurate and reliable. Critical thinking isn’t just an expression suggesting one think through a decision. Critical thinking is also a learned skill and a large field of study that includes examining techniques such as: describing and analyzing a problem and knowing how to evaluate potential solutions, reasoning through the data, and using sound evidence to arrive at a conclusion. Knowing how to apply the principles of critical thinking can make you a more valuable employee. Your ability to solve problems and create solutions will help you be more successful and enhance your professional standing. To learn more, check out the Foundation for Critical Thinking at www.criticalthinking.org. You’ll discover plenty of free resources to build your critical thinking skills.

Having More Fun at Work

Fun at work improves employee engagement, morale, and productivity, according to numerous research investigations. Fun is not games and jokes, as you might first imagine. According to researchers, having fun at work means playful activities, coworker socializing, and manager’s support of experiencing more fun on the job. All three are interdependent.

There is a direct link between an improved bottom line and fun at work. That link includes increased energy, motivation, and employee willingness to go beyond their regular responsibilities to take on additional roles and make more contributions to their job and the work organization. How do you come up with “fun at work” ideas? Check out the latest resource on workplace fun online or at your local bookstore. You’ll be glad you did!

Source: www.sciencedirect.com [search: “fun in workplace” and “finding fun in work”]

Stress Management: Dealing with Difficult People

“Dealing with difficult people” is one of the most queried topics in workplace wellness. There are 92 titles on Amazon.com that contain this phrase. Virtually all guidance focuses on changing yourself, not on changing others. **Coping falls into three broad personal intervention categories:** actions to take, attitude adjustments to make, and interactions that you can had with those who rub you the wrong way. These three prongs of coping include options ranging from accepting the quirkiness of a certain personality style to seeking psychotherapy to better understand your reaction to the behavior of another—behavior that to trusted peers may seem perfectly benign. To find the best intervention for any difficult behavior, first isolate the specific thing that prompts your unpleasant response. In other words, isolate the annoyance. Make this, not the personality, the target of coping. You will get a more efficient result that is faster, permanent, and less emotionally stressful. **Contact UAlbany EAP for additional information on this topic.**

Resource for Articles: Frontline—Employee Wellness, Productivity & You! Frontline newsletter is courtesy of the New York State Employee Assistance Program.
Stick to Your New Year’s Resolution

It’s February. Are you sticking to your New Year’s resolution? Most people are slacking off. Don’t let that happen to you. None of us works toward challenging goals consistently without speed bumps. This is especially true when trying to break unhealthy habits or establishing healthy ones. Note what happened to get you off track and make adjustments. Then, avoid those circumstances and start again. It doesn’t matter how many times you start over as long as you reach your goal. To energize yourself, look at your life’s previous successes and keep going. Rule #1: Never let a setback become evidence that you can’t do it. Look at your previous successes, and keep going.

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

UAlbany Holds its 34th Annual Sexuality Month

Workshops, discussions, exhibits, performances, films, and much more are scheduled for UAlbany’s annual Sexuality Month. Coordinated by Middle Earth Peer Assistance Program and UAlbany Counseling and Psychological Services, the events celebrate diversity and creativity. This year, Michael Sam, NCAA All-American Football Player and LGBT Athlete, will be the keynote speaker on Tuesday, February 7. Another highlight of the month is a “meet the author” event on Thursday, February 16 with Nancy Jo Sales, author of American Girls: Social Media and the Secret Lives of Teenagers. For details about these two events and to access the full brochure for the great Sexuality Month program line-up click here.

Marijuana: An Update

In Colorado, the number of fatal car crashes with drivers testing positive for marijuana has doubled in the past six years. According to the report titled “The Legalization of Marijuana in Colorado: The Impact,” (September 2016), Colorado now ranks No. 1 out of 50 states with more of its young people ages 12 to 17 using cannabis. Although not widely reported, dozens of adverse effects from marijuana legalization have been cataloged, including risk of respiratory illness, dependence, mental health–related problems, and other issues affecting public health, such as impaired driving. The American Medical Society on Addiction Medicine, the country’s leading expert on addiction, opposes legalization, stating that 61 percent of all drug-addicted persons (other than alcoholics) use marijuana.

If you are a parent concerned that your child or teen is using marijuana, check out this National Institutes of Health publication titled Marijuana: Facts Parents Need to Know. If you would like a copy of this booklet, contact the EAP Office. bseckerson@albany.edu 442-5483

Resource: Frontline—Employee Wellness, Productivity & You! Frontline newsletter is courtesy of the New York State Employee Assistance Program.
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 to you as an employee benefit.

“Nothing happens until something moves.”

~ Albert Einstein, theoretical physicist (1879-1955)

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.
Throughout 2017, in the EAP ENews we will explore the concept of “less is more” as a means of focusing on setting different priorities that can support healthier, productive living. For instance, how about choosing time for self-care, be it cooking healthy meals, reading a book, getting exercise, spending down time with family and friends, and taking a lunch break at work? For many employees these things get placed low on the priority list—if they even make the list! Throughout the year, we hope you will reflect on what the “less is more” concept means to you. We encourage you to come up with unique ways to play with this approach in your life to support positive changes on and off the job!

Less is more when it comes to exercise?

Yes, that can be the case when it comes to the 7 Minute Workout* concept! If you don’t feel like you have enough time to exercise throughout your week, check out this workout approach that is based on a 2013 study published in American College of Sports Medicine titled “High-Intensity Circuit Training Using Body Weight: Maximum Results With Minimum Investment.”

The following articles explain and demonstrate the workout which incorporates jumping jacks, sit ups, step ups, lunges, to name a few of the 12 exercises that make up the routine.

http://www.businessinsider.com/7-minute-workout-to-get-in-shape-2016-7
http://well.blogs.nytimes.com/2013/05/09/the-scientific-7-minute-workout/

*NOTE: As with any exercise, check with your doctor to see if this type of physical activity is appropriate for you.

Less time working through your lunch break means more time to take a walk and move!
Less time on social media means more time to take in and enjoy your surroundings.
Less stress means more productivity.

“Less/More” sayings contributed by Linda Gallagher and Angela Fletcher, EAP Committee Members.

Real Power in a Smile

If you are on the front line of customer service, you’ve heard it a thousand times—“Smile!” What you may not know is the effect of smiling. Smiling is not just about looking inviting to customers. It is also a tool to help influence their attitude to produce a state of agreeability. Customer service is about pleasing the customers, of course, but engaging them in an atmosphere of positivity reduces your stress, minimizes risk of conflict, improves the bottom line, transforms your attitude, and allows you to go home at the end of the day more satisfied with your job. That’s a lot of power from a smile!

Resource: Frontline—Employee Wellness, Productivity & You! Frontline newsletter is courtesy of the New York State Employee Assistance Program.
Understanding Your NY Health Insurance Program (NYSHIP) Retiree Benefit*

Did you know that to meet the current NYSHIP eligibility requirements at the time of retirement employees must have the following:

- Have at least 10 years of NYSHIP eligible service,
- Be at least 55 years old, and
- Be enrolled in a NYSHIP plan at the time of retirement.

UAlbany Health Benefits Administrator Kathy Zazarine will outline a framework for understanding how your NYSHIP benefits work within your retirement package as well as offer you a snapshot of the current benefits. You’ll walk away with a general knowledge of the NYSHIP basics to help you understand the steps you need to take when preparing for retirement. A brief Q & A period will be included. NOTE: Dental and vision benefits and individual health benefit estimates will not be included in the program.

12 noon—1:00 pm at all locations

Downtown Campus
Thursday, February 2
Levitt Room
1st Floor, Page Hall

Health Sciences Campus
Wednesday, February 15
Café Conference Room
A Wing Building

Uptown Campus
Friday, February 17
Assembly Hall
Campus Center

To Register
Contact: Brenda Seckerson,
EAP Coordinator
bseckerson@albany.edu
442-5483 OR REGISTER ONLINE:
HTTP://WWW.ALBANY.EDU/EAP/EVENT_SIGN-UP.HTM
EAP Lunchtime Wellness Program

Sit and Get Fit
Chair Yoga Class

Join us for this 8 week class* where we will gently breathe and stretch our way to a comfortable body and more relaxed mind. No previous yoga experience needed to gain the benefits of this centuries-old practice. All movements are done seated or standing with the chair for support. Learn techniques that you can use at your desk!

Comments from past class participants:

“Chair yoga was a great way not only to de-stress on days that we were meeting, but to learn ways to de-stress all through the week.”

“It renewed my energy and helped me get over the 2 p.m. slump!”

Instructor: Judi England, RN, licensed massage therapist, and professionally certified Kripalu yoga instructor. Judi has offered programs in wellness, yoga, and meditation for over 20 years in the Capital Region. Her blog “Holistic Health” has appeared in the Times Union for ten years.

Class Fee: $60.00
- Make check out to Judi England. Payment due at first class.
- Upon registration with EAP, the return of a completed release form confirms your participation.

To Register Contact:
Brenda Seckerson, EAP Coordinator
bseckerson@albany.edu
518.442.5483
HTTP://WWW.ALBANY.EDU/EAP/EVENT_SIGN-UP.HTM

Wednesdays**
12:00 noon–12:45 pm
February 8–April 5, 2017
University Library
Staff Lounge, Room B05

*Minimum of 10 participants needed to conduct the class.
**No class on March 15
February 28th

Save the Date!

EAP Meet & Greet
AND
Kindness Project

♦ Meet your EAP Coordinator and EAP Committee Members.
♦ Discover community resource providers.
♦ Donate a non-food item to the EAP Kindness Project.
♦ Enjoy light refreshments and EAP giveaways!

Tuesday, February 28
11:30 am—1:30 pm
Futterer Lounge
2nd Floor, Performing Arts Center

The EAP Committee invites you to donate to the EAP Kindness Project to support UAlbany’s partnership with St. Vincent de Paul’s Food Pantry.

For More Information:
Brenda Seckerson,
EAP Coordinator
bseckerson@albany.edu
518.442.5483

Bring a personal care item(s) to the Meet & Greet to support the food pantry!
♦ baby wipes
♦ laundry detergent
♦ feminine hygiene items
♦ disposable razors
♦ shaving cream
♦ deodorant
♦ toothpaste and toothbrushes
♦ toilet paper, napkins, paper towels, tissues

EAP-sponsored events and services are open to UAlbany and Research Foundation faculty, staff, family members, UAS employees, retirees, and GSEU members.
Professional Development Workshop for Faculty and Staff*

Showing Up at Work

The manner in which we show up at work affects our entire life and the lives of those around us. In a demanding world, it is ever more important to consider and manage how we “show up” at work. During this session we’ll explore the impact of mood (our internal weather) on our work and lives and on the lives and work of those around us. We’ll discuss routines that create and sustain a positive mood. Join us for this meaningful exploration!

Presenter: Mark Saine is the Senior Director of Client Executive and Leadership Development at TIAA. Mark supports clients by helping them to build leaders internally that are prepared to take on increasingly complex roles and manage the demands of a rapidly changing environment. He provides leadership development services including workshops, retreats, consultation, and coaching.

To Register Contact:
Brenda Seckerson, EAP Coordinator
bseckerson@albany.edu
518.442.5483 or online at HTTP://WWW.ALBANY.EDU/EAP/EVENT_SIGN-UP.HTM

Wednesday, March 1
9:30 am–11:30 am
Assembly Hall
Campus Center

*Supervisor’s Approval Required to Attend
Re-Lauch of 511 NY Ridesharing Program

A message from:
Randy Stark, Associate Vice President: Office of Human Resources Management
Mary Ellen Mallia, Director of the Office of Sustainability
Jason M. Jones, Director of Parking & Mass Transit Services

Since fuel prices have been manageable the last few years you probably haven’t considered changing your mode of transportation to work or even been aware of the many transportation options provided at and through the University at Albany.

The Office of Human Resources Management, the Department of Parking and Mass Transit Services, and the Office of Sustainability are pleased to inform you that as part of the University’s continued transportation demand management efforts, we will be relaunching the ridesharing program, 511NY Rideshare.

http://511nyrideshare.org/

The ride-matching system is a free online tool that commuters, travelers, and employers can use to find other travelers to share a ride. The ride-matching system matches travelers on similar trips as defined by users’ preferences. The system can find you a carpool, vanpool, or bike buddy along a specified route or in an area of your origin or destination. It will also map your route and show you where Park & Ride locations and other landmarks are along the way.

To highlight the program and to answer any questions you may have, we hope you will attend an informational meeting to discuss the 511 NY Rideshare.

Wednesday, February 15
2:00—3:00 pm
Lecture Center (LC) 22

Take advantage of these rideshare services as UAlbany continues to reduce our carbon footprint, both locally and globally.
If not...would you like to?

Over the next few months, the EAP Office will be updating its email list. Three to four times during the month – between the deliveries of the monthly EAP ENews to your inbox - EAP sends out announcements that contain such things as wellness tips, community resources, EAP program registration information, and inspirational quotes. If you do NOT receive these emails and would like to, please register to have your name added to the EAP email list by contacting EAP Coordinator, Brenda Seckerson at: bseckerson@albany.edu

Take advantage of your EAP benefit and keep informed about ways to be healthy and productive!

“You’ve never attended an EAP event? Would you like to join me at the next EAP Lunchtime Wellness Program?”

To encourage UAlbany employees to take advantage of their EAP benefit, the EAP Committee invites employees to become an “EAP Ambassador” by inviting a co-worker who has never attended an EAP Lunchtime Wellness Program to join them.

Throughout the 2016-2017 academic year, “ambassadors” who bring first-time attendees will be entered into a drawing for an EAP wellness giveaway. A drawing will be held at the end of the fall AND the spring semesters. Ambassadors will fill out an entry form when they bring the first-timer to the EAP Lunchtime Wellness event. So, keep a lookout for an EAP program topic of interest and send out an invite to a co-worker!

Note to Supervisors, Managers, Directors...

Want a good way to support your staff’s health and well-being and boost morale? Encourage your employees to take advantage of the noontime EAP wellness program offerings when topics are of interest to them. Remember, it is a myth to think that not taking a lunch break and working practically non-stop throughout the day will allow for more productivity. The body needs to stretch and move. The mind needs a change of the scenery to help us refresh and keep on keeping on. As described by those individuals who have participated in EAP Lunchtime Wellness Programs, attendance allows employees to:

- gain new information and resources designed to support well-being and address life’s stressors;
- enhance their productivity due to feeling refreshed; and
- meet other University employees to build community and better work relations.

EAP Lunchtime Wellness Programs can provide a great way to help accomplish this and more. And don’t forget to attend a program that you are interested in, too. EAP wellness programs are a benefit for ALL UAlbany employees!
Looking for Reading Ideas? Check the EAP Office Lending Library.

Contributed by Seema Mathura, EAP Office Work Study Student

February is most known for one holiday in particular—Valentine’s Day. And of course, Valentine’s Day is notoriously known for celebrating love and relationships. Visit the EAP library to explore the collection of books that can help put you on a better path towards enhancing your communicate skills within all types of relationships.

Love takes work. But when it comes to relationships, it pays to work smarter. *Couples Skills: Making Your Relationship Work* offers techniques and insights into how to improve communication, cope better with problems, and resolve conflicts with the one you love in healthy, creative ways. Each chapter teaches an essential skill that supports greater relationship satisfaction and deeper intimacy. New approaches will help you to accept your partner’s feelings (and your own emotions) without judgment. Using these techniques will help you decide what you really value in your relationship and then commit to acting in ways that further those values every day.

If you’d like to improve your relationship and have better communicate in your relationship with your loved one, check out the book *Love Between Men: Enhancing Intimacy and Resolving Conflicts in Gay Relationships*. You’ll learn how to resolve conflicts instead of escalating or retaliating, enhancing the sense of intimacy and love that brought you together in the first place. While heterosexual couples have broadly based support systems in mainstream society, male couples do not. Author Rik Isensee explores gay male relationships by examining the difficulty of maintaining successful male-male bonding in today’s society.

Good communications is essential to any healthy relationship, whether it’s between spouses, family members, friends, or coworkers. Mindfulness—the practice of nonjudgmental awareness—can help us to communicate more effectively and meaningfully with others in our personal and professional lives. In the book *The Five Keys to Mindful Communication*, author Susan Chapman explains how the practice of mindful awareness can change the way we speak and listen, enhancing our relationships and helping us to achieve our goals. Highlighted in the book are the five key elements of mindful communication that make it possible for us to listen more deeply to others and develop greater clarity and confidence about how to respond. These keys are: silence, mirroring, encouraging, discerning, and responding.

Visit the Library page on the EAP website for a full list of topics, books, and DVDs/CDs that the EAP Lending Library has available. Contact EAP if you would like to borrow any materials. bseckerson@albany.edu
“In every workplace, there are three basic kinds of people: givers, takers and matchers. Organizational psychologist Adam Grant breaks down these personalities and offers simple strategies to promote a culture of generosity and keep self-serving employees from taking more than their share.” This talk is just under 14 minutes. So, if choosing to take your lunch sitting at your computer or taking your a 15 minute break, you’ll be able to fit in the talk within that time period. To make the experience even more beneficial, you can stand or do some stretches as you listen to the talk!

Do You Have Emotional Intelligence?

Most likely you have heard the term “emotional intelligence.” Take a moment to check in with yourself to see how you are doing with cultivating this type of intelligence which can support building healthy relationships and living a more fulfilling life.

Self Awareness—The ability to recognize and understand your personal moods, emotions, and drives as well as their effect on others. Aspects of this include self-confidence, realistic self-assessment, and self-deprecating sense of humor.

Self-regulation—The ability to control or redirect disruptive impulses and moods, the ability to suspend judgment, and to think before acting. Aspects include trustworthiness, integrity, comfort with ambiguity, and openness to change.

Internal Motivation—A passion to work for internal reasons that go beyond money and status such as an inner vision of what is important in life. Aspects include a strong drive to achieve, optimism in the face of challenges, and organizational commitment.

Empathy—The ability to understand the emotional makeup of other people which includes the skill in treating people according to their emotional responses.

Social Skills—Proficiency in managing relationships, building networks, and an ability to find common ground and build rapport.

Source: Kathleen McClean, MSW, MBA, The McLean Group, Albany NY.
Request a 2017 EAP Wellness Calendar

Still haven’t ordered your 2017 EAP wellness calendar? It’s not too late! There are a few copies available. This colorful calendar offers an array of tips for your health and well-being that will help you throughout 2017 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.

Health and Wellness Tip - Compliments of Personal Best Publications

FEBRUARY 2017

MAKE A GREAT PLATE.
Stuffed tomatoes or peppers provide healthy, individual portions.

Quinoa-Stuffed Tomatoes

INGREDIENTS
4 medium tomatoes
1 clove garlic, minced
1/2 cup quinoa, rinsed
1/2 cup water
1/2 cup corn niblets
1 red pepper, diced
1/4 tsp each salt and pepper
1/4 cup Parmesan cheese, grated
2 tbsp fresh basil leaves, chopped

DIRECTIONS
Preheat broiler. Cut tops off tomatoes and hollow them out to create cups; dice and reserve flesh. Place tomatoes on foil-lined baking sheet in pot set over medium heat, add garlic and quinoa and water. Cover. Simmer 15 minutes. Remove from heat and add tomato flesh, corn, red pepper, salt and pepper. Let sit 5 minutes. Stuff with folk. Stuff tomatoes with quinoa mixture. Top with Parmesan. Bake 5 minutes.

Makes 4 servings. Each: 118 calories • 6g protein • 3g fat • 4mg chal • 20g carb • 1g sugar • 4g fiber • 257mg sodium

EAP is a joint labor/management program and is part of the NYS Employee Assistance Program - Contact Info:
1 Airline Drive, Albany, NY 12235. 518.486.9769

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

UAlbany EAP E-News
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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.