Earth and Wellness Day Photo Contest Winners

To promote campus community engagement in our annual event, the Earth and Wellness Day planning committee decided to incorporate a photo contest like it has in the past. Students, alumni, faculty, and staff were invited to submit up to three photos highlighting the themes of recreation, relaxation, rejuvenation, and nature. Attendees at the April 21 fair had the opportunity to pick their favorites in the categories of student/alumni and faculty/staff. We thank everyone who took the time to submit photos and vote. Special thanks to Emily Feuer and Michele Tuohy from the event planning committee who facilitated the photo contest process!

Congratulations to Kathy Zazarine, from the Benefits Department in the Office of Human Resources Management (faculty/staff winner) and Avi Solkoff (UAlbany senior) who received the most votes. In the coming weeks, you’ll see the two photos hanging in the Campus Center.

EAP hopes you’ll take time each day to doing something to relax and rejuvenate yourself! No camera is necessary to relax and take in the splendor of nature!
In the Workplace...

How to Say “No” Without Saying “No”

Almost every resource on time management and productivity discusses having the ability to say “no.” This assertiveness helps prevent distractions, saves personal energy, reduces stress, and reduces the risk of feeling overwhelmed. If saying “no” is a struggle for you, here are four ways to do it:

- Let others know in advance that you will be busy during a certain time or defined period.
- Ask whether a certain task can be postponed.
- Recommend another source of help or person with better capability, more desire, or the ability to produce the preferred outcome for your requestor.
- Postpone your commitment to saying yes or no to a future date.

Try these techniques and begin to notice your time management skills and productivity enhanced and your stress level decreasing!

Good-to-Know Soft Skill: Collaboration

If you are a good workplace collaborator, you are prized by your employer because you are a goal achiever. Effective collaboration is a learned skill to maximize productivity by teaming with others. Don’t confuse collaboration with simple cooperation. Both are positive behaviors, but collaboration is proactive and heavy on taking initiative. Think of bicycle pedals. One pedal does not “cooperate” with the other. Instead, it is an equal push. This is collaboration.

To enhance your ability to collaborate, do the following:

- Know what each team member’s role will be.
- Have fast and efficient ways of communicating to address key issues.
- Create a tradition of team members seeking immediate clarification when unsure or unclear about tactics, tasks, or goals.
- Spot conflicts early, and resolve them before moving forward.
- Put group goals above an individual member’s personal reward for success. Failure to do so will create hidden agendas and adversely affect communication and lessen your achievements.
- Good team collaborators are tolerant of each other’s quirks and shortcomings, but when personal behaviors threaten progress, make them a group concern for problem resolution.

Resource for Articles: 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 undue 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.

“You cannot prevent the bird of sadness from passing over your head, but you can prevent their making a nest in your head.”

~ Chinese Proverb

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.
Writing Your Life Plan

Any business will have a better chance of success with a business plan. Should you have a “life plan” for the same reason? A life plan can help you achieve clarity about what you want and make it more likely you’ll achieve the things you desire. And as with a business plan, you can change a life plan at any time. The real value in writing a life plan is taking time to focus and discover. This brings you to what you value most—the “non-negotiable” things you want in your life, such as living near family, owning a home, being near the ocean or mountains, having a spiritual life, or being a parent. These values represent your most precious core beliefs.

Next come planning goals and objectives that sync with your values. These may include education, occupational pursuits, leisure, travel, recreational desires, marital plans, children, finance, and retirement goals. Grab a book on creating a life plan from the hundreds of choices you will find either online or offline in a nearby store. Taking the time to create the life you want will lead you to at least one goal almost everyone seeks—peace of mind.

How Attitude and Exercise Connect

Notice how your mood improves and personal energy increases after exercise. Also notice how proactive you feel in making decisions. Lack of exercise and sluggishness can inhibit motivation to take action on projects important to you. They can inhibit creativity, reduce productivity, and lessen your desire to resolve work problems. Once you see and feel this “exercise—attitude” connection, and observe yourself getting more done, your desire to exercise regularly may dramatically increase. Getting fit takes time, but the emotional effects of exercise can often be spotted almost immediately. Discover them today!

Stay Safe With Situational Awareness

“Situational awareness” is a skill learned in professions in law enforcement and the military or in activities like riding a bike. When you are “situation aware,” you consciously pay attention to what is happening in your immediate vicinity in order to more quickly spot threats to your safety. This helps you respond sooner. Situational awareness can protect you from becoming a victim of a crime. Leaving your workplace alone at night or walking in an isolated parking lot are examples of where situational awareness may protect you from an attack or circumstances that may place you at greater risk. You can practice situational awareness almost anywhere. When walking down a sidewalk, take a few moments to notice details, colors, people, small objects, and changes in the environment. Periodically practicing this exercise may prompt you to use situational awareness when it will be most beneficial.
May is...
Mental Health Awareness Month

Since 1949, Mental Health America, as well as a number of other organizations, has acknowledged the month of May as Mental Health Awareness Month. Mental health, not just our physical health, is vital to our overall well-being. Raising awareness about the importance of taking care of mental health is a year-round endeavor. Reducing the long held stigma associated with mental illness is a campaign we can all take part in.

Mental Health America’s website has some helpful information and resources.

Screening tools
31 Tools to Boost Your Mental Health

Mental Health America states, “Don’t keep mental illness to yourself. There’s power in sharing.” Join the conversation and Tweet your thoughts. #mentalillnessfeelslike For more information, click here.

National Alliance on Mental Illness (NAMI)

The NAMI organization fights stigma, provides support, educates the public, and advocates for equal care. It is a great resource for learning more about mental illness. Individuals diagnosed with a mental illness and family members who are providing care can gain helpful resources and support from NAMI. For more information, click here.

For additional information and a confidential conversation, contact UAlbany EAP.

bseckerson@albany.edu 442-548

From every wound there is a scar, and every scar has a story.

A story that says “I survived.”

Turn your wounds into wisdom.

~Unknown

Logo: http://www.mentalhealthamerica.net/may
Looking for Reading Ideas?
Check the EAP Office Lending Library!

Contributed by Seema Mathura, EAP Office Work Study Student

Caring for an aging parent, elderly spouse, domestic partner, or close friend can present difficult challenges that make us realize that we need outside guidance and help. Here are some books that you might find helpful in the case that you find yourself looking for resources and information on how to deal with the variety of situations that arise as a caretaker.

Do you have an aging parent who: Cannot tolerate being alone, wants you all the time, or is obsessed with health problems, real or imagined? Coping with these traits in a parent can be an endless stress battle for their children. Coping with Your Difficult Older Parent addresses many hard issues, including:

- How to tell your parent he or she cannot live with you.
- How to prevent your parent's negativity from overwhelming you.
- How to assess the risk factors in deciding whether a parent is still able to live alone.

So you thought you’d never have to live with Mom again? Think again. As the population ages, elderly parents everywhere are moving in with their children and changing everything. When Your Parent Moves In helps family members deal with the far-reaching implications such a move can have on every aspect of a family’s life. Written by an acclaimed expert and medical educator who’s been there, this straightforward guide walks families through the planning and execution necessary to make it work.

How to Care for Aging Parents is a clear and comforting source of advice and support for the ever-growing number of Americans—now 42 million—who care for an elderly parent, relative, or friend. From having that first difficult conversation to arranging a funeral and dealing with grief—and all of the other important issues in between—How to Care for Aging Parents can be an essential guide.

Looking for local elder care resources?
Contact UAlbany EAP at 442-5483.
Happening on Campus...

For more event information, contact the UAlbany Green Scene Office.

gogreen@albany.edu  442-2592

Shredding Day

Join us on
Thursday May 5, 2016
For UAlbany's Annual Shredding Day!

Locations:
9-10:30am: MSC/UAB Lot
11-1pm: State Quad Student Gold Lot
1:30-3pm: Hawley Lot (Downtown Campus)
3:30-5pm: GEC Lot (East Campus)

Provided by 3N Document Destruction Inc.
Did you know that Research Foundation employees have access to the wellness benefit Virgin Pulse? Tim Orcutt, RF Central Office Benefits Programs Manager, will give a 30 minute presentation on how the program works and will answer any questions you may have.

After Tim’s presentation, stay for an adult coloring session! Take a little extra time to release some stress, expand your creativity and clear your minds!

To Register Contact:
Brenda Seckerson, EAP Coordinator
bseckerson@albany.edu
CALL 442-5483 OR REGISTER ONLINE
HTTP://WWW.ALBANY.EDU/EAP/EVENTSIGN-UP.HTM
Professional Development Workshop for Faculty and Staff*

Communication Skills to Strengthen Your Ability to Connect

This fast paced engaging program will provide practical skills and strategies to deal more effectively with the wide range of people and personalities that staff interact with on a daily basis. Some people are easy to connect with, others seem to have a hair trigger or a bottomless pit of complaints. This program will present ways to communicate more successfully and to build better relationships. Participants will discover what makes people difficult to communicate with, and will leave with several key strategies to work more effectively with them.

By the end of this program participants will:

♦ Understand a model of communication styles
♦ Learn a new way to read another person’s behavior
♦ Learn how to adapt your communication style to better connect with others
♦ Understand what makes people difficult and what causes conflict
♦ Learn strategies for defusing tense situations and preventing conflict

Presenter: Alan Krieger, trainer, organizational consultant, and leadership coach. Known for his practical approach to training and for providing strategies you can put into use immediately, Alan has been President of Krieger Solutions, LLC, a training and consulting business, for 23 years.

*Supervisor’s Approval Required to Attend

To Register Contact:
Brenda Seckerson, EAP Coordinator
bseckerson@albany.edu 442-5483

HTTP://WWW.ALBANY.EDU/EAP/EVENT_SIGN-UP.HTM

Thursday, June 16
9:00 am–11:30 am
Assembly Hall
Campus Center
Registration deadline June 14
May is the month full of happiness and anticipation for many students across the University. Why? Because it’s the month of commencement! This year’s commencement weekend starts on May 14, 2016 which is when the university-wide ceremony for all master’s, certificate, and doctoral candidates takes place. May 15 is the university-wide ceremony to formally confer all bachelor’s degrees. See if you know some of these facts and details about college commencements!

Did you know...

Graduation is the academic process of completing your degree to receive your diploma. It’s a three-step process consisting of submitting an Application for Graduation form, completing all academic requirements for your degree, and settling all financial obligations. The administrative process of degree conferral will indicate your official date of graduation.

Commencement refers to the ceremony, officiated by the president of the university, where you share the excitement and importance of your academic accomplishments with peers, family, and friends. It is also a time for the university, board of trustees, chancellor, senior administrators, and faculty to pay special tribute to you for the outstanding efforts you have shown in earning your degree whether it be your bachelors, masters, certificates of any kind or even a doctoral. As the graduate, you will now commence/begin the next chapter in your 'life-long' learning.

Regalia is the proper term for your distinctive academic clothing/robes (informally called 'cap & gown') which is worn at the commencement ceremony to signify your degree. Faculty members wear academic regalia as well. The colors and style of the regalia indicate a specific college or university.

- If you receive a master’s degree or doctorate, you will place your tassel on the left of your cap. You do not flip the tassel to the right; it remains on the left before, during, and after graduating.

- As an undergraduate, during the graduation ceremony the tassels go on the right side of your cap. After the president of the university announces that your class has officially graduated, everyone moves their tassels to the left side.

- The graduation tassel is a symbol of success. Some believe the reason why you place the tassel on the right is because you have earned the right to graduate. Moving the tassel to the left after graduating is symbolic of crossing over from college to another stage in your life.

For more information of commencement weekend visit: http://www.albany.edu/commencement/
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.

How did this project work?

♦ Each month during the academic year we asked a question or invited you to reflect on some aspect of your connection to UAlbany, your workplace. We used the EAP E-News as a means of sharing some of the comments (and even photos!) were submitted.

Here’s what we asked you to respond to in April

What was your favorite campus event this year and why?

“I can't say I really have a favorite event that is sponsored by EAP because they are all great. I like them because they are always informative, and I feel refreshed during and after. I especially like it when food is offered and there are also free giveaways. It's fun to see friends there as well. It's a nice break during the work day.”

~ Janice Wilkens, Office of Human Resources Management

Janice Wilkens was the only employee to share thoughts on the April topic and will receive the special EAP giveaway for participating this month!

THANK YOU to all who participated in the EAP EngageYOUAlbany workplace project this year!
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!

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
Check made out to Judi England and due upon registration. Send to EAP Office, MSC Room 200.

Minimum of 10 participants need to conduct the class.

To Register Contact:
Brenda Seckerson, EAP Coordinator
bseckerson@albany.edu 442-5483

Wednesdays
Noon–12:45 pm
June 1–July 27*
University Library
Staff Lounge, Room B05

*No class July 6
Registration deadline May 27

HTTP://WWW.ALBANY.EDU/EAP/EVENT_SIGN-UP.HTM
This fitness class fuses Latin dance rhythms and easy-to-follow moves to create a dynamic fitness program that provides body sculpting and toning, while giving an effective and FUN cardio workout. The music alone will get your heart pumping! Zumba’s goal is simple: “To want you to want to work out, to love to work out, and to get hooked!”

Instructor: Paula Harrington, certified Zumba instructor. Paula also teaches Zumba for NYS employees at the Corning Tower.

**TWO Summer Classes**

**Tuesdays (9 weeks), June 7 – August 9***

Class fee $54.00

*No classes on July 26 and 28

and

**Thursdays (8 weeks), June 16 – August 11***

Class fee $48.00

Noon–12:45 pm
Location: PAC Lab Theatre - 2nd floor

You must register online for each class separately. Make check payable to:

Paula Harrington

**Registration deadline: Friday, June 3**

NOTE: If you are registering for both classes, you only need to write one check.

To Register Contact: Brenda Seckerson, EAP Coordinator

bseckerson@albany.edu 442-5483

Or, register online: [http://www.albany.edu/eap/event_sign-up.htm](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.
Fun and laughter during the Hula Fit demonstration.

Talking with Gary Kleppel from Longfield Farm

Getting gardening tips from Cornell Cooperative Extension Master Gardeners Sarah Foster (L) and Christine Saplin.

Cycling her way to making a healthy fruit smoothie with UAlbany Dining’s Blender Bike.

Experiencing the wonder of birds rescued by the Guilderhaven Animal Rescue and Wildlife Rehabilitators.
Earth & Wellness Day...

EAP and the Office of Environmental Sustainability wish to thank the many employees who attended and/or volunteered at the UAlbany Earth and Wellness Day events on April 21. You helped to make it a worthwhile, fun, festive and educational experience for the campus community!

Special acknowledgement to the following for their support and contributions to this year’s fair...

- Earth and Wellness Day Planning Committee
- University Auxiliary Services
- Graduate Student Association
- Student and Employee Event Volunteers
- EAP Committee
- Faculty/Staff Sustainability Coordinators
- Student Sustainability Council
- Campus Center and Facilities Staff
- UAlbany Dining Services/Sodexo
- Parking Management

Graduate Student Valerie Chew teaches EAP Committee Member Kimberly Comproski how to arm knit.

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