New Faculty and Staff...

Welcome to the UAlbany Community!

The Employee Assistance Program (EAP) is a New York State joint labor/management program that is a negotiated benefit for employees. Faculty members and staff from the various unions (CSEA, UUP, PEF, GSEU, and NYSCOPBA), Management/Confidential (MC), and other employee affiliations on campus (the Research Foundation, UAS, the Albany Foundation), family members, and retirees are eligible to use the confidential EAP Information, Assessment, and Referral Service and attend EAP-sponsored programs.

The mission of UAlbany EAP is to assist in maintaining a healthy and productive workforce. We hope you’ll enjoy receiving the monthly EAP E-News and will take advantage of the EAP services and programs that are offered. Be sure to check out the EAP website from time to time throughout the year to discover helpful resources and learn about upcoming EAP events and programs. Best wishes for a productive and inspiring 2016-2017 academic year!

Improve Your Self-Start Ability

We all procrastinate, but the stress of a looming deadline and feeling you can’t act until it’s crunch time can make you feel out of control. Stop this self-punishing cycle by becoming a better self-starter. Here are some tips.

♦ Ignore the desire to plan and organize yourself until you feel “ready” to start a project. This is resistance masquerading as preparation. Instead, dive in.

♦ Decide how much to accomplish within a set amount of time, for example, one hour. This shrinks the perceived size of your task.

♦ If you procrastinate, you may also be distractible. Both may play a role in helping you avoid work. Fight back by working in a “boring” location and taking planned breaks instead of allowing distractions.

♦ And finally, close down Enemy #1—EMAIL, and its never-ending signal alerting you to another message!

Article Source: Frontline—Employee Wellness, Productivity & You!
Frontline newsletter is courtesy of the New York State Employee Assistance Program.
Soft Skills to Know: Accepting Feedback

Ouch—constructive feedback! You will find plenty of tips on giving feedback so a well-meaning critique is received and understood. However, you will find less help on how to be a good receiver of feedback or have your reviewer feel welcomed back to offer more. Accepting feedback is a soft skill that will elevate your reputation. Employers appreciate employees who receive feedback well because it helps drive productivity. This makes “the ability to accept feedback” important in many annual reviews. Here are some keys to becoming a feedback dynamo:

- Remember, no one enjoys constructive feedback that challenges their predetermined notion of a job well done. It’s a shocker. So, accept that life includes this reality.
- Nearly all reviewers experience anxiety associated with giving constructive feedback. Empathy for this role will give you a shot at eliminating defensiveness, set your reviewer at ease, and seal your reputation as having an outstanding ability to accept constructive feedback.
- Prepare yourself for constructive feedback by consciously deciding to appear open to receiving it and to discover what you don’t know. Be inquisitive, thank the reviewer, and avoid dwelling on disappointing news.

How to Be a Thought Leader

A “thought leader” is a person with a reputation for being an expert and a great influencer. Thought leaders are not talkers. They’re doers who teach others “how to do it.” Thought leaders acquire prestige, but most important thing is their leadership and abilities help others while making contributions to their field. People pay attention to thought leaders because they know the shortcuts to success. If you love what you do, have what it takes to lead, and are certain others could benefit from your innovations, find a path to thought leadership. Consider these ideas:

- Consider free seminars on topics that would attract small groups of peers. Grow from there, using feedback to hone your ideas.

“‘If your actions inspire others to dream more, learn more, do more and become more, you are a leader.’” – John Quincy Adams, 6th U.S. President (1767-1848)
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.

“I am not what happened to me. I am what I chose to become.”

~ Carl Jung, Swiss Psychiatrist and Psychotherapist (1875-1961)

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.
Setting Up a Homework Routine

Part of the back-to-school routine is addressing nightly homework assignments. Creating a routine and setting up a work space is the ideal way to go. The crucial part of establishing any routine is sticking to it! This is where parental support comes into play. To assist you with helping your child or teen be successful with the homework process, check out the article titled “Top 10 Homework Tips” provided by KidsHealth.org. On this page you’ll find links to other helpful topics geared not just to parents but to children and teens as well. Make it a family affair to research the best ways to study and do homework!

Have a great school year!

Involve Kids in Healthy Lunches

Here is a brilliant way to get kids to eat the healthy lunch you pack for them and send to school. Experts say that the more you can get your child to participate in the planning, shopping, and preparation of his or her lunch, the more likely it will be eaten. Sit down with a list of options in each of the main food groups—fruits, vegetables, whole grains, lean protein, and low-fat dairy. Allow your child to pick favorites in each category. The technique teaches balanced meal planning, organizational skills, and commitment. Your child is less likely to pick over the lunch, will understand nutritional needs better, and will take responsibility for choices. There is less of a chance the lunch will end up in the trash.

http://news.psu.edu [Search “kids lunch”]

Article Resource: Frontline—Employee Wellness, Productivity & You! Frontline newsletter is courtesy of the New York State Employee Assistance Program.
For Those in a Supervisory Role...

**Support** Need a good way to support your staff’s health and well-being? Encourage your employees to take advantage of the noontime EAP wellness program offerings when topics are of interest to them. By now we all know that it is a myth to think that not taking a lunch break and working non-stop throughout the day will ensure more work to be done. The body needs to stretch and move. The mind needs a change of scenery to help us refresh and keep on keeping on. Getting away from the work area during lunchtime (instead of eating at your desk or work station all of the time), meeting other employees, and gaining new information designed to support well-being can help to promote productivity AND boost morale. Remember that the **EAP Lunchtime Wellness Programs** can provide a great way to help accomplish this. And don’t forget to attend a program that you are interested in, too. EAP wellness programs are a benefit for ALL UAlbany employees!

---

**Become an EAP Ambassador**

“**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 semester. Ambassadors will fill out an entry form when they bring the first-timer to the EAP Lunchtime Wellness event. So, keep a look-out for an EAP program topic of interest and send out an invite to a co-worker!
“Stop ‘tweeting’ and listen to all the tweety-birds around you!”

Contributed by Michele Tuohy, EAP Committee Member, UUP Representative

Have you ever thought to yourself “How is summer over already?! I didn’t get to enjoy the weather at all!”? Summer is most known for its sunny weather and relaxing days, but it is not the only time to enjoy the great outdoors! Autumn can be even more enjoyable thanks to colorful trees, less humidity, and cool breezes.

What about the realization that you are most relaxed when sitting on a beach or in your backyard, and your phone is nowhere to be found? The invention of smartphones and other technology has made it so everything is accessible at all times, which means you are accessible to others, too. Putting the phone down, or even turning the television off, can be your own escape. Taking the time to focus on yourself and those around you (physically, not in cyberspace) can make you a better employee. You arrive to work more rejuvenated and have plans outside of work that can help keep you motivated.

Living in the Capital Region affords us the opportunity to take advantage of nature in numerous ways. You can hike along the Appalachian Trail, explore the Catskill Mountains or take in views of Kaatserskill Falls. The NYS Department of Environmental Conservation has information on fishing, hunting, hiking and more: http://www.dec.ny.gov/index.html.

Take the opportunity to visit parks and rivers in New York State and ‘unplug from technology and plug into nature!’

Photo: Kathy Zazarine
Looking for Reading Ideas?
Check the EAP Office Lending Library.

Contributed by Seema Mathura, EAP Office Work Study Student

We all respond to stress differently, so there’s no “one size fits all” solution to managing it. But if you feel like the stress in your life is out of control, it’s time to take action. Stress management can teach you healthier ways to cope with stress, help you reduce its harmful effects, and prevent it from spiraling out of control again in the future. Check out some of our featured books to better help yourself deal and manage the stress that occurs in your life!

What’s a typical weeknight like for you? Do you leave your job, endure the evening commute, putter around the house, race through dinner, and collapse into bed—only to discover that it’s time to go to work again? That’s no way to live! The authors of Five Good Minutes offer these 100 engaging practices to lead you out of a hectic day and into a peaceful night. This collection of mindfulness exercises, positive visualizations, and affirmations can become a powerful force for change in your life. In no time at all, the five good minutes you give yourself in the evening can help you transform the mundane into the extraordinary and renew your vitality and passion for life.

In this audiobook, Mindfulness @ Work, authors Daniel Goleman and Jon Kabat-Zinn explore the role that self-awareness plays in great leaderships. Many leaders have been schooled in critical and analytical thinking but were never taught the importance of being mindful. In cultivating this forgotten element, leaders will learn to trust their intuition, develop new decision-making and problem-solving methods as well as plan ahead instead of “living on the way” to the next step. Listeners will gain the tools that allow them to truly lead as opposed to living in the concept of leadership. This audiobook gives listeners the power to transform their workplaces from self-involved to self-aware and successful.

The circular designs known as mandalas are symbols of deep inner truth. When creating your own mandalas, you can discover things about yourself that can surprise you. Susanne Fincher introduces in her book, Creating Mandalas, the history and ritual use of mandalas in cultures all over the world. She then shows you how to make your own, offering guidance on choosing art materials and techniques. She discusses the symbolism of colors, numbers, shapes, and motifs (such as birds and flowers) that appear in mandalas, and also presents several illustrated case histories of people who have successfully used her techniques.
Did You Know?

University Facilities

How often do you take a look around at the campus grounds and greenery and think about what goes into keeping everything beautiful and clean? Have you attended a commencement or volunteered at one and stopped to think about the effort it takes to set up, tear down, and clean up after a huge event like this? Who keeps the power plant running so that we have heat and air conditioning in our buildings? What about cleaning all of the buildings and making plans to upgrade the facilities on campus? To make all of these things happen and much more, we look to Facilities Management.

This department “ensures the preservation, modernization, and construction of facilities that enable the University at Albany to achieve its objectives in instruction, research, and community service.” They provide all central utilities to the Uptown and Downtown campus and all residence halls; day-to-day operations and maintenance of buildings and grounds; support of special events; design and construction project management oversight; facilities and site planning, preservation, and place making; a repository for official campus mapping and detailed archives concerning the specifications and history of our buildings and grounds; and ensures the safety and well-being of our students, faculty, staff and visitors.

The next time you notice a Facilities Department employee doing his or her job to help keep our campus running smoothly and improving its appearance, take a moment to acknowledge their contribution! In the meantime, here are some fun facts about the specifications and history of our buildings that our Facilities Management team work to keep in shape for the campus community.

UAlbany history...

The downtown academic campus opened in 1909, and was originally 3 Georgian style buildings eventually named Draper, Hawley, and Husted, with 3 additional buildings, Milne, Page, and Richardson, completed in 1929.

- The downtown residential campus, Alumni Quadrangle, includes Pierce Hall built in 1935, Sayles Hall built in 1941, Brubacher Hall built in 1951, Alden Hall built in 1958, and Waterbury Hall built in 1959. The downtown campus is located approximately one mile from the state capitol.
- The uptown campus was designed by Edward Durrell Stone. There were over 500 original architectural drawings, which would stretch over 1/2 mile if placed side by side.
- The last of the original buildings completed were in Indian Quadrangle in 1973.
- The academic podium originally required 270,000 cubic yards of poured concrete, weighing 560,000 tons. This is less than 2/3 the volume of the Pentagon, which is the largest poured concrete building in the United States. There are over 2000 precast columns on the academic podium.
- The first building occupied on the uptown campus was Van Rensselaer Hall in Dutch Quadrangle in 1964.
- The academic podium first held classes in 1966.
- The uptown and downtown campuses have been identified by the New York State Historic Preservation Office as historically significant.

For more information and fast facts, visit the Office of Facilities Management website: [http://www.albany.edu/facilities/about.html](http://www.albany.edu/facilities/about.html)
The 2016 Summer Olympics games are over and so is the 16-day **WellNYS Everyday Olympic Experience** wellness event! Sixty-one UAlbany participants focused on completing 16 healthy behaviors and rallied co-workers and family members to “go for the gold” in this wellness challenge. There were teams organized, and “friendly competitions” occurred which focused on incorporating healthy behaviors into daily life along with having some FUN! What follows are some of the comments participants made about their experience.

“As a former Great Dane turned employee, the WellNYS Everyday Olympic Experience was a great way to engage in and be more attuned to healthy behavior. The Olympics are a time where athletes challenge themselves physically and mentally. This program was a way for us all to have a similar experience on our own level.” - Alyssa Lotmore

“I appreciated the individual challenges. They inspired me to intentionally think and act in ways that made me feel great, and most of them impacted others positively as well.” - Terri Z.

“While I probably won’t get the Gold this year, some of the challenges suggested where very revealing in terms of my interactions with family and people in general, how I balance (or not) work/home life and the importance of reflective thought. I found one or two of the suggestions possibilities for New Year’s resolutions for 2017. I can see myself adding ‘Maintain Optimism or Think Positively’ to my resolutions list! Thank you.” - Tori Seeger

“Out of all of the behaviors that were in the challenge, the most difficult for me was the dream big suggestion of starting a bucket list of things I’d like to do in my lifetime. Since I am neither the age of Morgan Freeman or Jack Nicholson in the movie *The Bucket List*, I hadn’t really taken much time to think about just how finite life is or how short it can be until this challenge. So, in the spirit of the Olympic Experience, items such as “do more travel,” “take vacation days once in a while for a weekday trip to Lake George,” “pick up playing piano again,” or “reengage in seeing the theater” now sprinkle my newly-created list. Unfortunately, I now worry that I am putting too much on the list. Overall, this particular wellness challenge has proven to be the most interesting and thought-provoking of each of the monthly challenges yet, and I truly appreciate the opportunity to participate.” - Michael D.

**Congratulations to all who participated and to those who completed the challenge!**
EAP Lunchtime Financial Wellness Program

The Social Side of Retirement: Understanding Social Security

Do you have a solid knowledge of the ins and outs of Social Security? Join us as we learn such things as the advantages of delaying social security, the effect of earned income, and taxation on these benefits. Take advantage of this EAP Financial Wellness Program to gain a better general understanding of the Social Security program and how these benefits can be used during retirement. It’s never too early to increase your knowledge about Social Security. Bring your questions!

Presenter: Jeffery Jones Financial Advisor from MassMutual Financial Group

To Register Contact:
Brenda Seckerson
EAP Coordinator
bseckerson@albany.edu

http://www.albany.edu/eap/event_sign-up.htm

12 noon–1:00 pm
Uptown Campus
Tuesday, September 13
Room 375, Campus Center

East Campus
Tuesday, September 20
Room 110A
School of Public Health
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

- 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
442-5483

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

**Wednesdays**

12:00 noon–12:45 pm
September 21–November 16, 2016
University Library
Staff Lounge, Room B05

*Minimum of 10 participants needed to conduct the class.*

**No class on October 12**
Understanding ADHD

When you think about ADHD, do you picture a hyperactive child interrupting class or getting in trouble? What most people don’t realize is that there are more adults with ADHD than children, and that it can present differently in men and women.

While this disorder poses significant challenges, people with ADHD are often passionate, caring, creative and can enjoy highly successful lives. Join us as we learn about ADHD, understand the common obstacles faced and their impact, and explore strategies to manage it.

Presenter: Susan Gesten, LMSW, Certified Coach from the ADD Coach Academy, and a Professional Certified Coach (PCC) with the International Coaching Federation.

Thursday, October 6
12 Noon—1:00 pm
Room 375
Campus Center

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

Deadline to register: Wednesday, October 5
Stay Energized at Work

Working out or going to the gym every day before work can be a big challenge, but it will help you stay more consistently energized during the workday. If you typically get groggy in the afternoon, try this five-day experiment. Schedule a 15-minute brisk walk daily during your lunch hour or afternoon break. This routine will cause you to feel more awake, less sluggish, and less likely to doze off in the afternoon, thereby raising your productivity.

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