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.

UAlbany EAP strives to enhance the maintenance of a healthy and productive workforce. We hope you’ll enjoy reading the monthly EAP E-News and will take advantage of the EAP services and programs that are offered. (See page 4 for more information.) And 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.

Contact UAlbany EAP Coordinator Brenda Seckerson if you would like to learn more about this employee benefit. E-mail: bseckerson@albany.edu Phone: 442-5483

*If you would like a copy of this brochure with more tips, contact the EAP Office. bseckerson@albany.edu

IT’S THE START OF A NEW ACADEMIC YEAR

Tips to help stress-proof your job

Let’s face it. It’s unrealistic to think that we will not be stressed on the job, especially during specific times of the academic year (e.g., the beginning of the semester). However, we can take preventative steps to help reduce stress by getting a little more organized. Setting up some helpful “systems” can increase the odds of being able to handle those stressful and busier times a little better.

Here are three tips from Personal Best Publisher’s “Stress-Proof Your Job” brochure* which is available at the EAP Office:

♦ Batch tasks: Do your best to schedule similar tasks together. Think about timing, too. If your best time is in the morning, schedule things that require more energy then. Save the easier tasks for later in the day.

♦ Make a list: This sounds old fashion, but it works! Write tomorrow’s “to-do” list at the end of each work day, putting the most important responsibilities at the top of the list. Checking off the tasks as you complete them can give you a boost and a sense of accomplishment!

♦ Lose the unnecessary: Are you really going to have time to read those journals that have been piling up on your desk? Do they stare at you making you feel overwhelmed? Then file them away. Create a system that includes “must read” and “save for later” in-boxes.
Each day on the job brings us into the unknown. We may think we know what the day will bring, but we don’t. How we address the unexpected—those turns of events at work that can challenge us in one way or another—brings us an opportunity to rise to the occasion. Where would you fall on the scale of being able to meet challenges with a positive attitude? Would you score high, low, or somewhere in the middle?

Here are six things to consider to help you score higher when it comes to meeting the inevitable challenges that appear from time while at work.

Avoid “going negative”: Negativity feeds on itself and only makes a bad situation worse. Why go there? Approaching a challenge with a more positive attitude and finding the good side of the situation helps to move things along. Finding that obstacles can create opportunities to learn and grow can help to alleviate some stress, too. It’s all about perspective.

Defuse conflict: You always have a choice as to how you approach a conflict. You can choose to walk away, agree to disagree, or find some common ground. Sometimes if you address a negative attitude with a little kindness, a potential conflict can be defused.

Achieve your goals: What are your personal and professional goals? Set goals that will s-t-r-e-t-c-h you but are not so over the top that you’ll become discouraged trying to achieve them. Establish timelines. Take big goals and break them down into smaller ones. Take note of your progress along the way, giving yourself some rewards for your accomplishments. Goals become the roadways that lead you to your “success” destinations in life.

Balance work and life: There is a strong link between your work and personal life. What you do off of the job can have an impact on your productivity. It’s important to take time for your personal life and to do things that will create good heath, enhance your well-being, and help reduce stress. Creating a personal life that is fulfilling and enriching helps to promote a positive attitude on the job.

Provide excellent service: WAIT! Don’t skip this one just because your job doesn’t entail sales or service! Anyone on the job who asks you for something—your supervisor, coworker, or supervisee—becomes a “client” so to speak. We are all in this together and are called upon to serve one another in a variety of ways to get the job done. Keep commitments. Respect deadlines. Listen actively to each other. Outline clear expectations and be honest about what you can and can’t fulfill.

Manage time wisely: Sometimes we wish we could come up with a way to create more time in our day so we could get things done. But alas, we cannot. Instead of wishing for something that isn’t possible, developing better time management skills may be the best way to address this challenge. Learn some organizational strategies to make better use of your time (see the article on page 1 for some tips). Be wary of “multitasking” as a cure-all. Be mindful of over-scheduling and over-committing yourself.

Challenges happen. That is life. Learning to surf and ride the waves is our best way to stay afloat and maybe even have the ride of our life!

“You can’t stop the waves, but you can learn to surf.”

~Jon Kabat-Zinn
Managing Difficult Conversations
An Intro to Conflict Resolution

Professional Development Workshop *
For Faculty and Staff in a Supervisory Role

Have you had the need to mediate conflict in the workplace? If so, did you wish you had some additional skills to address this type of situation? Join us for this 3-hour workshop which will provide basic skills on managing challenging conversations in the workplace. Conducted by a dispute resolution professional, participants will examine their own responses to conflict, develop techniques for effective communication, and learn basic techniques for managing conflict in a productive way.

Workshop Facilitator: Sarah Rudgers-Tysz, Esq., Executive Director of Mediation Matters

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

*Supervisor’s Approval Required to Attend

Thursday, September 27
9:00 am – 12:00 pm
Room 375
Campus Center

Registration Deadline:
Monday, September 24
Space is Limited!
Register Early!
One of your benefits as an employee of the University at Albany is access to the Employee Assistance Program (EAP). EAP’s mission is to provide services to support a healthy, productive workforce. Available to all employees is the use of the voluntary, confidential Information, Assessment, and Referral Service provided by UAlbany EAP Coordinator, Brenda Seckerson.

Is there a concern that you know you need to address but just haven’t taken the time to do so? Is there an issue at home or work that is having an effect on your ability to be as productive as you need to be? Early intervention is the key! You don’t need to deal with it alone. Support is available through UAlbany EAP. Whether it is family and relationship issues, work stress, interpersonal difficulties, substance abuse or dependency, aging parents, therapist referrals, legal matters and/or financial concerns, employees can take advantage of the confidential assistance available from EAP.

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

Brenda Seckerson,
UAlbany EAP Coordinator
Call 442-5483
or email bseckerson@albany.edu

Confidential support, information, and referrals are available to assist you in finding a way to address your concerns.

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

The difference between stumbling blocks and stepping stones is how you use them.

– Unknown
The 2012 Summer Olympics games are over and so is the 16-day WellNYS Everyday Olympic Experience wellness event! 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.

- The Olympic Experience was fun. I hope EAP does it again….or even something similar once or twice a year to encourage healthy behaviors. I think everyone enjoyed it.
- The Olympic Challenge was really fun and I definitely cannot wait to do something like this again.
- I had fun, and I appreciated all of the helpful information… and hopefully I will keep up the momentum of the healthy changes I have made! I think it would be fun for all of us to do something like this again, before the next Olympics!
- It can often be a little isolating in “Cubicle City”. This was the perfect opportunity to continue my healthy behaviors and truly meet the people around me. It gave me an outlet for my creativity which I loved. The activities we all did together I hope we can continue. - Signed, “A Spirited Olympian”
- This experience has been great! My 7-year-old daughter is really shooting for the gold, and she’s trying to help her almost 3-year-old brother to do so as well...Our work team competition has been wonderful. It’s given a new employee like me lots of opportunities to spend time and get to know my colleagues. Thanks so much for encouraging us to participate in this great experience!
- During this event I was able to complete all of the events. Even though I could only log in one a day, I was able to complete more than one behavior. I know I can continue 15 of the 16....For my closing ceremony of the Olympics, I competed in the Warrior Dash. Even though I signed up a while ago, the race fell on the final day of the Olympics.
- I wanted to thank you for making me aware of my daily habits and encouraging new ones. Fun and rest are not what I have ever considered a health benefit; rather I considered them something to feel guilty about [i.e., I should be cleaning, exercising, etc.] I am happier now that I’ve incorporated them into my daily routine.
- This program was a good reminder that incorporating small changes can be meaningful. I plan on keeping this list close by and using it as a way to “check-in” to see how I am doing.
- Thank you Jessica* for all of your inspirational e-mails and delicious recipes. I hope we can do it again soon!

Special THANK YOU to EAP Committee Members:

*Jessica Healy (Research Foundation representative) for organizing the Professional Development Program’s (PDP’s) Olympic Experience team challenge.

Linda Gallagher (UUP representative) and Emily Tracy (UAS representative) for serving on the Olympic Experience planning committee.
2012 Artists of the Mohawk Hudson Region Juried Exhibition

Thursday, September 6
12:00 - 12:45 pm
University Art Museum

Here’s your last opportunity to check out the current exhibit before it disappears! University Art Museum Director Janet Riker will guide us through September’s “Art Break” and give us some background on the 76th annual Regional. This exhibit showcases artwork in a range of media including painting, drawing, photography, sculpture, video, digital media, and installation. The show features 65 works by 30 artists including Tatana Kellner, Gina Occhiogrosso, Yaminay Nasir Chaudhri, Peter Crabtree, and more. Join us!

To Register Contact:
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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.
Tai Chi Class

Tai Chi, also known as Tai Chi Chuan, or Taijiquan, is a Chinese martial art which is popular as a fitness or mind/body wellness practice. It is a gentle but thorough body workout with many health benefits included improved strength, balance, body awareness, sensitivity and coordination. This Tai Chi program will cover the basics of Chen style tai chi using Dr. Yang Yang’s Evidence Based Tai Chi Form. This is a great class for beginners who want to experience the art for the first time and for the more experienced tai chi players who want to work on the foundational principles of tai chi and experience the deeper levels of tai chi form, martial skill and energy. Tai chi forms, drill practices, and qigong will all be taught, and the art of push hands will also be introduced. Join us for this powerful, graceful, engrossing and relaxing practice which promotes both physical and mental health and well-being. Please dress comfortably.

Instructor: Marta Banks is a certified Yang, Chen and Sun Style Tai Chi and Qigong teacher with over nineteen years of experience teaching people of all ages from children to seniors, working with people of various levels of fitness from martial artist to those with physical or mental disabilities. Marta is also a founding member of the Asian Arts Group Center for Study and Practice which opened in 2007 in Albany.

Mondays*
Sept. 10 - Nov. 5
*No class on Oct. 8
12 noon - 12:45 pm

Registration Deadline:
Thursday, Sept. 6

Course Fee: $60.00
(pre-paid w/ registration)
A 10-participant minimum enrollment needed to conduct the class.

Make check payable to:
Asian Arts Group

Send to Brenda Seckerson @ MSC # 200 by Sept. 6
ARE YOU READY?  September is

NATIONAL PREPAREDNESS MONTH!

If there is an emergency or disaster, do you or your family have a plan? Do you know what to include in an emergency kit? If you have a pet(s), do you know how to plan for their well-being during an emergency? Join us for this informative session provided by Paul Berger, UPD Assistant Chief and member of the UAlbany Emergency Preparedness Advisory Committee and EAP Committee.

This program is co-sponsored by UAlbany’s Employee Assistance Program and Emergency Preparedness Advisory Committee.

**EAST CAMPUS**

Thursday, September 13
12:00 to 1:00 pm
Room 110A
Deadline to Register: Sept. 12

**UPTOWN CAMPUS**

Friday, September 14
12:00 to 1:00 pm
Terrace Lounge, Campus Center
Deadline to Register: Sept. 13

Contact: Brenda Seckerson, EAP Coordinator
bseckerson@albany.edu  OR register online:

http://www.albany.edu/eap/event_sign-up.htm
Meet & Greet Event!

Join us for this informal “Meet and Greet” opportunity for Downtown Campus employees to learn more about their EAP benefit. Stop by to chat with your EAP Coordinator and one of the EAP Committee Co-Chairs. Check out an array of health and wellness materials. Some EAP giveaways will be available, too!

Hope to see you there!

Hosted by Brenda Seckerson, EAP Coordinator
AND
Kathy Gurney, EAP Committee Co-Chair & Downtown Campus Representative

For information about EAP, go to:
http://www.albany.edu/eap/

Thursday, September 20
12:00 - 1:30 pm
Draper Hall
Room 105
Do you or a family member have a student loan(s) that you are trying to pay off? Do you know all of the current ways to address repaying those loans? If not, then join us for this lunchtime session designed to educate those with student loans about the tools that are available to help with repayment. Topics to be discussed include repayment plans, consolidation, cancellation or forgiveness, deferment and forbearance, and how to get out of default. Bring your questions!

Wednesday, October 3
12:00 - 1:00 pm
Room 375, Campus Center

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

Presenter: Jenny Brannon,
SEFCU Member Education Manager
Special Notice

EAP Seasonal Flu Shot Clinic

Due to the decreasing attendance at the annual flu shot clinic over the past few years and the increasing availability of flu shots in our community, EAP will NOT be sponsoring an employee flu shot clinic this year. We will instead determine a new use for the resources and funds previously designated to this event. If you need information about flu shots, please contact the EAP Office. 442-5483

Disclaimer: The material and links in this newsletter are presented for educational and informational purposes only and do not serve as any endorsement by EAP. This information is not intended to replace the advice of your qualified health professional.

Volunteer today for a cancer-free tomorrow.

CANCER PREVENTION STUDY-3

What if you could prevent even one family from hearing the words “you have cancer”? What if you could help save lives from cancer and give people more of their most precious resource: TIME? More time with family and friends, to help create a world with more memories, more celebrations … and more birthdays.

This past May, the American Cancer Society (ACS), PEF, CSEA and GOER partnered to put on the CPS-3 Study for state employees at the Empire State Plaza. There is still an opportunity to get involved. Enrollment appointments will be taking place near the UAlbany campus in October.

Who can join the study?

The study is open to anyone in the United States and Puerto Rico who is willing to commit to the study long-term which means completing periodic follow up surveys at home for the next 20-30 years, is between 30 and 65 years old, and has never been diagnosed with cancer (not including basal or squamous cell skin cancer).

NOTE: This is public service announcement NOT an EAP-sponsored event. To find out how to participate and when and where enrollment appointments will be held, click here.

For more information on the Cancer Prevention Study, visit cancer.org/cps3 or call toll free at 1.888.604.5888.