Eat Smart, Live Green!

Co-Sponsored by EAP and the Office of Environmental Sustainability

Looking for some new ideas on how to Eat Smart and Live Green? Then you won’t want to miss UAlbany’s Earth and Wellness Day on Thursday, April 19. An array of exhibitors will be in attendance with many highlighting the topics of food and nutrition. Join us for this festive day designed to offer resources to support your personal wellness efforts as well as to provide information on how to lead a more sustainable life. Be sure to make time on the 19th during your lunch break to stop by the Campus Center Ballroom and discover what you can do to eat smart and live green!

**In the “Health Zone”**
8:30 am - 1:30 pm
Fireside Lounge, Campus Center
Provided by St. Peter’s Health Care Services
◆ FREE blood pressure checks
◆ FREE pulmonary screenings
◆ Variety of Health Information

Just added!
Free hearing screenings!

**Cholesterol Lipid & Glucose Screening Clinic**
(12-hour fasting optional)
General Fee: $9.00
CSEA Members: $3.00
UUP Members: $4.00
**CASH or CHECK ONLY**

Cholesterol Screening Fee Reduction
Thanks to a $6.00 donation from CSEA for members, a $5.00 donation from UUP for members, and a $5.00 contribution per person from EAP, the $14 cholesterol & glucose screening fee is reduced.

**Exhibitor Fair**
Campus Center Fountain & Ballroom
11:00 am - 2:00 pm
Approximately 40 Exhibitors
Talks/ Demonstrations *
Recipe Swap
Free Soil Analysis
Free Refreshments

**Clothing Exchange**
Assembly Hall, Campus Center
11:00 am - 2:00 pm

*Talk/Demo Schedule*

11:20-11:30 Honest Weight Food Co-op
Reading and Understanding Food Labeling
Sandra Varno, Cornell Cooperative Ext.
Eating Well on the Go

11:40-11:50 Eating Well on the Go
Sally Cummings, Master Gardener
Square Foot Gardening

12:00-12:10 Eating Well on the Go
Sally Cummings, Master Gardener
Talking About Herbs

12:25-12:35 Composting

12:40-12:50 Composting

12:55-1:10 Asian Arts Group
Tai Chi Demo

**EAP website:** [http://www.albany.edu/eap](http://www.albany.edu/eap)
Respect and Civility in the Workplace

Many behaviors commonly exhibited by employees can be detrimental to the well-being and productivity of co-workers. A lack of respect in the workplace, if left unchecked, will drag down morale, too. Let’s ask ourselves, “What do I do to contribute to a respectful workplace?” Here are some things to consider.

What Signals Are You Sending?

Respect is the regard or consideration we have for others in all aspects of what concerns them—personal property, appearance, character traits, values, personal space, opinions, and emotional well-being. Disrespect toward others can negatively affect any of these things, so it is important to understand the role we play in maintaining a respectful workplace. Each of us has personal power, and with it we affect others around us whether we know it or not.

You have the Power

Your daily actions signal to others the level of personal respect that you hold for them. Understanding that what you do matters can increase your personal awareness and give you more control over the direct, indirect, or unspoken signals you send to others. It can lead you to make improvements in your relationships and increase your happiness at work. This awareness is the key to minimizing strife and hostility, and to increasing the courtesy and mutual respect all of us want from each other.

Big Impacts from Small Stuff

The following are some common behaviors often considered disrespectful. Do you practice any of them? Have you been on the receiving end of some? You may notice some missing that you have experienced. Use the list to help you consider your role in helping maintain a respectful workplace.

• Communication: Interrupting others while they are speaking; cutting someone off before he or she has finished expressing a thought; neglecting to say please and thank you; purposely avoiding an obvious moment to offer a compliment, to say good morning, etc.; criticizing someone in front of peers; using profanity to “be yourself” and making this other people’s problem if they don’t like it.

• Privacy: Asking personal questions of someone you do not know well; reading another person’s mail; peering at someone’s computer screen.

• Boundaries: Taking things from another person’s desk; not returning loaned books, supplies, or other property; standing too close or staring at another person; not stopping offensive behaviors after a reasonable request.

• Environmental: Not cleaning up after yourself in the staff kitchen; having a loud conversation or playing loud music; keeping your work area unsightly, overly dirty, or dusty; displaying visual objects in your workspace that offend others or contrast heavily with what most people consider good taste or appropriate; using the last of something and not replacing it—food, supplies, or toilet paper.

A Respectful Workplace

Being respectful of others isn’t about “censorship” or “walking on egg shells.” It’s about awareness so you can practice self-discipline—knowing the powerful impact we all have on each other and knowing that each person has a vital role in creating the type of workplace that we all want to share.

Resource: workexcel.com

If you are finding it difficult to be as productive as you used to be, perhaps a stressor in your life is impacting your ability to feel successful at work and/or at home. The Employee Assistance Program’s Assessment & Referral Service might be the answer! Take advantage of this free voluntary confidential employee benefit. Support, information, and referrals are available to assist you in finding a way to address your concerns.

If you would like to schedule an appointment for an Assessment & Referral session with EAP Coordinator Brenda Seckerson, CALL 442-5483 or EMAIL bseckerson@albany.edu www.albany.edu/eap
One Too Many?

If you answer "yes" to any of the following questions, you may have a problem with alcohol:

⇒ Do you drink alone when you feel angry or sad?
⇒ Does your drinking ever make you late for work?
⇒ Does your drinking worry your family?
⇒ Do you ever drink after telling yourself you won't?
⇒ Do you ever forget what you did while drinking?
⇒ Do you get headaches or have a hangover after drinking?

April is Alcohol Awareness Month. EAP encourages you to take this time to educate yourself and your loved ones about the dangers of alcohol abuse. Drinking too much alcohol can lead to health problems, including alcohol poisoning, hangovers, and an increased risk of heart disease. In addition to the physical impact of the overuse of alcohol, alcohol abuse can take its toll on relationships, work, and home life. It can effect one’s ability to be fully functioning in all aspects of life. If you are drinking too much, you can improve your health by cutting back or quitting. Keep track of how much you drink, avoid places where overdrinking occurs, and find new ways to deal with stress. Don’t hesitate to reach out for support. EAP can provide resources and referrals on how to address concerns about alcohol use, whether its your own use or that of a loved one. To access information online, check out the Substance Abuse and Mental Healthy Administration’s website. [http://www.samhsa.gov/](http://www.samhsa.gov/)

Annual Document Shredding Event - Friday, May 4*

Our annual community “shredding event” helps to prevent identity theft AND supports our effort to be green. **Bring your old UAlbany materials and personal documents to a drop-off site.** All shredded paper will be recycled by Pro-Shred Security. We collected 7.5 tons of paper at last year’s event which is the equivalent of planting 127 trees. Let’s see if we can top that!

**SHREDDING DROP-OFF SITES**

Uptown Campus - Science Library/Bus Circle: 9:00 – 11:00 am
MSC Parking Lot: 11:15 – 11:45 am

Downtown Campus - Corner of Robin & Washington Ave.: 1:00 - 2:00 pm

East Campus - C-Wing Parking Lot: 2:30 - 3:30 pm

*Rain Date: Friday, May 11

For information on how long to keep personal documents, go to:

Co-sponsored by EAP and the Office of Environmental Sustainability

**Materials okay to shred:**

- Paper/cardstock
- Manila folders
- Paper clips
- Stapled paper
- Checkbooks

**Cannot be shredded:**

- Plastic ring binders
- CD’s
- Metal binder clips

**Disclaimer:** Material presented in this newsletter is intended for educational or informational purposes only. It is not intended to replace the advice of your qualified health professional.
April is National Stress Awareness Month. What a perfect time to highlight a quiet place on campus where faculty and staff can find solace and peace during the work day. Located on University Drive West near the SEFCU Arena, Chapel House Interfaith Center is nestled in the woods a short walk from the hustle and bustle of the busy campus. Inside, The Virginia C. Dolins Interfaith Meditation and Prayer Room provides a tranquil space for quiet reflection, meditation, and/or prayer. Dimmable lighting, a small fountain, flameless candles, and a beautiful mandala on the wall, all help to create a sense of calm; sacred texts and objects for Buddhist, Christian, Hindu, Jewish and Muslim traditions are also available for visitor use.

Outside, to the rear of the building, there is a small Meditation Garden. On a nice day, it can be the perfect escape. Surrounded by trees, listening to song birds and the rustle of squirrels in the leaves for just a few minutes out of the day can be rejuvenating. With warmer weather arriving, consider packing a lunch and enjoying a leisurely stroll or a fast-paced walk to Chapel House where you can sit at our picnic table under the shade of a tree enjoying a relaxing lunch.

For more information about the Chapel House, check our website at www.albanychapelhouse.org or give us a call at 518. 489. 8573 X 21. You can also join us on Facebook at “Chapel House Interfaith Center” and “like” our “Interfaith Prayer & Meditation Room at UAlbany” page.

I’ve learned that people will forget what you said, people will forget what you did, but people will never forget how you made them feel.”
~Maya Angelou (b. 1928)
American poet

Soil Sample Instructions

Free Soil Analysis at UAlbany Earth and Wellness Day Provided by Cornell Cooperative Extension

Dig down about four (4) inches and take a few tablespoons of dry soil and place it in a Ziploc-type bag. This can be done in a few areas and blended together to form one sample from a garden or the front lawn. The sample should be labeled with contact information and location, such as vegetable garden or rose bed, etc. At the UAlbany Earth and Wellness Day event in the Ballroom, take your sample to the Cornell Cooperative Extension table. There you will fill out a form and submit your soil. The Cooperative will test the soil at their lab and mail you your soil’s pH level along with any recommendations for amendments. One sample per person.

EAP is a joint labor/management program and is part of the NYS Employee Assistance Program - CSEA/C82/GSEU/MC/NYSOPBA/PEF/UUP. Contact Info: 55 Elk Street, Albany, NY 12210.