Earth & Wellness Day Photo Contest Winners

This year’s Earth and Wellness Day incorporated a photo contest similar to the one held in 2013. Attendees at the April 23 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!

Congratulations to Pascale Maximin (faculty/staff winner) and Ellen Liebenthal (UAlbany junior) who received the most votes. In the coming weeks, you’ll see the two photos hanging in the Campus Center.

EAP hopes you’ll make more time to spend outdoors as a way of nurturing yourself. No camera is necessary to relax and take in the splendor of nature!

Faculty/Staff Photo Finalists:
- Terri Zuelsdorf, Professional Development Program
- Librada Pimentel Whitaker, Latin American, Caribbean, and U.S. Latino Studies

Student/Alumni Finalist:
- Diane M. Butrym, Graduate Student School of Public Health (Two photos made the finals!)
In the Workplace...

Giving Feedback to Your Boss

You can give constructive feedback to your boss with more ease. The key is making it fully formed, thoughtful, and delivered with timeliness and tact. Manage your emotions so you’re calm, and these crucial elements don’t go missing. Your approach: View feedback as a way to enhance your workplace. Doing so will naturally cause you to exhibit a positive attitude. Avoid a negative tone or approach which is seen as unwelcome, complaining, or attacking your boss. When you deliver feedback positively, you are not a pest but a welcome guest. For added receptivity, request permission to give feedback. For example, “I have some thoughtful input on this project we are involved in. Is it okay to share it with you at this time?”

Tardiness: Ripple Effects That Add Up

Tardiness is a silent hit to productivity. Being ten minutes late to work may not seem like a big deal, but like many small expenses that create a large hit to your pocketbook, tardiness can add up. Like ripple effects from a rock thrown into a pond, tardiness reverberates throughout an organization. If you’re frustrated about coming in late and puzzled over your inability to correct it, contact UAlbany EAP to discuss ways to help curb it.

You may want to start with a book written solely on the topic titled Never Be Late Again: Seven Cures for the Punctually Challenged by Diana DeLonzo.

The EAP Lending Library has this book available to borrow as well a few others on the topic of time management and organization. Some of those titles are:

- It’s Hard to Make a Difference When You Can’t Find Your Keys: The Seven-Step Path to Becoming Truly Organized by Marilyn Paul, Ph.D.
- One Year to an Organized Life: From Your Closets to Your Finances, the Week-by-Week Guide to Getting Completely Organized for Good by Regina Leeds
- Organizing for the Creative Person by Dorothy Lehmkuhl & Dolores Cotter Lamping, C.S.W.
- Procrastination: Why You Do It, What to Do About It NOW by Jeane B. Burka, Ph.D. and Lenora M. Yuen, Ph.D.
- Solving the Procrastination Puzzle: A Concise Guide to Strategies for Change by Timothy A. Pychyl, Ph.D.
- Time Management: The Ultimate Time Management Guide by James Goldman

Contact the EAP Office at 442-5483 or bseckerson@albany.edu to make arrangements to stop by to browse, or you may request materials be sent to you via campus mail. To discover what other materials are available to borrow, go to: http://www.albany.edu/eap/eap_library.htm

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

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.
Diversity Works for Everyone

Solving problems and searching for new ideas among your workgroup or team is a regular task. Be sure to take advantage of the problem-solving capabilities of every member, especially those who bring unique perspectives based on diverse life experience, background, gender, race, culture, or worldview. This strategy is based on a principle called “standpoint theory.”

Standpoint theory means that each person possesses a unique perspective, but the more divergent from the norm the background, life experience, or cultural orientation of the employee is, the more diverse and valuable that perspective might be. Standpoint theory can better leverage the talents of your team. It also recognizes in practical terms the inherent capabilities of your group’s diverse makeup.

Another key value of standpoint theory is its ability to prevent “groupthink,” a situation in which everyone from the dominant or similar background within the group tends to believe the same thing. This unwittingly walls off the group from the opportunity to see the best solution. Who we are, where we’ve lived, and what culture, race, or life orientation we experience all contribute to our individual perspectives. This greatly determines how we view problems and set out to solve them. This is what makes diversity in the workplace so valuable, and it is why it is a resource that can advance the mission of any organization.

Making More of Your To-Do List

There are secrets to successful to-do list management. When tallying your crucial items, do the following to maximize the benefits of this time-tested tool.

- Add the time needed to each task for its execution
- Add deadlines to each item
- Add subtasks for each task that requires multiple steps
- Draw a line between related items (e.g., get haircut, pick up milk at grocery store)
- Mark whom to delegate the task to, if appropriate
- Add more items to your list than you can accomplish. Why the last addition to the list? You will discover some items drop off as unnecessary. This strategy alone can increase productivity 20 to 50 percent.

Does the above make you feel like you will be planning all day? You won’t be. **Rule #1:** It is always worth the time to plan, because time saved makes up for the few minutes involved in the to-do list planning exercise.

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

Motivation is what gets you started.
Habit is what keeps you going.

~ Jim Rohn (1930-2009)
American author, entrepreneur, and motivational speaker
Are you finding yourself grappling 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 as an employee benefit.

Remember, there are no mistakes, only lessons.
Love yourself, trust your choices, and everything is possible.

--Cherie-Carter Scotts, Ph.D., Author and Life Coach (1949—)

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.
Employees and Workplace Ethics

Workplace ethics is a vibrant topic. In the digital age, where ethical violations can quickly be discovered and big ones exposed internationally on the Web in mere minutes, employers are more concerned than ever. The key prevention concept is grasping how relatively small indiscretions, easily rationalized, can help pave the way to larger events with significant consequences. Every employee is on the front line in the fight to maintain an ethical workplace. Whether it’s grabbing a few company ballpoint pens on the way home or serious infractions that might lead to dismissal, there is a prevention signal worth paying attention to that accompanies nearly every incident: a thought of awareness that says, “Don’t do it.”

National Prevention Week...

May 17-23, 2015

National Prevention Week is a Substance Abuse and Mental Health Services Administration (SAMHSA)-supported annual health observance dedicated to increasing public awareness of, and action around, substance abuse and mental health issues. National Prevention Week 2015 will take place May 17-23.

SAMHSA states that “mental and substance use disorders can have a powerful effect on the health of individuals, their families, and their communities. In 2012, an estimated 9.6 million adults aged 18 and older in the United States had a serious mental illness, and 2.2 million youth aged 12 to 17 had a major depressive episode during the past year. In 2012, an estimated 23.1 million Americans aged 12 and older needed treatment for substance use. These disorders are among the top conditions that cause disability and carry a high burden of disease in the United States, resulting in significant costs to families, employers, and publicly funded health systems.”


**Early intervention is the key to prevention.** Educate yourself about risk factors and symptoms. If you are concerned about your mental health and/or use of alcohol/drugs or that of a loved one or friend, contact EAP for information, resources, and referrals. 442-5483  bseckerson@albany.edu

For additional resources, go to: [http://www.samhsa.gov/find-help](http://www.samhsa.gov/find-help)

“Learn from yesterday, live for today, hope for tomorrow. The important thing is to not stop questioning.”

~ Albert Einstein, Theoretical Physicist (1879–1955)
May is Employee Health & Fitness Month!

Stop by the Campus Center for a “Meet and Greet” and receive a FREE pedometer compliments of EAP! EAP Coordinator Brenda Seckerson and several EAP Committee members will be on hand to chat and offer wellness information and other giveaways.

It’s time to kick off the summer season here at UAlbany!

May 17 - 23, 2015 is National Prevention Week

To highlight prevention week, materials will be available raising our awareness about suicide prevention, alcohol and substance abuse, and how to take care of our mental health.

Wednesday, May 20
Campus Center
Fountain Area
11:30 am - 1:00 pm

THE WORLD WITHIN REACH
UAlbany’s Document Shredding Day
For Faculty, Staff, and Students

Help prevent identity theft and support our “go green” efforts at the same time! Gather your old University at Albany materials and personal documents and bring them to a drop-off site to shred for FREE! In past collections, we recycled 7.5 tons of paper, equivalent to planting 127 trees. Let’s top it! All shredded paper will be recycled by 3N Document Destruction.

Shredding Day Drop-Off Sites

Tuesday, May 5
9:00 am - 1:00 pm — State Quad Student Lot

Tuesday, May 12
9:00 am - 11:00 am — MSC/UAB Lot
11:30 am - 1:00 pm — Hawley Lot, Downtown Campus

For more information on how long to keep personal documents, go to: www.consumerreports.org and enter the search “how long to keep documents.”

Materials OKAY to shred:
- Paper/cardstock
- Manila folders
- Paper clips
- Stabled paper
- Checkbooks

CANNOT be shredded:
- Plastic ring binders
- CD’s
- Metal binder clips

Electronics Recycling Day
For Faculty, Staff, and Students

Do you have old electronics taking up space at home? Recycle your personal electronics for FREE!

Regional Computer Recycling & Recovery will be collecting the following items:

Calculators
CD/DVD Players
Chargers
Circuit Boards
Keyboards, Mice, Cables
Computers & Laptops
Copiers/Scanners/Printers
Televisions
Inkjet/Laser Toner Ink Cartridges
Christmas Lights

Monitors
Network Equipment
Paper Shredders
Radios & Turntables
Routers/Servers
Digital Cameras
Speakers
Universal Power Supplies
Telecom Equipment
Rechargeable Batteries

Video Game Systems
Wiring & Cabling
Microwaves
GPS Units
Terminals
Fax Machines

Items NOT Accepted:
Air Conditioners
State owned equipment
Dehumidifiers
Liquids & Powders

VCR Tapes
Refrigerators
Alkaline Batteries
Humidifiers

It is recommended that you wipe hard drives and/or erase all data from disks before dropping off items.

For more information about both events, contact:
Mary Alexis Leciejewski
Office of Environmental Sustainability
gogreen@albany.edu
518-442-2592
facebook.com/UAlbany GreenScene
Could painting, pottery and parties in middle and old age help keep the brain in better shape?

A new study included more than 250 people who were on average 87 years old. All were free of memory and thinking problems at the start. The participants filled out questionnaires about their involvement in arts and crafts activities such as painting, drawing, sculpting, pottery, quilting and sewing. They also provided details about their social activities from hanging out with friends to going to the theatre, the movies, concerts, book clubs, their computer use, and travel.

After an average follow-up of four years, 121 people were diagnosed with Mild Cognitive Impairment or MCI. The researchers found that having high blood pressure in middle age, vascular disease, and depression all increased risk of developing MCI. But those who participated in artistic activities in both middle and older age were 73 percent less likely to show a decline in memory and thinking skills...compared to those who did not engage in these activities. Men and women who crafted were 45 percent less likely to develop mild cognitive impairment and those who socialized were 55 percent less likely. Computer use alone was associated with a 53 percent reduced risk.

The researchers say these non-pharmacologic interventions may have the greatest benefit when initiated early and maintained.

As reported by Dr. Cindy Haines of HealthDay TV, U.S. National Library of Medicine, National Institutes of Health

For the full article, go to: http://www.nlm.nih.gov/medlineplus/news/fullstory_151918.html

No matter what your age, pick up a paint brush, some clay, a camera, or anything that sparks your creativity to keep your brain healthy!

“Life is a great big canvas, and you should throw all the paint on it you can.”

~Danny Kaye, American actor and comedian (1911–1987)
UAlbany Runners and Walkers!

It’s time for the annual Workforce Team Challenge. Registration is underway to join the team.

REGISTRATION DETAILS:
Before registering online, check out the official rules for participants and the participant’s release form. You will need to certify that you have read these and agree to their terms when you register online.

- Our team is registered under the name: UAlbany
- Go to: http://www.cdphpwtc.com/runwalk.htm
- Click on link “Register here.”
- Select company: UAlbany—Captain: Cotugno, Jason
- Check boxes to verify you’ve read rules, releases, & safety instructions. Click “Continue.”
- You will be prompted for additional information and asked to consider donating to the charities listed.
- Complete registration by entering your payment information.
- Once registered, contact Team Captain Jason Cotugno to give your t-shirt size.
- jcotugno@albany.edu or call 956-8376

If you didn’t get a chance to attend this semester’s EAP Lunchtime Wellness Program titled “Sleep 101” provided by the St. Peter’s Hospital Sleep Center, then check out this informative TED Talk by Russell Foster, a circadian neuroscientist.

“Why Do We Sleep?”
http://www.ted.com/talks/russell_foster_why_do_we_sleep?t-417937
EMPLOYEE ASSISTANCE PROGRAM

LUNCHTIME WELLNESS PROGRAM

is back this summer for UAlbany employees!

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 (10 weeks), June 2 – August 4
Class fee $60.00

and

Thursdays (10 weeks), June 4 – August 6
Class fee $60.00

12 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: Thursday, May 28

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
The Importance of an Afternoon Walk

As the warmer weather heads our way, there should be no reason why we stay indoors. In fact, the more we can be outside enjoying the sun and the beauty of nature that surrounds us the better. So, let’s challenge each other to go out and enjoy the freshness that spring has to offer by taking an afternoon walk during lunch or a break.

There are countless benefits walking can provide for us. According to the article from mindful.sodexo.com titled “Surprising Reasons You Should Take a Walk This Afternoon,” walking not only helps us burn off calories but can also help strengthen our hearts and of course, tone our legs and core!

Walking has a powerful effect on our overall health and well-being. These effects include the following:

⇒ **Boosts brainpower!** When you walk briskly on a regular basis, it helps to improve your concentration and slow down the shrinkage of the brain that comes naturally with age. Frequent studies have shown that walking on a daily basis can help boost memory growth, and keeping a consistent routine can help to slash your risk of Alzheimer’s almost in half!

⇒ **Protects your eyes. (Say what?!)** Many are unaware that walking can also have a helpful impact on your eyes by alleviating pressure and lowering risk factors for developing glaucoma.

⇒ **Opens up airways.** Walking in general is a good form of cardio exercise. A brisk walk helps to build your lung power over time. When the lungs are stronger, they do a much better job of delivering oxygen to the rest of your muscles. You’ll notice how easy it is for you to walk longer and faster without huffing and puffing.

⇒ **Helps to manage your middle section.** When you walk with good posture, your shoulders are squared, chest up, and eyes forward. By doing this, your core, believe it or not, is actually getting a workout as well as your legs. When you hold that form, not only are you engaging your core muscles to work and build strength, but over time it helps with relieving and reducing back pain.

⇒ **Balance is key.** Using your feet on a daily basis, you are unconsciously balancing. Your mind and body are giving you strength to balance and hold yourself up. Walking lets you work out on all kinds of unstable terrain like soft sand, lose rocks, and trails. Shaky steps activate other muscles throughout your entire body so that you can stabilize yourself, allowing you to have better balance.

⇒ **Builds bone mass.** Using your legs to propel you forward is a weight-bearing exercise. Your body weight is being supported by your legs which you carry ALL over the place. In this sense, you’re building bone mass which can help reduce your risk of developing osteoporosis.

⇒ **Unclogs veins.** Using your legs muscles, whether walking or running, you’re contracting leg muscles. Leg muscles that contract lower your risk of developing deep-vein thrombosis (a type of blood clot in the legs) by pumping blood.

With all of these benefits, it makes sense to take that walk when you have a break! To help you get moving and assist you with measuring your walks, take advantage of the Campus Recreation’s pedestrian and bike path maps that outline one and two mile loops and a 5k loop.

[http://www.albany.edu/campusrecreation/pedestrian_bikepaths.php](http://www.albany.edu/campusrecreation/pedestrian_bikepaths.php)

Article Resource: [https://mindful.sodexo.com/surprising-reasons-you-should-take-a-walk-this-afternoon](https://mindful.sodexo.com/surprising-reasons-you-should-take-a-walk-this-afternoon)
The University at Albany’s EAP Committee Thanks You
for participating in EAP’s 1st Community Service Project!

We wish to express our sincere thanks to all of the UAlbany community who attended EAP’s Beginners’ Crochet lunchtime sessions. We are excited to announce that because of your generous contributions, EAP’s first community service project is a terrific success!

We received approximately 150 handmade potholders/trivets, which exceeded our original goal. A special thank you to DawnMarie Helin for teaching the classes, and to all of you experienced crocheters and knitters who attended to assist and inspire!

All of your caring creations will be donated to the Grassroot Givers non-profit organization in Albany. Any unused yarn will be donated to the Albany County Nursing Home.

EAP will continue to accept donations through May 15. More information can be found on the EAP website at: http://www.albany.edu/eap/lunchtime_programs.htm

Contact Pamela Moniz if you have questions.

pmoniz@albany.edu

956-8050

EAP Committee Member and Project Coordinator Pamela Moniz teaches crocheting at the Earth and Wellness Day.

Photo by Monica Bartoszek, EAP Committee Member, UUP Representative
Earth & Wellness Day Highlights...

Our Heritage:
The Root of What Sustains Us

Shaker Heritage Society Master Gardener Cathie Gifford talks about herbs.

UAlbany Dining cycles for smoothies!

Iroquois Museum Director Stephanie Shultes highlights museum events.

Photos by Monica Bartoszek, EAP Committee Member, UUP Representative

Brian Keough shares the history of UAlbany.
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 23. 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...

• University Auxiliary Services
• Earth & Wellness Day Planning Committee
• Student and Employee Event Volunteers
• EAP Committee
• Faculty/Staff Sustainability Coordinators
• Student Sustainability Council
• Lecture Center & Facilities Staff
• UAlbany Dining Services/Sodexo
• Parking Management

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

EAP is a joint labor/management program and is part of the NYS Employee Assistance Program - CSEA/C82/GSEU/MC/NYSCOPBA/PEF/UUP. Contact Info: 1 Airline Drive, Albany, NY 12235. 518.486.9769

Congratulations EAP Door Prize Winners!

Mary Zeno - massage gift certificate
Sarah Cohen - garden tote
Beata Lar - $25.00 UAS gift certificate
Ardiana Kulira - $25.00 UAS gift certificate

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Publisher/Contributor
Brenda Seckerson

Special Contributors
Seema Mathura
Pamela Moniz

Copy Editors
Kathy Gurney
Merissa Mabee
Pamela Moniz

Clip Art/Photos
Bing.com
Frontline Newsletter
Monica Bartoszek
Linda Mertz
Brenda Seckerson

Photo by Monica Bartoszek,
EAP Committee Member, UUP Representative