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. 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. Best wishes for a productive and inspiring 2015-2016 academic year!

Know Your Strongest Skills

Could you quickly describe your skills and abilities in a chance encounter with executive leadership? Be the expert on yourself and improve self-awareness by periodically taking inventory of your skills.

Take a look at the free online Dictionary of Occupational Titles (www.occupationalinfo.org). Search your job (or a similar one). Notice the skills listed, and whether there are some you possess but have never considered. Repeat with your past jobs and a job you’d like in the future.

Now examine soft skills. A list can be found at http://jobsearch.about.com/od/skills/fl/soft-skills.htm. Soft skills are closely linked with emotional intelligence, and those who hire know they can predict job success. Their importance can’t be overstated.

Consider all you’ve gathered about yourself. You now have a renewed understanding of yourself, how to advance your career, and how to sell your most important product—YOU.

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

Employee Diligence: Reducing Errors

Always seeking perfection will exhaust you, but eliminating more errors is possible with a few tips.

- Do creative work during the day when you are more alert.

- Step away from your work for at least 15-20 minutes before checking it for mistakes. Not doing so will cause you to overlook even obvious errors.

- Your reputation at work is built via three primary channels: quality work, responsiveness to others, and ability to engage productively with those around you. Knowing this can motivate you to pursue more error-free work.

- Understand the “doctrine of completed staff work.” A Google search will reveal how heartily this principle is valued by management. Completed staff work means doing things so thoroughly that an answer to nearly every possible question accompanies the final product. Understand and apply this principle whenever possible, and you’ll amaze others with your competence and ability to deliver.

Meeting Project Deadlines

Tons of books exist on overcoming procrastination, and each one discusses project deadlines. Do you see project deadlines as inescapable irritants of life or challenges to be conquered?

⇒ To become fearless about deadlines, attack each one immediately by dividing it into pieces, chunks, or mini-goals necessary to complete it.
⇒ Supercharge your motivation for meeting these mini-goals by giving yourself rewards for each one you complete. Any small treat, small positive experience, or bit of fun will do.

Acquire this deadline management skill and you will begin rejecting procrastination as a tool for managing the pain of deadlines!

Check out the EAP Lending Library for books to enhance your professional development!
To discover what materials are available to borrow, go to: http://www.albany.edu/eap/eap_library.htm

Contact the EAP Office at 442-5483 or bseckerson@albany.edu to make arrangements to stop by to browse, or you may request library materials be sent to you via campus mail.

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

“Hope sees the invisible, feels the intangible and achieves the impossible.”

~ Anonymous

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.
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!

Understanding Your EAP Benefit

Not sure if your employees are aware of all of the services and programs that the UAlbany Employee Assistance Program provides to faculty and staff? EAP Coordinator Brenda Seckerson is available to come to a staff meeting to offer a program orientation for you and your employees.

EAP is a New York State joint labor/management program that is a negotiated employee benefit. 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 service and attend the programs it sponsors.

Take advantage of this employee benefit and resource! Contact Brenda for more details.

Brenda Seckerson, MA, CEAP
UAlbany EAP Coordinator
bseckerson@albany.edu
442-5483
Who’s at Risk to Become Addicted to Narcotic Painkillers?

According to a July 7, 2015 MedlinePlus.gov article, a recent study indicates that “people with prior histories of drug abuse, or current or former smokers, were much more likely to go beyond that short-term prescription” for narcotic painkillers provided by their physician. Narcotic drugs fall into the category of opioids such as oxycodone (Oxycontin), hydrocodone (Vicodin), codeine, methadone, in addition to others. Things of note in the article include:

- The study was led by Dr. W. Michael Hooten, an anesthesiologist at the Mayo Clinic in Rochester, Minn. His team tracked outcomes for nearly 300 patients given a first-time, short-term prescription for one of this class of narcotic painkillers in 2009.
- The study found that 21 percent of short-term opioid patients ended up getting prescriptions that extend for as long as three to four months. Another 6 percent actually continued the medications for longer than four months.
- People with a prior history of either smoking and/or drug abuse appear to be at greatest risk for turning a short-term pain treatment into a long-term drug abuse problem.
- Hooten’s team believes that addiction to nicotine or other substances may have the same effect on the brain as using the narcotic painkillers.

Abuse of prescription narcotic painkillers has been in the news lately and is seen as a national epidemic by the Centers for Disease Control and Prevention. Additionally, the overuse and abuse of prescription narcotics is currently identified as one of the leading causes of the increased use of heroin in our communities. When people are no longer able to get prescribed narcotics, some may turn to heroin.

Hooten points out that “more people now are experiencing fatal overdoses related to opioid use than compared to heroin and cocaine combined.” He recommends that people educate themselves about the risks of using narcotic drugs and encourages patients to use alternative pain management methods.

If you are concerned about your use of prescribed narcotics or that of a loved one, contact your doctor. Or, contact UAlbany EAP for confidential information, resources, or referrals to assist you.


Learn More About Opioid Addiction and Treatment...

- National Institute of Drug Abuse—Prescription Drug Abuse
- Family Doctor.Org—Opioid Addiction Overview
- Mayo Clinic—Prescription Drug Abuse
Coming Out...Offering Support

Submission by Courtney D’Allaird, Assistant Director for Intercultural Student Engagement and the founding coordinator of the UAlbany Gender and Sexuality Resource Center (GSRC)

With all that is happening around Lesbian, Gay, Bisexual, Transgender, Queer (LGBTQ) equality in our country and within New York State, here are some important topics and resources to support children, families, and allies.

**Supporting a child who is LGBTQ:** Don’t assume your child or every child will be straight. Try to show positive images of different types of families. Regardless of your child's current or future identity, they will benefit from having the exposure, experience and opportunity of logging this information early on and knowing that they can always ask you questions, even if you Google the answers! The best thing you can do is create space for conversation and listen, listen even if you don’t have answers.

**Supporting a parent of an LGBTQ child:** If you know someone who is struggling with how to support their child, chances are they are running into some road blocks from old information they were told over the years. Help them explore where this information is coming from, what they are afraid of, angry about, etc. Chances are it is not that they don’t love their kid, it’s that they don’t know how to love them, given that they have received a plethora of conflictual messages about what it means to be LGBTQ.

They may be most worried about what people will think of them as a parent or that their child will be hurt. They may be scared/angry, not at their child but at the world due to the messages they have received in their own life. These are real fears. However, their reality is not the same as their child’s reality. Help them explore resources and practice using language.

Remember that coming out as a parent of an LGBTQ child is also a process. They, too, have to combat the historical and social information they have received around LGBTQ identity. Let them know that you support LGBTQ people by your social media posts and random conversation about current events. Let them take their time when coming out to you about their child and about their feelings. It’s not all “sunshine and rainbows.” Sometimes there is just nothing you can do to cut through the fear and internalized hatred of LGBTQ identity. That’s in part how 30-40% of our nation’s LGBTQ youth become homeless.

**Connecting yourself to resources:** As LGBTQ allies and as straight allies, we can “be the change” when we have the resources. And the best part is we don’t have to do it alone!

- **Parents, Families, and Friends of Lesbians and Gays (PFLAG)** – for parents of LGBTQ youth

- **Our Family Coalition** – for parents for transgender youth
  [http://www.ourfamily.org/?gclid=CL6M-r6yxMCFQoTHwodXMgK5w](http://www.ourfamily.org/?gclid=CL6M-r6yxMCFQoTHwodXMgK5w)

- **COLAGE** – for parents who are LGBTQ

- **Gay, Lesbian, and Straight Network** – Youth data on bullying

- **Campus Pride** - LGBTQ college report for faculty/staff

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**UAlbany GRSC website**

**UAlbany Safe Space Trainings**

The Safe Space Program supports and empowers members of the UAlbany community through education, engagement and deliberate dialogue in order to provide an affirming and inclusive environment for all LGBT students, faculty and staff. [Click here](http://www.campuspride.org/store/2010-state-of-higher-education-for-lgbt-people/) for the fall semester Safe Space training schedule.
Flu Shot Clinic Set for UAlbany

Are you ready for flu season? UAlbany’s Student Health Center has coordinated its annual flu shot clinic. Provided by MAXIM Healthcare Services, the clinic is open to faculty and staff, too!

The vaccination fee is $25.00 with the following NYSHIP/RF health insurances* being accepted. *Note: It is suggested that you confirm coverage for this flu shot clinic with your insurance carrier.

- CDPHP
- MVP Health Plan
- Empire Blue Cross

For more information, contact the Student Health Center 442-5454

Campus Recreation Announces Fall Class Line-Up!

Campus Recreation offers a variety of group exercise classes. All classes are held in the Physical Education building. There are early morning and noon time classes that are perfect for faculty and staff.

⇒ Tuesday and Thursday mornings at 7:15 a.m. – 8:00 a.m. is a Spinning® class.
⇒ Monday at 12:15 p.m. – 12:45 p.m. is Tabata class.
⇒ Tuesday and Thursday is Yoga from 12:15 p.m. – 1:00 p.m.
⇒ Wednesday is Spinning® at 12:15 p.m. – 1:00 p.m.
⇒ TRX® Suspension Training from 12:15 p.m. – 12:45 p.m.

Faculty and staff may visit our website for class descriptions, membership information, and more!

http://www.albany.edu/campusrecreation/group_exercise.php
Wellness Tips

Live Tobacco-Free

_The Butt Stops Here_©
__Community Class Starting in September__

Quitting tobacco is one of the most important steps you can take for your health. The Butt Stops Here© is an award-winning program. It has helped THOUSANDS to stop smoking!

⇒ Tuesdays, starting September 15th (6:00—7:00 pm)
⇒ LOCATION: St. Mary’s Hospital - Leonard Boardroom, 300 Massachusetts Avenue, Troy, New York
⇒ The program fee is $45 for seven one-hour sessions.
⇒ The facilitator-led program includes a workbook and four weeks of nicotine patches or gum, and group support.
⇒ For information and/or to register, call 518-459-2550

My First or Next 5K!

New York State/SUNY employees and family members are invited to complete their _First or Next 5K_ in 2015 between May and October. Participate in one or more 5Ks and receive a car magnet and certificate commemorating your achievement and be recognized by WellNYS Everyday.

This is...

**My First 5K**

I’ve never participated in a 5K, but I have watched them. This year I want to walk or run a 5K, complete it and cross it off my bucket list!

**My Next 5K**

I’ve participated in a 5k before. I like the anticipation on the starting line and the excitement of walking or running 3.1 miles. And the best part is crossing the finish line. I want to do another one!

After you complete your First or Next 5K in 2015, go online and register your name and event.

http://www.worklife.ny.gov/wellNYSeveryday/5k.cfm
A special note from EAP Committee Member and Community Service Project Coordinator, Pamela Moniz (M/C Representative)

The EAP Committee is happy to report it completed its first community service project! As many of you know, seven lunchtime sessions to learn to crochet were held at various UAlbany locations during the spring semester. The goal was to learn to crochet by creating 100 potholders to be donated to the non-profit organization Grassroot Givers.

It was a happy and satisfying experience to join 85 attendees at the crocheting sessions. What generous and creative people we have at UAlbany! We know that even though some employees weren’t able to attend any of the sessions, they donated to the project by sending their beautiful potholders to us via campus mail or by dropping them off at our offices. And we know that some employees’ family members made potholders, too!

Volunteer teacher DawnMarie Helin did an excellent job as an instructor! Her extra big hook and bulky yarn were awesome teaching tools. Many experienced attendees assisted others in mastering the skill, which I know from personal experience resulted in new found friendships. I met many amazing crafters during this event, and was overjoyed by everyone’s passion for crochet (and knitting). Many different patterns were shared amongst all for extra inspiration!

Over 150 potholders were delivered to Grassroot Givers Co-Directors Mary Partridge and Roberta Sandler who were very appreciative. Extra yarn was donated to the Albany County Nursing Home as well. Good job by all! The EAP Committee and I thank you so much for your enthusiasm and commitment to such a worthy cause and for making the community project a terrific success!

Comments from participants...

- I really enjoyed the potholder class. How nice to have an opportunity to refresh my crochet skills and meet new people while doing it. ~ Nancy Mitchell

- The idea of creating potholders and giving them to Capital District families along with their groceries is a great idea. I have shared it with others in the knitting and crocheting community and it is always received with wholehearted enthusiasm. ~ Barbara Matthews

- The community services project allowed a diverse group of individuals to get together, form friendships, and put names to faces of people we have emailed with for years, but never met. ~ Carolyn Malloch

- I really enjoyed meeting people from different departments and sharing two of my passions—crocheting and helping others! This was a great program—we got to help others while learning new skills. What more can you ask for? ~ April Mead

- I was proud to contribute to this community service project and hope that there are more of these in the future. ~ Deana Myers
Looking to increase your awareness about the use of coupons to help you with your financial wellness goals? If so, join us for this informative program. Topics to be covered include:

- Sources for coupons
- Storage and organization of coupons
- Coupon lingo
- Websites that maximize savings
- An overview of what it takes to become a successful coupon shopper

**Presenter:**
Jenny Brannon, SEFCU Manager of Community & Member Education

**Uptown Campus**
12:00 - 1:00 pm
Thursday, Sept. 17
Campus Center Room 375

To Register Contact:
Brenda Seckerson, EAP Coordinator
bseckerson@albany.edu
442-5483 or online at http://www.albany.edu/eap/event_sign-up.htm
This 6-hour class can help to reduce your insurance fees or deduct points from your license. NYS requires attendance for the full 6 hours to receive credit.

Course Fee: $22.00
Paid at the time of registration.
Make check payable to: NTSI
Send to MSC #200

Registration deadline: Thursday, Oct. 15

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
Remaining Safe and Independent in the Face of Aging and Illness: How Can a Geriatric Care Manager Help?

When you or someone you know is faced with changes due to aging or illness, you want to know where to turn for help. Should they move? Are there legal and/or insurance issues? Medical care needs? A new diagnosis of chronic illness? Physical decline? Possible dementia?

This session will help you understand what a Geriatric Care Manager/Aging Life Care Professional is and how they can help you navigate the various systems. As private geriatric care managers, we are able to stay involved as long as necessary to insure the older adult and their family experience the best quality of life possible.

**Presenter:** Karen E. Meemken, LCSW, C-ASWCM, Aging Life Care Manager is a graduate of the University at Albany School of Social Welfare, where she received a Master's degree in Social Work. With 25 years of experience in the health care arena, she has been an Elder Care Consultant for the CHOICES Geriatric Care Management Program at St. Peter’s Hospital since 2004. She considers it a privilege to be able to educate older adults and their caregivers about available resources so they can struggle less with meeting the needs of family, elders, and themselves.

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

**TUESDAY, OCTOBER 6**
**12:00 - 1:00 PM**
**CAMPUS CENTER ROOM 375**

**Deadline to Register**
Monday, October 5
Save the Dates!

- The next EAP Art Break at the University Art Museum will be on Thursday, **October 22**. So mark your calendar!

- EAP announces a first-time event called “Stress Less Week.” During the **first week of November**, we’ll bring you an array of programs designed to give you information and experiences to help you stress less. Stay tuned for details!

**Brenda Seckerson, EAP Coordinator**
442-5483  bseckerson@albany.edu  EAP Website:  [http://www.albany.edu/eap](http://www.albany.edu/eap)

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** 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.