

Human Resources News

HR Updates, Initiatives, and Related Resources



Benefits Open Enrollment & Benefits and Wellness Fair: Benefit Open Enrollment will be held Nov. 2 – Nov. 16 for changes effective January 1, 2027. Enrollment will be online through My Salve. There will also be an in-person, Employee Benefits and Wellness Fair. The fair will be held on Tuesday, November 3, 2026 from 11am—2pm in Ochre Court. Delicious and healthy food and drink options will be provided! Visit pgs. 2-3 for details about enrollment and to register for wellness events at the fair (while there are still spots available)!

Health and Wellness Rewards Program: Employees enrolled in the University's medical plan who earn and log 1,000 pts by December 14, 2026 will receive a $260 payroll credit in February 2027. If 3,000 points are earned by December 14, 2026, you will be entered into a raffle. The raffle winner will be eligible to select from a variety of prizes!



BJ's Employee Discounts: BJ's Wholesale Club has a special discount available for both new and existing members! Whether you're signing up for the first time or already enjoying the benefits of membership, be sure to visit pg. 4 to learn more about the offers and see how you can save.

Upcoming Lunch and Learn Sessions: Looking for a chance to learn something new, connect with colleagues, and invest in your well-being? Join us for two upcoming Lunch & Learn sessions that you won't want to miss! Visit the Employee Health Hub on pg. 7 for session details, dates, and registration information. Plus, earn 200 wellness reward points just for attending. We hope you'll join us for these informative, engaging, and rewarding opportunities.

TIAA In-Person Counseling Appointments: Bill Harig, TIAA representative, is scheduled to be on campus for individual counseling appointments on Friday, **November 20**. Employees can sign up for an appointment at www.tiaa.org/schedulenow.

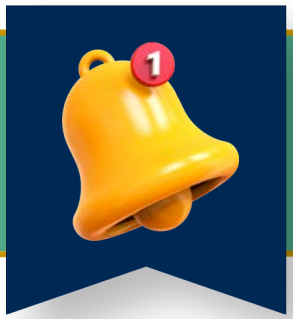
Thanksgiving and Christmas Schedule 2026: Offices will close at noon on Wednesday, November 25, for Thanksgiving and reopen Monday, November 30. For the Christmas and New Year's break, offices will close Thursday, December 24, and reopen Monday, January 4, 2027. These breaks include designated University President's Days and holidays. We wish all faculty and staff a safe, happy, and restful holiday season!

2027 Staff Holiday Schedule: the University has finalized the new Staff Holiday Schedule for 2027. When available, feel free to check it out HERE.



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Employee Benefit Open Enrollment!

NOVEMBER 2 - NOVEMBER 16

Open Enrollment, for a January 1, 2027 effective date, begins November 2 for the following benefits:

- Healthcare
- Dental
- Vision
- Aflac Supplemental Insurance Plans
- Flexible Spending – Pre-Tax Healthcare and Dependent Care
- Health Savings Accounts
- Additional Employee and/or Dependent Life Insurance – **Special one-time bump up offering**

2027 Benefits Enrollment Guide

Now is the time of year to enroll in, change or cancel coverages. All employees, working 30+hours/week, must enroll ONLINE through My Salve even if you do not want any changes. Medical and/or dependent flexible spending account elections must be made each year, as they do not "roll-over".

Online enrollment instructions are HERE; please note that the My Salve Benefit Enrollment Link will not be active until November 2. For additional Open Enrollment information, please click here.

All enrollments and changes must be completed by November 16, 2026.

Benefit-eligible employees working 20 – 29 hours/week may complete paper enrollment/change forms.



If you need help enrolling online, HR Staff will be available:

- At the Employee Benefits & Wellness Fair in Ochre Court on Tuesday, November 3 from 11 am—2 pm.
- In the Office of Human Resources during Open Enrollment (Nov. 2 - Nov. 16) at Stonor Hall from 8:30 am—4:30 pm.

If you have benefit questions or need assistance enrolling online, please contact either **Claudia Cavallaro** (ext. 2332 / cavallac@salve.edu) or **Caitlin Ferreira** (ext. 2165 / caitlin.ferreira@salve.edu) in the Office of Human Resources.

Join us for the annual

BENEFITS & WELLNESS FAIR

Delicious and healthy food and drink options will be provided!

Tuesday, November 3
11am - 2pm
Ochre Court

Online sign up required for the following free screenings & wellness services:

REGISTRATION

Biometric Screenings

Ochre Ct Library

Regular screenings for blood pressure, cholesterol, and glucose are important for preventing serious health issues. Blood pressure checks help detect hypertension, a risk for heart disease and stroke. Total cholesterol shows your overall heart risk, while HDL cholesterol—the "good" kind—helps protect your heart. Glucose screenings identify high blood sugar, which can indicate diabetes or prediabetes, allowing for early action to maintain your health. Get checked today! *To help ensure a smooth experience, 7 participants can be accommodated in each time slot.* ***Getting your biometrics done takes approximately 4 minutes.*** *Please sign up for the slot that best suits your schedule and arrive during that time on the day of the fair.*

REGISTRATION

Chair Massages

Ochre Ct Library

Massages can provide a number of other benefits, including better sleep, less stress and anxiety, reduced muscle tension, increased immunity, musculoskeletal pain relief, increased range of motion, decreased heart rate and blood pressure. During your chair massage, you will sit in a special chair that supports your entire body. You will remain fully clothed as your massage therapist works on your shoulders, neck, arms, back, and hands. This activity is very popular. If you register and can no longer attend as we come upon the event date, please cancel your registration so other employees may sign up.

REGISTRATION

Stop the Bleed®

Ochre Ct Ballroom, 12pm - 12:45pm
taught by Public Safety Officer, Michelle Caron

This workshop provides an abbreviated overview of the ACS Stop the Bleed® program, covering key information and techniques from the full course. Bleeding is the number one cause of preventable death after injury. Get trained to stop bleeding! Learn to control severe bleeding with 3 basic actions: direct pressure, wound packing and applying a tourniquet.

These sessions are first come, first served. No sign up required. **Each session will last between 5 and 10 minutes.**

Reiki Sessions

Ochre Ct Ballroom, 1pm - 2pm
performed by Salve students certified at the Reiki I level

Reiki is a simple relaxation technique that has been used for centuries to reduce stress and promote physical, emotional, and mental healing. During these sessions, participants will remain clothed and seated comfortably in a chair. The practitioner holds their hands just above the body of the person receiving Reiki. Energy then moves to areas of the body that need healing, helping to restore the healthy flow of energy that can become blocked due to physical illness or injury, trauma, or stress. Reiki is used as a complementary form of care in hospitals and hospice centers around the world.

Receive benefit information and meet with representatives from:

abacus HEALTH SOLUTIONS · Aflac · The Beacon Mutual Insurance Co. · CollegeBound Saver · DELTA DENTAL · DeltaVision · Harvard Pilgrim Health Care · TIAA

HR will be available to assist with completing open enrollment online during the fair.

Questions? Please contact Caitlin Ferreira at caitlin.ferreira@salve.edu or ext. 2165

BJ's Employee Discount!



To join or renew today, call 800-313-8887 and reference group promo code: 3 5 0 5 1 5

Or join today: NEW members: use QR Code or link: www.bjs.com/salvereginauniversity

BJ's CLUB MEMBER — **BJ's Club membership with BJ's Easy Renewal.**

BJ's CLUB+ MEMBER — **BJ's Club+ membership with BJ's Easy Renewal.**

New members BJ's Club+ membership: $50‹
when you purchase a 1-year BJ's Club+ membership with BJ's Easy Renewal.

BJ's Club+ members receive 5¢ off/gal.[2] at BJ's Gas® every day and earn 2%[1] in rewards on most BJ's purchases, plus two FREE same-day deliveries[9] on eligible orders of $50 or more during each annual membership period.

Existing members:

(Save $10) Renew BJ's Club membership with BJ's Easy Renewal for $50.‹ To renew at this discounted offer, you must call the above toll-free number.

(Save $20) Renew BJ's Club+ membership with BJ's Easy Renewal for $100.‹ To renew at this discounted offer, you must call the above toll-free number.

BJ's Membership Sales Representative: Renewing Members: Must Use Call Center Mon-Fri 9 AM–6 PM

Email: Debbie Lisonbee dlisonbee@bjs.com Offer expires: November 30, 2026

I agree to BJ's membership terms, available in-club and on *BJs.com/terms*, and agree to receive membership communications electronically.

Membership expires last day of month/year shown on your receipts and BJs.com account. Membership renewed within 2 months of expiration extend 12 months from expiration date; otherwise extend 12 months from last day of renewal month.

[1]BJ's Easy Renewal enrollment required; you authorize BJ's to charge any payment method on record, an annual recurring charge in the amount of the then-current membership fee for all memberships on your account, plus applicable tax, starting the first day of the month your membership expires ("Start Date"), without notice unless required by law. Visit your BJs.com account, a member services desk, or call 800-BJS-CLUB to manage or cancel BJ's Easy Renewal; cancel before the Start Date to avoid being charged. Not combinable or redeemable for cash. Sales tax may apply. In order to renew at the Corporate Partnership Program discounted membership offer, you must renew via your BJ's Membership Sales Representative. **Expires:** 11 / 30 / 26

[1]BJ's Club+ members earn 2% back in rewards (up to $500/membership year) on eligible net BJ's purchases in-club and online. Terms apply — see *BJs.com/terms*.

[2]Terms apply — see *BJs.com/terms*.

[9]Each annual membership period, BJ's Club+ primary members receive 2 same-day deliveries with no standard delivery fee on eligible net orders of $50+ placed on BJs.com or in the BJ's app. Same-day delivery is not available in all ZIP codes or for all orders and is not guaranteed. Residential addresses only. Terms apply, see *BJs.com/terms*.

Senior Leaders Promoted



Lynne Mello

Vice President for Marketing & Communications



Michael Pimental

Vice President of Institutional Affairs

Salve Regina University is pleased to announce that Lynne Mello has been promoted to Vice President for Marketing and Communications and Michael Pimental to Vice President for Institutional Affairs. Lynne joined Salve in 2023 as Chief Marketing Officer, while Michael joined the University in 2022 as Chief of Staff.

President Armstrong recognized their contributions, stating, “Lynne and Mike have both been transformative in their roles; Mike in professionalizing our internal operations and Lynne on how Salve is perceived externally. We are fortunate to have a stable and talented senior leadership team, and it’s important that we recognize how valuable their contributions have been, and the expansion of their roles.”

Congratulations

Welcome New Hires!



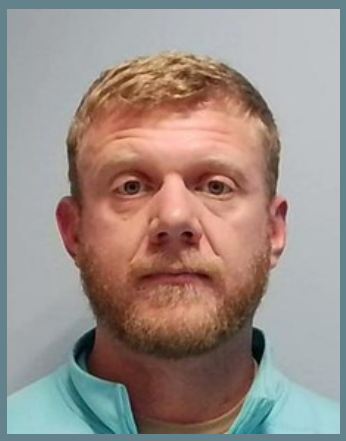
Dylan Leite
Payroll & Accounting Assistant,
Business Office



Keith Roberts
Associate Director of Enterprise Applications,
Enterprise Applications



Brian Sousa
Choral Director & Lecturer,
Music



Albertus Van Heerden
Fitness Center Coordinator,
Athletics Office



Lilly Wolhar
Athletic Trainer,
Athletics Office



Employee Health Hub

Wellness is built on seven interconnected pillars: physical, intellectual, mental, emotional, social, spiritual, and financial. Supporting each one helps create a balanced, fulfilling life. Explore wellness activities and resources for every pillar right here in the Health Hub!

Lunch & Learn for Faculty and Staff

Understanding Inflammation: Supporting Whole-Body Health

★200 points

Thursday, November 12 from 12—1pm
Ochre Ct. State Dining Room



Inflammation plays an important role in protecting the body and promoting healing—but when it becomes chronic, it can contribute to a variety of health conditions, including heart disease, diabetes, arthritis, and inflammatory bowel disease (IBD). In this informative workshop, participants will learn the difference between acute and chronic inflammation, explore how nutrition, physical activity, sleep, and stress influence inflammation, and discover practical, strategies to support overall health.

The session will also include guidance for individuals living with inflammatory conditions, including IBD (Crohn's disease and ulcerative colitis). Participants will leave with actionable lifestyle tips to help reduce chronic inflammation and promote long-term well-being. Register and attend the seminar for a **chance to win** one of these two books!



- Healthy Dividends: Investments in Nutrition, Movement and Healthy Habits that Pay Off
- The Complete Anti-Inflammatory Cookbook

Lunch & Learn for Faculty and Staff

Mindful Moments: with Sound and Music

Tuesday, December 8 from 12—1pm
Ochre Ct. State Dining Room

★200 points



This "Mindful Moments" workshop class serves as an introduction to streams of Mindfulness practices. Come and experience easeful techniques and gentle ways of being that can help you tune into the moment, reset during one's busy day, and release stress naturally. With a special attention in this session, on utilizing Sound and Music in mindful ways. Through discussion and experiential exercises, the class will introduce how Sound & Music practices can be utilized to support mindfulness practice, help release tensions, and calm the nervous system.

The experiences will draw upon various sound-based modalities, including moments of: deep listening, vocal toning, breathing practices, and gentle rhythms. You'll also discuss ways to integrate these mindfulness-based practices into your everyday life, in a revitalizing and enjoyable way. No experience necessary, just bring yourself!



WELL WITHIN REACH
Podcast Corner

[The Movement Menu & Exercise for Real Diabetes Life with Amanda Mueller]

Rob Howe with special guest Amanda Mueller

Exercise with diabetes doesn't have to be perfect to make a difference. Rob sits down with Amanda Mueller (@bicepsandbolus), certified personal trainer and T1D advocate, to talk about overcoming fear of exercise, rethinking movement, and building a sustainable routine with her "Movement Menu" framework. From navigating blood sugar lows to letting go of exercise guilt, this episode is a reminder that the goal isn't the perfect workout—it's finding movement you'll keep coming back to.

Employee Health Hub

Health and Wellness activities, on-demand webinars and resources offered by our trusted vendors!

Harvard Pilgrim Health Care

Free Webinar Series!

Whether you are looking to shake it up, stretch it out, or get centered, we've got you covered with Cardio Dance, yoga, guided mindfulness & wellness webinars, all which are now available to everyone through the Living Well at Home program. All classes and webinars are at no cost to you and easy to access via Zoom.

Click the link below to explore each webinar's details and join in!

Wellness Wednesdays | 1:00—1:30pm

- **November 4**: Brain Food: Eating to Think and Feel Your Best
- **November 11**: Beyond Sugar: Understanding Diabetes and Pre-Diabetes
- **November 18**: The Holidays, Honestly: Stress, Gratitude, and Realistic Wellness



Additional Free Living Well Resources

Access recorded mindfulness sessions and educational videos on demand and connect with Harvard Pilgrim's mindfulness program on Facebook and Instagram! And if you're looking to add physical activity into your daily routine, check out their Living Well at Home virtual fitness classes. Access past well-being webinars any time by visiting the Living Well YouTube Channel.

HealthAdvocate℠

Life & Work Resources

Each month, Health Advocate highlights a new wellness topic and provides additional resources, including webinars, for your benefit! Go to Health Advocate and navigate to the Welcome banner. Select "Quick Start" and then "Search all life & work resources." Once in the site, you will be able to access the monthly webinar below!

Monthly On-Demand Webinar

5 Strategies to Actually Enjoy the Holidays This Year

So often, the holidays are depicted as a time of blissful good cheer and family connection. Why do so many of us feel busy, pressured, or lonely each year instead? You have the power to do it differently this time around, no matter what the holidays hold for you. All you need is a strategy that works. This seminar will share five tips to actually enjoy the holidays this year and will guide you in creating a customized plan to apply them to your personal holiday situation.

Balancing Indulgence and Wellness

The holiday season is all about making memories, enjoying favorite treats, and spending time with the people who matter most. Finding a balance between indulging in the festivities and prioritizing your well-being can help you make the most of the season. Explore simple ways to embrace the joy of the holidays while making time for self-care, healthy habits, and a little extra balance along the way!



TIAA Live Webinars and Online Features

TIAA

Bill Harig, a representative from TIAA, is scheduled to be on campus for individual counseling appointments on **Friday, November 20**. To schedule an in-person appointment with Bill or to schedule a virtual appointment on another day, click here or scan the QR code.

All Salve employees are invited to attend webinars offered through TIAA's virtual environment. Explore TIAA's Webinar Lounge featuring monthly pre-recorded webinars! These informative, interactive workshops will give you strategies and tactics to help you achieve your financial and retirement goals. TIAA webinars can be logged as 200 points on the Harvard Pilgrim Living Well portal.

Questions? Please contact Caitlin Ferreira at caitlin.ferreira@salve.edu or ext. 2165

Learning and Development Corner



LinkedIn Learning

Unlock your potential with LinkedIn Learning — the ultimate platform for professional growth. Explore thousands of expert-led courses in business, technology, and creative skills, all designed to help you learn at your own pace. From building new skills to advancing your career, LinkedIn Learning gives you the tools, insights, and certifications to stay ahead in today's fast-changing world. Anytime, anywhere, your next opportunity to grow is just a click away.

Click HERE to explore over 175 credentials, enabling employees to earn professional certificates from top brands or prepare for external certifications and CEUs with available prep courses and assessments.

LinkedIn Learning also offers Office Hours with LinkedIn Learning Instructors, enabling employees to stay on top of trending topics with live discussions, interviews, and open Q&A's hosted by industry experts.
Click HERE to learn more.

LinkedIn Learning continued...

Watch, learn, and grow - LinkedIn Learning's videos make mastering new tools and concepts easy and convenient. Below we have included a few of LinkedIn Learning's most popular courses.

- Leadership Awareness: The Gap Leaders Often Miss
- Critical Thinking for Better Judgement and Decision-Making
- Conflict Management for People Managers
- Teamwork That Actually Works
- Presentation Skills: Persuade Any Audience
- Talent Development for Managers
- Handling Change at Work: Resets to Stay Confident and Effective
- Improving Your Leadership Communication

United Educators

UE's training programs are designed to support educational institutions in building safer, more compliant, and well-managed environments. Their online courses and professional development resources provide staff, faculty, and administrators with practical knowledge and skills in areas such as risk management, compliance, safety, and student well-being. By offering interactive, education-specific training, United Educators helps institutions meet regulatory requirements, prevent incidents, and empower employees to handle challenges effectively, all while fostering a culture of continuous learning and professional growth. **A list of trainings can be viewed HERE**.

To access training content, login to UE. Once logged into the platform, navigate to the "User Menu" at the top left hand side of the page. From there, select "Course Catalog" followed by "Higher Ed Courses".

The Chronicle of Higher Education

Stay Informed with the Chronicle's Live Sessions

The Chronicle will host three live sessions through the end of 2026, highlighting the most important developments affecting colleges and universities. Topics will include federal policy, court decisions, artificial intelligence, higher education leadership, and campus culture.

During each session, Chronicle journalists will provide insights into the latest news and trends, explain why they matter to higher education, and answer questions from attendees. These sessions offer a valuable opportunity to stay informed about the issues shaping the higher education landscape.

Live webinar schedule:

Session 1: October 21 at 1pm
Session 2: November 18 at 1pm
Session 3: December 16 at 1pm

REGISTER NOW

Register once and you'll automatically be signed up for all three sessions.

Questions? Please contact Tasha Bergeron at tasha.bergeron@salve.edu or ext. 2119

Upcoming FLU Clinics



Staff Lunch with the President



President Kelli Armstrong invites Salve staff to one of two informal lunch gatherings for the Fall 2026 semester.

Attendees will order à la carte at the McKillop Library cafe and proceed directly to Room 116 to connect with Kelli and fellow staff members. Each gathering is limited to 10 attendees, and the President's Office is happy to cover the cost of lunch.

THURSDAY NOVEMBER 5
12pm - 1pm

REGISTER NOW

THURSDAY DECEMBER 3
12pm - 1pm

REGISTER NOW

Faculty Lecture Series





Celebrating Indigenous Authors

Thursday, Nov. 12, 4-5:30pm
McKillop Library 219



Reserve Papitto Pavilion

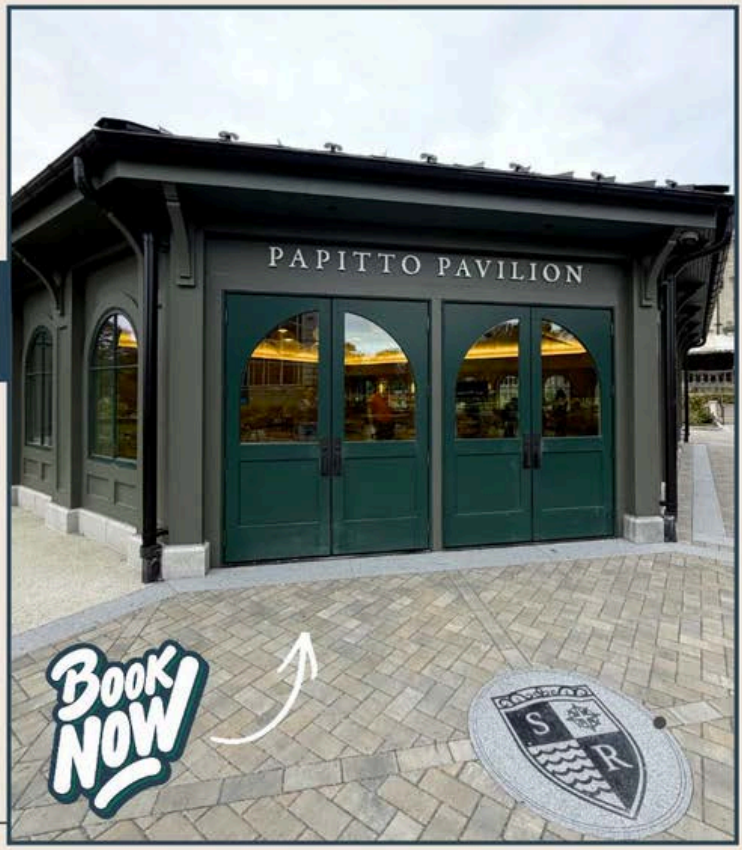


NOW RESERVABLE ON 25LIVE

PAPITTO PAVILION

- All staff/faculty requests for the Papitto Pavilion are handled by **Shania Fenton in Student Engagement.**
- **Gerety Hall Update**: Room reservations now require special permission. Need to reserve a space in the building? Please contact **Shania Fenton or Colton Johnson from Student Engagement** to inquire.

Reach out to **shania.fenton@salve.edu** for any questions or to discuss your event ideas for the Pavilion space!

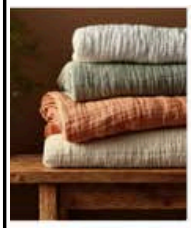
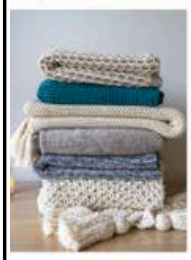
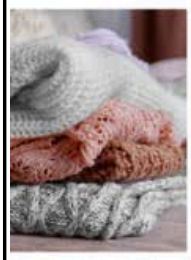
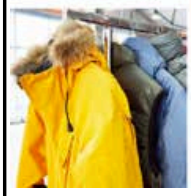


Celebrate the Season



Festival of Lights



Share the Warmth

It's becoming colder outside.
We are looking for donations of new or gently used blankets, warm jackets, or thermal emergency blankets to help the Newport Housing Hotline this winter season.

Drop off donations at:
The Center for Community Engagement and Service
Located in the Mercy Commons
Donations can be dropped off anytime between now and December.

SALVE REGINA
UNIVERSITY

For more information contact:
Center for Community Engagement and Service
Email: Community.Services@Salve.edu Phone: 401-341-2440
Facebook.com/SalveCommunityService Instagram: @SalveService






THANKSGIVING FOOD DRIVE

Join us in giving a helping hand to our amazing community! Let's show some love to St. Vincent's, Florence Gray Center, Middletown Food Pantry, Rogers Closet, Jamestown Housing Authority, St. Joseph Pantry, and Newport Community School.

All donations must be dropped off to the Mercy Commons before noon on Thursday, November 19



SIGN UP TODAY!

Sponsored by SAAC and The Center for Community Engagement and Service

Gift Cards/Supplies	Thanksgiving Foods	Snacks
Paper plates	Canned Veggies	Granola Bars
Napkins	Canned Fruits	Fruit Cups
Utensils	Turkey Gravy	Fruit Snacks
plastic storage bags	Tortillas	Chips
Aluminum foil	Spanish Baking Flour	Crackers
Turkey baster	Goya Foods	Pasta
Disposable turkey pan	Cranberry Sauce	Rice
Disposable pie tin	Stuffing	Jar of salsa
Cleaning supplies	Instant mashed potatoes	Cereal
Garbage bags	Canned squash	Ramen
Gift Card:	Cake mix and frosting	Mac and Cheese
Donations of any amount are greatly appreciated to local supermarkets.	Brownie mix	Oatmeal
	Pie crust mix	Popcorn
	Pie filling	Canned soup
	Veggie oil	*Or any unopened food in your dorms, apartments, or houses.
	Olive oil	

SALVE REGINA
UNIVERSITY

ANGEL TREE
Holiday Drive

TAKE A TAG OFF ONE OF THE TREES AROUND CAMPUS FOR THE FAMILIES OF NEWPORT COUNTY

Deliver

UNWRAPPED GIFTS BEFORE DECEMBER 16TH AT NOON TO THE MERCY COMMONS



Sponsored by:
Center for Community Engagement and Service
Email: Community.Services@Salve.edu Phone: 401-341-2440
Facebook.com/SalveCommunityService Instagram: @SalveServ

Meditative Prayer Service



Nativities of the World





Important Dates
November 2026

Office of Human Resources
Stonor Hall
177 Webster Street
Newport, RI 02840

For any questions, please contact
Human Resources
Phone: 401-341-2137
Email: humanresources@salve.edu

- November 2 - 16 **Benefit Open Enrollment**
- November 3 *(Tuesday 11am - 2pm)* **Benefits and Wellness Fair,** *Ochre Court*
- November 5 *(Thursday 12pm -1pm)* **Lunch with The President,** *Mickillop Library*
- November 5 *(Thursday 4pm)* **Faculty Lecture Series with Shelly Nicolas, MBA,** *Mikillop Library, First Floor*
- November 9 *(Monday 11am-6pm)* **Flu Clinic,** *O'Hare Lobby*
- November 10 *(Tuesday 4:30pm)* **Meditative Prayer Service,** *Our Lady of Mercy Chapel*
- November 12 *(Thursday 12pm-1pm)* **Lunch & Learn: Understanding Inflamation** *Ochre Court State Dining Room*
- November 12 *(Thursday 4pm-5:30pm)* **Mercy Reading Club,** *McKillop Library, room 219*
- November 18 *(Wednesday 11am-6pm)* **Flu Clinic,** *O'Hare Lobby*
- December 2 - 9 **Nativities of the World Display,** *Our Lady of Mercy Chapel*
- December 3 *(Thursday 12pm-1pm)* **Lunch with The President,** *Mckillop Library*
- December 3 *(Thursday 6:30pm)* **Festival of Lights,** *Ochre Court*
- December 6 *(Tuesday)* **Christmas at Ochre Court,** *Ochre Court*
- December 8 *(Tuesday 11am-8pm)* **Flu Clinic,** *Miley Lobby*
- December 8 *(Tuesday 12pm-1pm)* **Lunch & Learn: Mindfullness Moments with Sound & Music** *Ochre Court, State Dining Room*