



Human Resources News

HR Updates, Initiatives, and Related Resources

Harvard Pilgrim - New ID Cards: Harvard Pilgrim Health Care has informed the Office of HR that they will be issuing new ID cards to enrolled employees. Please note, there are no changes to coverage or benefits. Once received, employees should start using their new cards.

Performance Evaluations: Self-evaluation forms were due Friday, June, 27. Supervisor completion of the written portion of the performance evaluation forms were due July 31. All performance evaluation forms can be found on the HR Forms and Request Page under the Performance Management Forms section. Additional information, including the performance evaluation timeline can be viewed on pg. 2.

Annual edHEALTH walking challenge: Weekly raffle winners and Salve's top stepper have been announced. To view the list, visit [pg. 4](#)!

Employee Health Hub: Visit [pgs. 4-5](#) to explore, engage, and embark on your health and wellness journey with us.

Summer Hours: Beginning **July 11 through Aug. 15**, University offices will close at noon on Fridays. For some offices there is extra work needed during the summer, particularly for grounds and capital improvements, and a few offices must remain open during the half days, such as Public Safety. Supervisors in these offices should arrange for staff members to receive an equivalent reduction in hours at a mutually convenient time. For more details, please refer to our [Staff Handbook](#).



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Save the Date!

Mark on your calendar our next

Employee Appreciation - Ice Cream Social

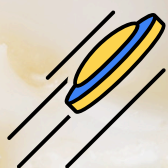
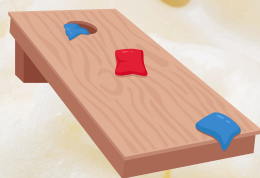


Thursday, August 7

12:30 - 2:30pm



Ochre Court, Terrace and Lawn

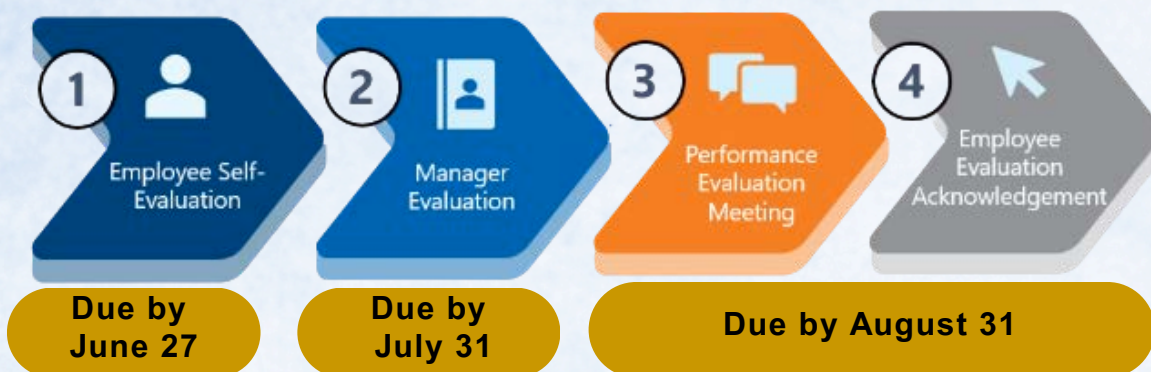


Welcome New Hires!



Sharon Dymant
Assistant Registrar,
Registrar's Office

2025 Annual Performance Review Process



Employee self-evaluations were due to supervisors on **Friday, June 27**. The written portion of performance evaluations were due on **Thursday, July 31**. Throughout the month of August, supervisors should schedule a meeting with each employee to review evaluations.

The 2025 self-evaluation, and performance evaluation forms can be completed in either PDF or Word format, based on your preference. To properly utilize the forms, choose the Self-Evaluation or Annual Performance Evaluation form from the Performance Management Forms section of the [HR Forms and Requests page](#) on the Campus portal and follow the steps below.

PDF version:

- Click on the PDF version, then select the “Download” option from the top left menu header. Open the downloaded form by clicking on the “Download” symbol in the upper right of your screen.
- Click on the “Download” symbol at the top right of the form. Save the form to a preferred location on your computer.
- Open the form using Adobe Acrobat from its saved location. Complete the form and save.

Word version:

- Click on the Word version, then click on the “Editing” option from the top right and select “Open in Desktop App.”
- Select “File” then “Save a Copy.” Save the form to your preferred location. Complete the form and save.

When completing the Annual Performance Evaluation form, please ensure that you are developing, documenting and communicating measurable goals for all employees as part of the performance review process. Consider how each employee can contribute effectively to the larger goals of your office and the University. Please refer to the [Guide for Development S.M.A.R.T. Goals](#) for assistance or contact the [Office of Human Resources](#) for additional information.

Opening Meeting for Faculty and Staff

Please plan to join us on **Thursday, August 28, from 9:00–10:30 am** in the **Bazarsky Lecture Hall** for an Opening Meeting to kick off the new academic year. An official invitation from the President's Office will be sent in the coming days.



SAVE THE
DATE



Learning and Development Opportunities

MOST POPULAR & *New Releases*

LinkedIn Learning provides learners with access to newly released and most popular courses, available through the links below or directly on your LinkedIn Learning home page under "this week's top courses" and "new releases".

Below we have included a sample of the new and most popular courses:

- [What is Microsoft Copilot? An overview of Microsoft's AI tools](#)
- [How to Think Strategically](#)
- [Discovering Your Stress Personality](#)
- [Staying Positive and Perservering](#)
- [Confident Performance: Excelling When it Counts](#)
- [10 Habits of Great Problem-Solvers](#)
- [Discovering Your Strengths](#)

THE CHRONICLE OF HIGHER EDUCATION

Join members of The Chronicle, national experts and leading practitioners on how to chart a course forward in Higher-ed by participating or watching live and/or virtual webinars offered by the Chronicle.

Virtual webinars related to leadership, teaching and learning, finance and operations, and DEI can be accessed [HERE](#).



In addition to pre-assigned training, employees can access Higher-ed specific training through United Educators. A list of trainings can be viewed [HERE](#).

To access training content, [login to UE](#). Once logged into the main page, navigate to the "User Menu" ≡ at the top left of the page. Select "Course Catalog" followed by "Higher Ed Courses".

Employee Health Hub !

Wellness encompasses several key pillars that are interconnected and contribute to overall wellness.

The pillars are: **physical, intellectual, mental, emotional, social, spiritual and financial.**

Taking care of each aspect helps create a balanced and fulfilling life!

Check out the wellness activities related to these pillars right here in the Employee Health Hub.

2025 Living Well Wellness Rewards Program



Congratulations to **Marcin Rembisz** - Coordinator of Partnerships and Data Collection in the Department of Education! Marcin earned **2,000 points** in the Living Well Rewards Portal before June 30 and was chosen as our raffle winner!

Those who wish to be entered into the next raffle must earn **3,000 points** on the [Wellness Portal](#) by December 31. The raffle winner will receive vouchers totaling \$300 and be eligible to select from a variety of prizes!

2025 edHEALTH Walking Challenge

Congratulations on the completion of the 2025 edHEALTH Walking Challenge!

Faculty and staff from 25 schools laced up and stepped out for this year's edHEALTH Walking Challenge — and Team Salve proudly placed **8th overall!** Thank you once again for everyone's enthusiasm and participation. Let's continue to support each other in the journey towards better health !

The top stepper with **786,684 steps** at Salve Regina University was...

✨ *Thomas Arruda* ✨

We would also like to congratulate our weekly raffle winners...

Week 1	Week 2	Week 3	Week 4	Week 5
<i>Alissa Travers</i>	<i>Thomas Arruda</i>	<i>Cotton Johnson</i>	<i>Cydney Obert</i>	<i>Mark Keitzges</i>

WELL WITHIN REACH

Podcast Corner



[Dietitian Tips to Shop Healthy on a Budget](#) *Healthy Family Project with Jackie Vega*

On this episode of the Healthy Family Project Podcast, Jackie Vega returns to share tons of dietitian tips to shop healthy on a budget. Families are feeling the rising cost of food and these tips cover lots of ground from shopping your pantry and taking advantage of sales to repurposing leftovers and maximizing your refrigerator space to reduce food waste.

As a dietitian, Jackie works with tons of clients who are looking to add more nutritious meals to their rotations while having to keep budget top of mind. She's helped hundreds of families find that sweet spot that allows them to stay within their monthly allotted budget for food without sacrificing nutritious ingredients.

Employee Health Hub !

Health and Wellness activities offered by our trusted vendors!



Harvard Pilgrim
HealthCare

Free Webinar Series!

Whether you are looking to shake it up, stretch it out, or get centered, we've got you covered with Zumba®, yoga, guided mindfulness, wellness sessions, which are now available to everyone through the [Living Well at Home](#) programs. All classes are at no cost to you and easy to access via Zoom.

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

[Wellness Wednesdays | 1:00—1:30pm](#)

- **Aug 6:** Preserve the Harvest: Simple Ways to Save Your Garden Bounty
- **Aug 13:** Atomic Habits: Dopamine Boosters
- **Aug 20:** Bringing Asian Flavors to Your Table: Crispy, Fresh, and Comforting!
- **Aug 27:** The Art and Science of Awareness with Rhonda Magee



[Fitness Thursdays | 1:00—1:30pm](#)

Please note that there will be no at-home virtual fitness classes scheduled from 1:00 to 1:30 pm during the month of August. However, we encourage you to explore the variety of other engaging and energizing classes available throughout the month on Thursday's. Click the link above to check them out!

Access past well-being webinars any time by visiting the [Living Well YouTube Channel](#).



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

[What EQ Can do for You: Strategies for Enhancing Emotional Intelligence](#)

Emotional Intelligence Quotient (EQ) is more important than IQ when it comes to predicting both personal and professional success. Defined as a combination of self-awareness and self-management skills, as well as our ability to sense and appropriately respond to the needs and emotions of others, EQ is at the heart of effective relationships. Join us for this dynamic session, where you will gain strategies for enhancing your emotional intelligence and learn about its connection to success and fulfillment.



[August: Family-friendly fitness ideas!](#)

August is family wellness month and summer's the perfect time to get active as a family — no gym or gear needed! Explore new parks, hike local trails, play classic games, or splash around to stay moving and have fun together. Set a simple goal, involve the pets, and turn everyday activities into adventures. Just remember to stay safe: wear sunscreen, hydrate, and avoid the midday heat. Most of all — keep it fun and soak up the season!

TIAA Live Webinars

Virtual & in-person counseling appointments are available to current employees. To schedule an appointment, [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 webinars, both pre-recorded and live! These informative, interactive workshops will give you strategies and tactics to help you achieve your financial and retirement goals.

TIAA webinars and virtual 1-on-1 meetings 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



HIKING DAY TRIP

Sunday, Aug. 17

**Van leaves Rodgers at 6:30am.
Scan QR to register!**



Join Dan Titus, Michelle Caron and Outdoor Adventure Club members for an amazing hike at the Delaware Water Gap!

Glimpse into the Gilded Age

Salve's Summer Soirée A Glimpse behind the *Gilded* Curtain

Enjoy cocktails and hors d'oeuvres inspired by the era. Learn how Ochre Court became a stunning set for HBO's *The Gilded Age*. Explore Salve's starring role in this award-winning series.

Faculty and staff are welcome. Click [here](#) to register.

**Sunday, August 24, 2025
4-7 p.m.
Ochre Court**

Hosted by the Office of Alumni Engagement

Volunteers Needed - McAuley Movers Program

On behalf of the Office of Residence Life, we are excited to share an opportunity to interact and engage with our incoming c/o 2029 through the McAuley Movers program!

The McAuley Movers Program is designed to support first year residential students moving in on **Saturday, August 30 from 7:30am-4:30pm**. We are looking for faculty and staff volunteers to help move-in our newest Seahawks, and their families, between 7:30am - 4:30pm. We will have three shifts available from either 7:30 - 10:30am or 10:30am - 1:30pm or 1:30 - 4:30pm on this day, and you will be randomly assigned to a hall to assist. T-shirts will be provided to volunteers along with an email of where they will be placed the week leading up to move-in day.

The expectation for that day would be to assist families in bringing their belongings to their new residential space, and bring that infectious Salve spirit to the first day of their new adventure!

If you are interested in participating, please fill out [THIS FORM](#) so we can best involve you in this day. If you have any questions, please do not hesitate to reach out to the **Susan Bernath**, Associate Director of Residence Life at 401-341-2643 or susan.bernath@salve.edu.



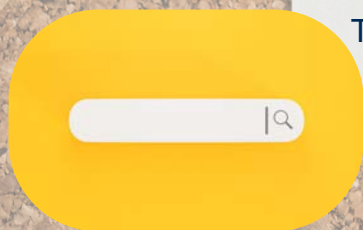
Business Office Updates



To help distinguish student account/accounts receivable activity as a unit within the Business Office, the Bursar Office was created and now has its own web page to assist students and their families. Please see [Bursar's Office | Salve Regina University](#). The Bursar's Office can also be searched separately in the internal directory on the Salve website.

Please direct any inquiries related to student or miscellaneous accounts receivable to:
bursaroffice@salve.edu; phone remains 401-341-2900.

The Business Office's other department information will be updated similarly in the future. The full team is listed at [Business Office | Salve Regina University](#).



Please Join ICDP

Salve Regina invite you to join 2025-26's Intercultural Competency Development Program

Three years ago, Salve Regina created the Intercultural Competency Development Program (ICDP) with an inaugural cohort of 72 members consisting of faculty, staff and students. Last academic year we had an excellent cohort of 65 members.

This year, the ICDP is looking for a new cohort to join cross-cultural discussions and learn from one another in a warm and engaging atmosphere. We are looking to recruit cohorts with up to 20 faculty, 30 staff and 30 students to be enrolled. For the past three years we had an average cohort membership of around 68 members committed to improving the culture at Salve by being the inaugural cohort of the ICDP.

The cohort members took Intercultural Development Inventory (IDI) pre and post assessments. The evaluation gave a set of orientations toward cultural diversity and commonality, as well as a description of an individual's IDI mindset.

The instrument provides both descriptive and prescriptive information on how individuals and groups experience cultural difference and provide opportunities growth.



Throughout the year, ICDP offered intentional programming that included group and individual IDI debriefs with cohort members. In addition, the program offered professional development opportunities, brown bag lunch discussions, a student retreat focused on intercultural development, Multicultural Education Week, Dr. Martin Luther King, Jr. Week, and concluded with a well-received diversity summit.

Participants who successfully complete the program will receive a certificate of completion from the president at the conclusion of the program during the annual Mercy Summit.

For questions or if a faculty, staff, or student wishes to join this year's ICDP cohort, please contact Sami Nassim at sami.nassim@salve.edu. New participants will be **starting the ICDP programming mid-September**, so please contact Sami Nassim as soon as possible.

Staff Lunch with the President

Tuesday, October 28, 2025
12pm to 1pm
Register Today!
<https://events.salve.edu/event/copy-of-staff-lunch-with-the-president-5574>
President Armstrong invites Salve staff to join her for an informal lunch gathering in **McKillop Library**. Staff will order a-la-carte at McKillop Cafe, and then proceed to 116 to have lunch with Kelli and other staff members. Each gathering is limited to 11 staff members.



Important Dates

August 2025

Office of Human Resources
Stonor Hall
Salve Regina University
100 Ochre Point Avenue,
Newport RI 02840

For any questions, please contact
Sarah Trefethen
Phone: 401-341-2137
Email: sarah.trefethen@salve.edu



- August 1 (Friday) **Nominees for Living the Missions Awards are due**
- August 7 (Thursday 12:30 - 2:30pm) **Employee Appreciation - Ice Cream Social, Ochre Court, Terrace and Lawn**
- August 11 (Monday) **Remembrance Day**, University offices are closed
- August 17 (Sunday 6:30am) **Hiking Day Trip, Rodgers Recreation Center**
- August 24 (Sunday 4 - 7pm) **Salve's Summer Soiree A Glimpse behind the "Gilded Curtain"**, Ochre Court
- August 28 (Thursday 9 - 10:30am) **Opening Meeting for Faculty and Staff, Bazarsky Lecture Hall**
- August 30 (Saturday 7:30am - 4:30pm) **McAuley Movers Program - Move In Day**
- August 31 (Sunday) **Performance Evaluations are due**
- September 1 (Monday) **Labor Day**, University offices are closed
- September 4 (Thursday) **Fall Classes Begin**