



### HR Updates, Initiatives, and Related Resources

#### Benefits Open Enrollment & Benefits and Wellness Fair:



**BENEFIT OPEN ENROLLMENT**  
November 1 – November 15

**BENEFITS AND WELLNESS FAIR**  
November 6 in Ochre Ct, 11am – 2pm

Benefit Open Enrollment is being held Nov. 1 – Nov. 15 for changes effective Jan. 1, 2025. Enrollment will be online through [My Salve](#). Additional information and instructions can be found on [pg. 3](#). There will also be an in-person, Employee Benefits and Wellness Fair. The fair will be held on **Wednesday, Nov. 6, 2024 from 11am—2pm in Ochre Court**. Delicious and healthy food and drink options will be provided! Visit [pg. 4](#) for details and to register for wellness events! Also, Voya will be offering

an informative, [virtual presentation on Nov. 7 from 10am—11am](#) to discuss everything you need to know about Health Savings Accounts and Flexible Spending Accounts.

**Aflac Open Enrollment:** If you want to enroll or make a change to your current plan(s) or just want more information, you must meet with Aflac representative, Mark Tagliaferri. Mark’s contact and information on current Aflac plans can be found on [pg. 5](#).

**Health and Wellness Rewards Program:** Employees enrolled in the University’s medical plan who earn and log 1000 pts by December 31, 2024 will receive a \$260 payroll credit in February 2025. If 3,000 points are earned by December 31, 2024, you will be entered into a raffle. The raffle winner will be eligible to select from a variety of prizes (vouchers are worth \$300)!

**Friendsgiving:** This year, the SAC is partnering with HR to put together an event that emphasizes the importance of health, wellness, community and giving back! Join us in building new friendships and sampling healthy dishes at this year’s Friendsgiving healthy potluck where we invite faculty and staff to bring in a healthy dish to share. Additionally, we’ll be collecting items for this year’s [Thanksgiving Food Drive!](#) Please see [pg. 7](#) for more information and to register for the event!

**Employee Health Hub:** Visit [pgs. 7—8](#) to explore, engage, and embark on your health and wellness journey with us!

**Professional Development Opportunities:** These opportunities are available through The Chronicle. To participate and register, please visit [pg. 9](#).

### Important Reminder—Required Employee Training

This is an important reminder to complete the Data Security and Title IX related training included in the “**2024 Required Employee Training**” learning plan, which is due to be completed **no later than Saturday November 30**. If you have yet to complete the training please do so at your earliest convenience. To log into the platform and take the training, please follow the instructions below:

- Log into <https://learn.ue.org/learn/signin> using your Salve email address as your Username and your previously created password. If you don’t have a password or have forgotten your password, use the “Forgot your password?” feature below the “SIGN IN” button.
- Once logged in, you should see the **2024 Required Employee Training** learning plan under Not Started Courses. Click on the learning plan to begin the training.

For any questions related to United Educators learning platform access or completion of training, please contact [Sarah Trefethen](#), HR Coordinator or via telephone at (401)-341-2154. You may also visit the platform [support site](#) or [submit a ticket](#) with any additional system questions you may have.



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**Please click [here](#) for the new 2025 Holiday Staff Schedule**



Welcome New Hires!



**Dennis Sheehan**  
Circle of Scholars Program  
Specialist,  
Circle of Scholars



**Donnie Aikins**  
Enterprise Applications  
Specialist I,  
Enterprise Applications

Flu and Covid Vaccine Clinics



# FLU AND COVID VACCINE CLINICS

AT SALVE REGINA UNIVERSITY



THURSDAY  
NOV  
7

**GERETY HALL**  
**ROOM 012**  
**12PM-5PM**

MONDAY  
NOV  
18

**O'HARE LOBBY**  
**10AM-3PM**

WALK INS ONLY  
ALL INSURANCE ACCEPTED  
PLEASE BRING A COPY OR PICTURE OF YOUR INSURANCE CARD



## Online Benefits Open Enrollment



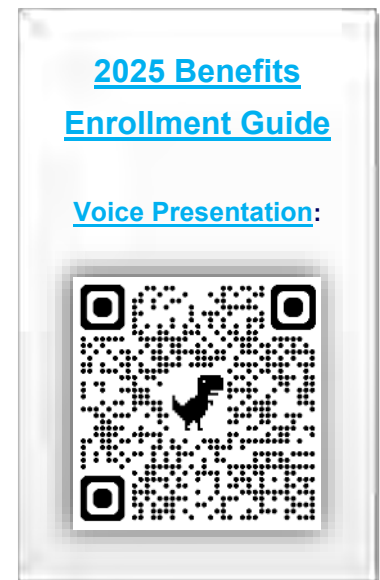
# ONLINE Benefits Open Enrollment November 1 — November 15

Open Enrollment, for a January 1, 2025 effective date, begins Nov. 1 for the following benefits:

- [Healthcare](#)
- [Dental](#)
- [Vision](#)
- [Aflac Supplemental Insurance Plans](#)
- Flexible Spending – Pre-Tax [Healthcare](#) and [Dependent Care](#)
- [Health Savings Accounts](#)

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 Nov. 1. For additional Open Enrollment information, please [click here](#).



**All enrollments and changes must be completed by Nov. 15, 2024.**

*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 Wednesday, November 6 from 11 am—2 pm.
- In the Office of Human Resources during Open Enrollment (Nov. 1—Nov. 15) 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](mailto:cavallac@salve.edu)) or Caitlin McNulty (ext. 2165 / [Caitlin.mcNulty@salve.edu](mailto:Caitlin.mcNulty@salve.edu)) in the Office of Human Resources.



Benefits and Wellness Fair

Join us for the
EMPLOYEE BENEFITS & WELLNESS FAIR

Delicious and healthy food and drink options will be provided!

Wednesday, November 6
11am-2pm
Ochre Court

Receive benefit information, complete open enrollment online, and meet with representatives from:



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

Biometric & BMI Screenings

Register

Get a review of your BMI, blood pressure, glucose, total cholesterol, HDL cholesterol and LDL cholesterol. A BMI (Body Mass Index) test is a simple screening tool used to assess whether an individual has a healthy body weight for their height. High cholesterol and uncontrolled high blood pressure is a major risk factor for heart disease. When detected and treated properly, the risk for disease can be greatly reduced. At this screening, participants' total cholesterol and HDL (the "good cholesterol") and blood pressure will be checked.

10 minute Chair Massage

Register

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. If you register and can no longer attend as we come upon the event date, please remove your name so other employees may sign up.

Chair Yoga with Hilary Flanagan

Register

Looking for a fun stretch break? Hoping to learn some techniques you can use throughout the workday for overall health, mindfulness, and de-stressing? Join Hilary Flanagan, Director of Compass Center for Advising, Career, and Life Design and some of your colleagues for a fun and laid-back chair yoga session in the Ochre Ct. Ballroom from 12—12:30 pm. No special equipment, attire, or experience is necessary. Come as you are!

Virtual VOYA Presentation with Anitha Kaliyaperumal
November 7 from 10—11am



Join us for an informative session to learn how enrolling into HSA or FSA's can help you save money and manage your healthcare expenses effectively. Learn the hard facts, eligibility requirements, how to be reimbursed, and more! Click the link above to join.



Open Enrollment for Aflac!

**Aflac™ OPEN ENROLLMENT IS NOW!**

**Aflac will be at the Benefits & Wellness Fair on Wednesday, November 6 from 11am until 2pm**

Now is the time to.

- Review your current coverage.
- Check in to see if you are due any claim money.
  - Wellness Benefit forms will be available.
- Enroll for the first time in our program.
- Make changes to existing coverage. Have you had during the past year:
  - Change of address?                      Marriage or Divorce?      Newborn child?
  - Child now age 26?                      Beneficiary change?



**Why should you consider AFLAC?**

Our policies are designed to pay **TAX FREE** cash directly to you to help with the following when a medical misfortune happens.

- Co-Pays and deductible expenses
- Everyday living expenses
- Expenses not covered by your medical plan
- \* Lost wages

*The plans available:*

- ACCIDENT PROTECTION (Individual or Family coverage)
- CANCER PROTECTION (Individual or Family coverage)
- CRITICAL CARE PROTECTION (Individual or Family coverage)
- HOSPITAL PROTECTION (Individual or Family coverage)

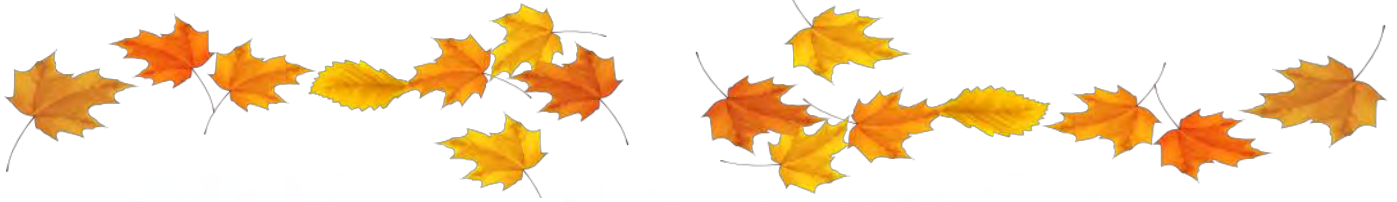
For additional information or to schedule a time to meet with your Aflac representative, feel free to scan the QR code using your phone camera.



Mark Tagliaferri 401.465.0274  
m\_tagliaferri@us.aflac.com



Take Advantage of the BJ's Membership Discount!



SALVE REGINA UNIVERSITY has partnered with BJ'S WHOLESALE CLUB to offer discounted memberships to employees!

November 4 – November 15, 2024

Membership Level	New BJ's Club Members	Renewing BJ's Club Members
BJ's Club Card Membership (Standard membership)	<b>\$20 for 12-month new membership</b> (Regularly \$55) tax where applicable	\$50 for 12-month membership (Regularly \$55) tax where applicable
BJ's Club Plus Card Membership (Earn 2% cash back on most purchases and 5 cents off per gallon of gas)	<b>\$60 for 12-month new membership</b> (Regularly \$110) tax where applicable	\$100 for 12-month membership (Regularly \$110) tax where applicable

How do you take advantage of these amazing deals?

Call: 1-800-313-8887 and reference promo code **350515** before **November 15, 2024**.

Hours of Operation: Monday – Friday from 9 AM to 6 PM (EST) (No weekends) The Promo Code does not work online or in-store.

**NEW MEMBER OFFER** --The Club+ Card at \$60 is a SUPERB value! You will earn 2% on your shopping and get an extra 5 cents off at the gas pump!

OR try us out at the basic Club level for only \$20 (12 months/ 2 cards)

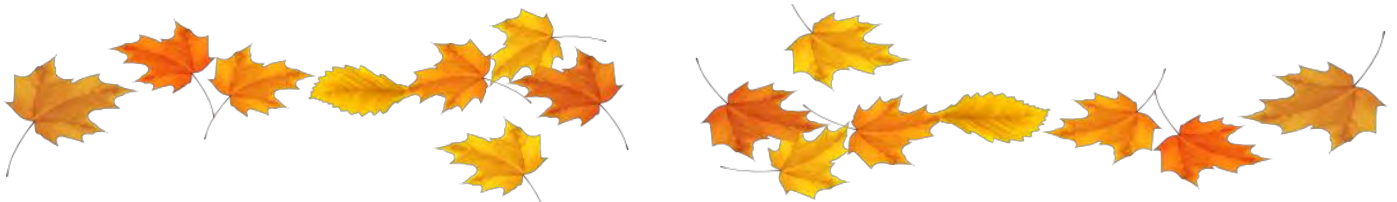
All offers also include one household member card at no charge. (2 cards total on membership.) Previous or existing members are not eligible for new member rates of \$20 or \$60.

This is offered semi-annually in May and November only.

Already have a membership?

Extend it now if membership expires before our next annual event in May 2025.

With payment, 12 months will be ADDED onto current expiration date of existing members.





The Employee Health Hub

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.

Health & Wellness activities and benefits offered by Salve Regina!



Fitness & Strength Training Class with Stephanie Beachem!

Tuesday's, October 15—December 3 from 12pm – 12:45pm
Antone 126

WAIVER

In this 8 week class, learn the basics of weightlifting, focusing on proper form, technique, and building foundational strength. Steph will guide employees through exercises targeting major muscle groups, emphasizing safety and gradual progression to help you develop strength effectively and with confidence. Please bring your own exercise mat and a set of lightweight dumbbells and/or resistance bands. Waivers can be submitted (for both new and returning class attendees) at or before your first class to Caitlin McNulty.

Friendsgiving for Faculty & Staff!

Wednesday, November 20 2pm – 3:30pm



Please join us for this upcoming event co-hosted by the SAC:

Friendsgiving for Faculty and Staff!

Wednesday, November 20 from 2pm – 3:30pm
Ochre Court Library & State Dining Room

REGISTER

This year, the SAC is partnering with HR to put together an event that emphasizes the importance of health, wellness, community and giving back! Join us in building new friendships and sampling healthy dishes at this year's Friendsgiving healthy potluck where we invite faculty and staff to bring in a healthy dish to share. Additionally, we'll be collecting items for this year's Thanksgiving Food Drive! Please register, whether you're attending or participating and email your recipe to caitlin.mcnulty@salve.edu or rebecca.sao@salve.edu.

What to bring as a participant:

- A Healthy Dish: Please prepare an appetizer, main course, or dessert that serves approximately 24 people.
Recipe Cards: Bring 10-15 recipe cards to share with your colleagues. If you run out of recipe cards, no stress! We'll have a box at the front of the Ochre Court Library where employees can jot down the name of the recipe, they'd like a copy of, along with their name and email. We'll make sure to send it to them electronically after the event!

To register & for additional details on the event including what participants could win, please click HERE!



Please join us for this upcoming workshop:

Mindful Moments with Christopher Carbone

Thursday, December 12 from 12pm – 1pm
Ochre Court State Dining Room

In this "Mindful Moments" mini-workshop, come and experience easeful techniques and gentle ways of being that can help you unwind from the day, and release stress naturally. Discover ways to explore your breath, your inner-awareness and other centering practices that can help you find clarity, lift your spirits, boost your immune system and improve your overall health and well-being. Learn how to integrate these mindfulness-based practices into your everyday life, in a revitalizing and enjoyable way.

This is an introductory level mini-class, appropriate for all levels of experience. Lunch will be provided after the session.

About the speaker:

Christopher Carbone, is known for bringing a positive and gentle spirit into his work with people of all ages in the local communities, in the fields of yoga, mindfulness and creative arts practices. Here at Salve, Christopher serves as Program Coordinator and Faculty member in our Graduate Certificate Program in the Expressive & Creative Arts, dedicated to training counselors, educators, social workers, health-care practitioners and other helping professionals in utilizing the arts and holistic practices for personal growth and well-being.

REGISTER



### The Employee Health Hub Continued

# Employee Health Hub!

Health and Wellness activities offered by our trusted vendors!



## Harvard Pilgrim Health Care

### Harvard Pilgrim Free Webinar Series!

Harvard Pilgrim’s well-being programs are here for you when you need them the most. All sessions 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 view details on each webinar and to join!

#### Wellness Wednesdays | 1:00—1:30pm

- ◇ **November 6:** Giving Thanks and Its Benefits to Health
  - ◇ **November 13:** Festive Nutrition
  - ◇ **November 20:** Comfort Foods Re-imagined

#### Fitness Thursdays | 1:00—1:30pm

**November 30, 14 & 21**—Tabata Bootcamp



### Free Live and On-Demand Webinars

Coastline EAP offers live weekly wellness sessions to help you boost your emotional health and wellness. All classes are evidence-based and designed to help you engage your body’s natural relaxation response.

#### Live Wellness Sessions (times may vary)

- ◇ **Nov 14:** Intro to the EAP    ◇ **Nov 22:** Loving Kindness Meditation
- ◇ **Nov 27:** Chair Yoga

**November’s featured Webinar (Website ID: SALVEREGINA)**  
Please login and navigate to the Webinar Center to view the topic below!  
[Practicing Gratitude to Boost Your Happiness](#)

#### Coastline EAP Newsletter

Short articles on a variety of work-life topics this month:

- ◇ Supporting Coworkers                      ◇ Eating Disorders: A Path to Recovery
- ◇ Conquer Digital Time Theft                ◇ Deepening Work Relationships

A library of on-demand webinars are always available through the NEW [Coastline EAP website](#). For further understanding of the EAP benefit and its their services view the [Coastline EAP Video](#).



### TIAA Live Webinars

Virtual and in-person counseling appointments are now available with TIAA representative, **Timothy Nolan**! Timothy will be available to meet individually with employees, by appointment, in Stonor Hall on **Tuesday, November 12**. 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 new 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 McNulty at [caitlin.mcnulty@salve.edu](mailto:caitlin.mcnulty@salve.edu) or ext. 2165





Learning & Development Opportunities— LinkedIn Learning & The Chronicle

Collections	Learning Paths
<p>Include a group of content and/or training courses that have been organized by a LinkedIn user.</p> <p><b>To create a collection</b> Login to your LinkedIn Learning account, click “My Library” followed by “My collections” and “Create New Collection”. Once collection is created you can move any of your saved content and/or training courses into your collection.</p>	<p>Include a group of content and/or training courses organized through LinkedIn by specific topics or career paths.</p> <p><b>To access learning paths:</b> Login to your LinkedIn Learning account, click “Content” and select from one of the three areas (business, technology, creative). Once you have found a learning path that interests you, click on “save”. The saved path will appear in your Library.</p>

**Collections**

- No specific order
- Organize courses and videos for later review
- Can add custom content such as links and PDFs
- Can be expanded, edited, and updated

**Learning Paths**

- Specific order
- Help develop skills and competencies
- Can be tailored to learners' needs
- Can boost motivation, engagement, and retention

Live Virtual Webinar



AI's Impact on College Cybersecurity  
November 5, 2024, 2PM—[REGISTER HERE](#)

When students and employees join your college, they're trusting you with their data. AI is making it harder to keep this information safe, as hackers develop advanced forms of attack and phishing. Could AI also be the key to safety?

On-demand webinars

**Clear Pathways from College to Career**—how colleges and employers can work together to match the right talent with the right opportunities in high-tech manufacturing and beyond.

**Ensuring First-Gen Students Thrive on Campus** — For students who are the first in their families to attend college, barriers to accessing higher ed, such as affordability and academic success, loom large. Join us for a virtual forum to hear from experts on how to help first-gen students thrive and belong on campus.

**“Pick Us”: Enrollment and Recruitment Strategies to Set Your Institution Apart** — With the enrollment cliff already affecting higher ed, what can colleges do today

Additional on-demand webinars can be accessed by clicking on a topic below:

- [Leadership](#)
- [Teaching and Learning](#)
- [Finance and Operations](#)
- [Diversity and Inclusion](#)





**HEDS UP!**



# ***HEDS UP!***

*We want to hear your thoughts on  
**Title IX at Salve.***

Look out for an email  
from \*HEDS with a survey  
link. The **anonymous** survey  
is open from

**Nov. 6 to Nov. 27.**

\*HEDS is the Higher  
Education Data Sharing  
Consortium.



Thanksgiving Food Drive!



SALVE REGINA UNIVERSITY

# 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, Lucy's Hearth and Newport Community School. **All donations must be dropped off to the Mercy Commons before noon on Thursday, November 21st.**

Sponsored by SAAC and The Center for Community Engagement and Service



**SIGN UP TODAY!**

### Gift Cards/Supplies

- Paper plates
  - Napkins
  - Utensils
  - plastic storage bags
  - Aluminum foil
  - Turkey baster
  - Disposable turkey pan
  - Disposable pie tin
  - Cleaning supplies
  - Garbage bags
  - Gift Card:
- Donations of any amount are greatly appreciated to local supermarkets.*

### Thanksgiving Foods

- Canned Veggies
- Canned Fruits
- Turkey Gravy
- Tortillas
- Spanish Baking Flour
- Goya Foods
- Cranberry Sauce
- Stuffing
- Instant mashed potatoes
- Canned squash
- Cake mix and frosting
- Brownie mix
- Pie crust mix
- Pie filling
- Veggie oil
- Olive oil

### Snacks

- Granola Bars
  - Fruit Cups
  - Fruit Snacks
  - Chips
  - Crackers
  - Pasta
  - Rice
  - Jar of salsa
  - Cereal
  - Ramen
  - Mac and Cheese
  - Oatmeal
  - Popcorn
  - Canned soup
- \*Or any unopened food in your dorms, apartments, or houses.

## STAYING AROUND FOR THANKSGIVING?

Staying around and like to bake? Sign up to make appetizers or desserts for the CAC Community Meal on Wednesday, November 27!  
Email [Community.Services@Salve.edu](mailto:Community.Services@Salve.edu) to get involved!

Center for Community Engagement and Service  
Email: [Community.Services@Salve.edu](mailto:Community.Services@Salve.edu) Phone: 401-341-2440  
Facebook.com/SalveCommunityService  
Instagram: @SalveService



**Clothing Donations!**



**COAT AND SWEATSHIRT DRIVE**

*for Housing Hotline*

*Accepting gently used or new men's, women's, children's coats and sweatshirts of any size from Nov.1-Nov. 30th*

Drop off items at:  
The Center for Community Engagement and Service



SPONSORED BY:  
CENTER FOR COMMUNITY ENGAGEMENT AND SERVICE  
COMMUNITY.SERVICES@SALVE.EDU - PHONE: 401-341-2440  
FACEBOOK.COM/SALVECOMMUNITYSERVICE INSTAGRAM: @SALVESERVICE

**Teens and Tweens  
Pajama Clothing Drive**

Accepting gently used or new teens and tweens pajamas for the Fall River Deaconess Home

Drop off items at Mercy Commons between  
November 1-November 30



**SHOE DRIVE**

*For Housing Hotline*

*Accepting gently used or new men's, women's, children's shoes of any size from Nov.1-Nov. 30th*

Drop off items at: The Center for Community Engagement and Service

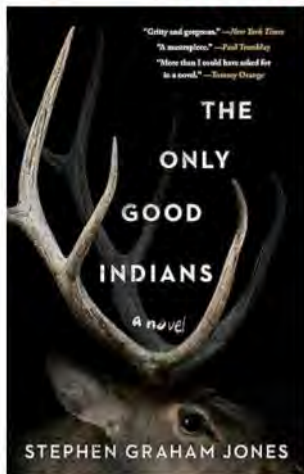


Library Events



Inclusive Reading Club

Celebrating Indigenous Authors and their Stories



From New York Times bestselling author Stephen Graham Jones comes a novel that is equal parts psychological horror and cutting social commentary on identity politics and the American Indian experience. Fans of Jordan Peele and Tommy Orange will love this story as it follows the lives of four American Indian men and their families, all haunted by a disturbing, deadly event that took place in their youth. Years later, they find themselves tracked by an entity bent on revenge, totally helpless as the culture and traditions they left behind catch up to them in a violent, vengeful way.

Thursday, November 7, 4:00-5:30pm McKillop Library, 219

SALVE REGINA UNIVERSITY ARCHIVES & SPECIAL COLLECTIONS PRESENTS: RARE BOOKS SALON Charges of Forgery: Roger Williams and the Narragansett Deed to Providence

THURSDAY, NOVEMBER 14, 4-5:30PM MCKILLOP LIBRARY ATRIUM



MCKILLOP LIBRARY

Faculty Lecture Series



Sam Sacco Community-Engaged Learning in an Undergraduate Setting Thursday, November 21 4-5:30pm McKillop Library Atrium

Registration—Passport Day

Passport Day - Wednesday, Nov 13

Salve Students, Faculty and Staff Are Invited To Order Or Renew Their Passports

Wednesday, November 13 in Drexel Hall. There are 20 minute slots between 10am - 2pm.

Register For Passport Day

The pre-registration form is required & due by Thursday, November 7 (2024) at 11:59 p.m.



SALVE CENTER FOR GLOBAL EDUCATION AND FELLOWSHIPS





## Nativities of the World Display

December 1 - December 8  
Our Lady of Mercy Chapel

# Nativities of the World Display



Faculty and staff are invited to share their nativities. Nativities will be displayed in the Chapel from Dec. 1 - 8. Please drop off nativities in the Mercy Commons before Thanksgiving. Nativities may be retrieved on December 10.

## Luminaria



# Luminaria

December 3, 2024

Be part of this beautiful display of lights by making a gift and sharing a tribute in honor or memory of someone special.

[salve.edu/give-light](http://salve.edu/give-light)





**Festival of Lights**

# FESTIVAL *of Lights*



December 4, 2024 • 7p.m. • Ochre Court  
Free • Open to the Public • Reception to follow



**Thank You for Attending Admissions Open House**



To: Salve Staff & Faculty  
From: The Office of Admission

Thank you to all staff and faculty who joined us for Fall Open House in October to connect with prospective students and their families! We are grateful for everyone's generosity of time and energy with our possible future Seahawks!

Please Save the Date!  
Connections Day: Saturday, April 5, 2025



Angel Tree Holiday Drive

# ANGEL TREE Holiday Drive

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



*Deliver*

UNWRAPPED GIFTS TO  
MERCY COMMONS BY NOON  
ON DECEMBER 16TH



Center for Community Engagement and Service  
Email: [Community.Services@Salve.edu](mailto:Community.Services@Salve.edu) Phone: 401-341-2440  
[Facebook.com/SalveCommunityService](https://www.facebook.com/SalveCommunityService)  
Instagram: [@SalveService](https://www.instagram.com/SalveService)





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

**Phone:**  
(401) 341-2154

**E-mail:**  
[sarah.trefethen@salve.edu](mailto:sarah.trefethen@salve.edu)

## Important Dates

- November 1—15 **Benefits Open Enrollment**
- November 6 (Wednesday 11am—2pm) **Benefits and Wellness Fair, Ochre Court**
- November 7 (Thursday 12—5pm) **Flu and Covid Vaccine Clinics, Gerety Hall, Room 012**
- November 7 (Thursday 4—5:30pm) **Inclusive Reading Club, McKillop Library, Room 219**
- November 7 (Thursday) **Registration—Passport Day form due date**
- November 14 (Thursday 4—5:30pm) **Rare Books Salon, McKillop Library Atrium**
- November 18 (Monday 10am—3pm) **Flu and Covid Vaccine Clinics, O'Hare Lobby**
- November 20 (Wednesday 2—3:30pm) **Friendsgiving for Faculty and Staff, Ochre Court Library and State Dining Room**
- November 21 (Thursday 12pm) **Deadline for Thanksgiving Food Drive drop off, Mercy Commons**
- November 21 (Thursday 4-5:30pm) **Faculty Lecture Series featuring Sam Sacco, McKillop Library Atrium**
- November 27—29 (Wednesday 12pm—Friday) **Thanksgiving Break—Offices will be closed.**
- December 1—8 (Sunday) **Nativities of the World Display, Our Lady of Mercy Chapel**
- December 3 (Tuesday) **Luminaria, Our Lady of Mercy Chapel**
- December 4 (Wednesday 7pm) **Festival of Lights, Ochre Court**
- December 5-6 (Thursday and Friday 7:30– 9:30pm) **Holiday Choral Concert, Ochre Court Great Hall**
- December 7 (Saturday 3pm) **Symphonic Band and Jazz Ensemble Present a Holiday Concert, Casino Theatre**
- December 8 (Sunday 3—5pm) **Christmas at Ochre Court, Ochre Court**
- December 8 (Sunday 3—5pm) **The Newport County Orchestra at Salve Regina, Casino Theatre**
- December 11 (Wednesday 7:30—10:30pm) **The Rhythm of Life: Jazz Lounge at Ochre Court, Ochre Court**
- December 12 (Thursday 12pm—1pm) **Mindful Moments with Christopher Carbone, Ochre Court State Dining Room**
- December 23—January 1 (Monday—Wednesday) **Offices will be closed due to Holiday Break and will reopen on Thursday January 2, 2025.**

*Happy Thanksgiving from the  
Office of Human Resources*

