



Happening in SRO

You can find this "Happening in SRO" and all similar newsletters on the SRO Intranet Home Page, located at: <http://isr-wp.isr.umich.edu/srointranet/> under Recent News.

If you have items for the newsletter or if you would like to highlight an event, please let Ann Vernier or your unit director know.

SRO Closure Dates (Stephanie Chardoul)

Each year, we identify several days as "SRO Closure Days". We try to pick days immediately before or after University holidays, with the thought that these would be days many of us might like to take off anyway. It is not required to take these days off (using your own vacation time), but we encourage you to take advantage of these slower-than-usual times if you can.

For 2020, we have selected the **four** SRO Closure Days shown below. The first one is not until May -- so not an immediate issue -- but please use these to start planning your own calendar for the rest of the year. As always, as each Closure Day comes up, we expect everyone to have a conversation with your supervisor on your own plan.

- Friday, May 22 (day before Memorial Day weekend)
- Friday, Sep 4 (day before Labor Day weekend)
- Wednesday, Nov 25 (day before Thanksgiving)
- Thursday, Dec 24 (day before Christmas holiday and Season Days)

CLOSURE DAY SCHEDULE FOR 2020

MAY							SEPTEMBER							NOVEMBER							DECEMBER						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1	2			1	2	3	4	5	1	2	3	4	5	6	7			1	2	3	4	5
3	4	5	6	7	8	9	6	7	8	9	10	11	12	8	9	10	11	12	13	14	6	7	8	9	10	11	12
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17	18	19	20	21	22	23	20	21	22	23	24	25	26	22	23	24	25	26	27	28	20	21	22	23	24	25	26
24	25	26	27	28	29	30	27	28	29	30				29	30						27	28	29	30	31		
31																											

SRO CLOSURE DATES

May 22
September 4
November 25
December 24

UM HOLIDAYS

May 25
September 7
November 26 & 27
December 25

UM SEASON DAYS

December 28-31

New SRO Staff



Melissa Granville joined the PDMG on January 20, 2020 as a Survey Specialist Associate. She worked as a Lab Assistant at the Naval Postgraduate School in Monterey, CA, as well as a Registered Behavior Technician at Comprehensive Educational Services, Inc. in San Jose, CA. Melissa is originally from Michigan and previously held a position as a Research Tech Associate at Michigan Medicine. She has a Bachelor of Science degree in Biopsychology, Cognition, and Neuroscience from the University of Michigan. Melissa has experience with various software systems for data collection, including Qualtrics, Catalyst, and REDcap. She has conducted training and has done some in-home interviews of mother and infant pairs in an earlier position.

Mary Johnson joined the Financial Services group on January 6, 2020 as a Financial Analyst Intermediate. Mary came to us from LS&A where she worked for the past two years as a financial specialist. Mary's primary role will be serving as a budget analyst for sponsored projects.



Kasyera Kowalczyk joined the PDMG on January 6, 2020 as a Survey Specialist Associate. She is also currently working as a graduate assistant at Eastern and is completing her MA in Sociology there. Kasyera has a BA in Psychology from Wayne State. Kasyera has experience with data coding, documentation, survey and schedule building in the REDcap sample management system, and assisting with IRB applications and training. She has a lot of experience with graphic design as well.

Melissa Luker started working in PDMG as a Survey Specialist Associate on January 6, 2020. Melissa comes from the SSL where she has worked as a Survey Research Tech, conducting CATI interviews and verifications as well as logging and mailings. More recently she worked as a Team Leader, leading interviewer teams, maintaining quality control, managing sample flow, and preparing reports. Melissa has a BA in Psychology from Eastern.



Neil Eriksen joined the TSG as a Data Manager on October 28, 2019. Neil was previously a Program Manager for the Promoting Interoperability and Quality Payment Program at Michigan Medicine. Neil has a Master's degree in Health Services Administration and a certificate in SQL Server Business Intelligence.

Matthew Scibiorski joined the TSG as a Data Manager on November 18, 2019. He previously worked as a Senior Manager for Regulatory Affairs at FedEx Trade Networks. Matt has a Master's degree in Economics and experience working with SAS and Access.





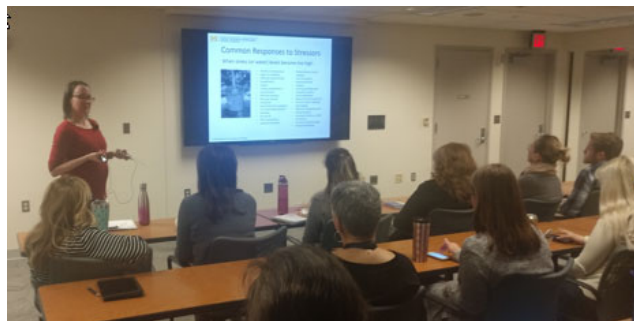
SRO Wellness News (SRO Wellness Committee)

We held our second SRO Wellness Potluck in early January around the theme of **Back to the Basics**. Some of the dishes we sampled were Tumeric Fried Rice, Turkey Chili, and much more. Our next quarterly potluck is: **Wednesday, April 8**. The theme is **Light & Bright**.

On January 22nd we held a **Stress Management** Lunch and Learn session lead by SRO's Aimee Miller, Clinical Contact Program Specialist.

The presentation provided attendees with:

1. Education regarding stress and the capacity to manage stress and its impact.
2. Specific techniques and exercises to help manage stress in a variety of situations.



The powerpoint presentation that includes a vast amount of resources is available here: [Stress Management Slides](#)



M-Healthy Rewards Program

There may be some confusion for (benefits eligible) SRO staff in terms of the Active U pre-survey and the Rewards Health Questionnaire.

- a. **The Active U pre-survey** is 9 questions, mostly about physical activity and/or Active U and is found at: www.activeu.org
- b. The **Rewards Health Questionnaire** is closer to 40 questions and is about all sorts of wellness. It also asks you to input your weight and is found on the Staywell portal that you can get to from their website.

[Click Here to Complete REWARD HEALTH QUESTIONNAIRE](#)

Both surveys are mandatory for completing the programs successfully.

If you have any questions on this requirement please reach out to SRO's Active U Captains: Katherine Blackburn and Ashanti Harris.

Google Question for the Month:

A member of the SRO Wellness Committee attended a workshop called 'Cultivating Positive Emotions in the Workplace' recently. She was told that the MHealthy team has some funds available to departments who are trying to start a new initiative - the question they were asked to respond to (to apply for funds) was 'How can MHealthy help you bring your health and well-being culture change to fruition?'

We would love your suggestions for how to respond to this question that will support our culture here at SRO.

[Click Here to Answer Wellness Question](#)

You can reach us at: srowellcomm@umich.edu

The CCP Corner (Aimee Miller)

The SRO Clinical Contact Program team will occasionally use this space to share information pertaining to personal health and well-being.

Meeting Your Goals in 2020: Planning and Self-Compassion are Key

Whether you are a New Year's resolution maker or not, we all have goals. Some approaches we can take to help us reach them include focusing on one goal at a time, detailing small, doable action steps, accepting that you will "slip up" and practicing self-compassion when you do slip. We hope the following articles will be of help as you set and conquer your 2020 goals.

- <https://www.apa.org/helpcenter/lifestyle-changes>
- <https://www.forbes.com/sites/amymorin/2015/10/01/science-explains-the-link-between-self-compassion-and-success/#1abb1b942384>

Looking for some additional support? Reach out to the [Faculty and Staff Counseling and Consultation Office \(FASCCO\)](#) to inquire about their personalized coaching services or check out MHealthy Rewards' [Online Coaching Programs](#).

Nancy Knows – Conference Room G150A/B (Nancy Bylica)

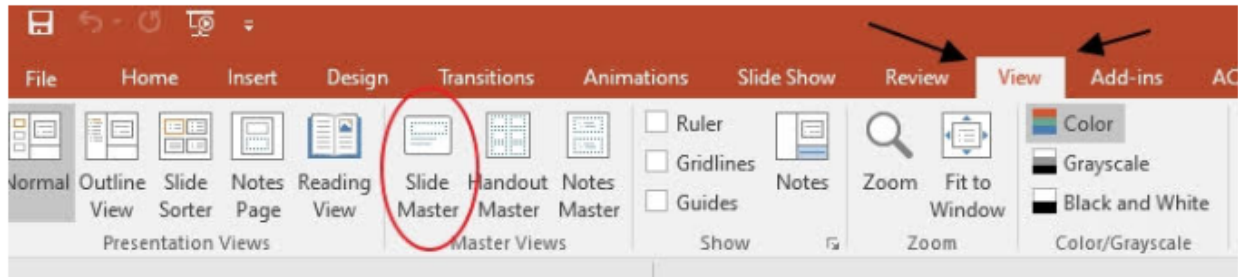
Conference room G150A/B will be unavailable for reserve from **January 27 – February 19** and **March 16 – April 8**. ICPSR staff will use this room as work space while their side of the building is being recarpeted and painted.

SRO Tips and Tricks (Kelly Chatain)

Presentation templates with the 2020 copyright date are available on the SRO Style Guide, here: <https://sites.google.com/a/umich.edu/sro-style-guide/memo-templates/powerpoint-templates>

But if you want to update the date on an existing slide deck simply follow these instructions:

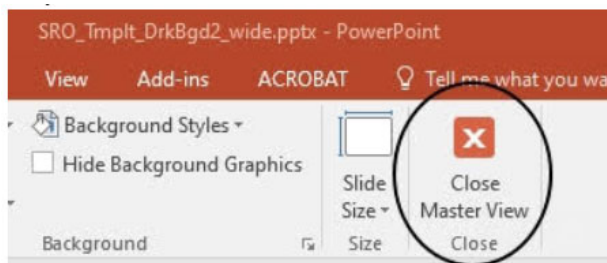
Open the presentation, click on the “View” tab, and then select “Slide Master”.



You need to change the date **on both** of the two ‘parent’ slides. Click on the slide, then click on the copyright footer and edit the date.



Click on “Close Master View” on the top menu and you are good to go!



Everyday Actions to Help Prevent the Spread of Respiratory Viruses

- Wash your hands often with soap and water for at least 20 seconds. If soap and water are not available, use an alcohol-based hand sanitizer.
- Avoid touching your eyes, nose and mouth with unwashed hands.
- Avoid close contact with people who are sick.
- Stay home when you are sick.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash.
- Clean and disinfect frequently touched objects and surfaces.
- Get a flu vaccine.

