



# HR Newsletter

## JULY 2019

### July Birthdays!

- 1st Rachel Burk, *modern & foreign language dept.*  
Debbie Naccarini, *school of nursing*
- 2nd Kyle Hopson, *language learning center*
- 3rd Diana Liz-Cabrera, *campus ministry*  
Crystal Robertson, *school of pharmacy*
- 6th Sean Delaney, *finance & administration*  
Stephanie Savick, *school of education*
- 7th Heather Folz, *school of pharmacy*
- 10th Brandon Love, *admissions processing*
- 11th Gail Donahue, *school of education*
- 12th Patricia Dwyer, *school of education*
- 17th Melissa Falen, *school of education*  
Robin Riha-Lopez, *a child's place*
- 19th Gilda Anroman, *school of pharmacy*  
Flo Kirby-Brown, *public safety*  
Will Pierson, *public safety*
- 21st Melodie Barton, *school of arts, sciences*
- 24th Kathleen Bossert, *English department*  
William Diggs, *public safety*  
Jessica Laster, *business office*
- 25th David Sibony, *athletics*  
Simone Weiner, *school of pharmacy*
- 26th Lauren Haggerty, *school of pharmacy*
- 27th Gene Farrington, *English department*
- 28th Stacey Williams, *school of pharmacy*  
Charles Wilson, *public safety*
- 29th Simone Christian, *school of nursing*  
Peter Scanlan, *enrollment management*
- 30th Amanda Henson, *school of nursing*
- 31st Marlee Messick, *women's college admissions*

### Please Help Us Welcome Our New Partners in Mission:

- Marlee Messick, *admissions counselor*
- Cat Bruzdinski, *enrollment manager*
- Robin Wheeler, *public safety officer*
- Peter Scanlan, *avp for enrollment*

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### Did You Know ...

Congratulations are in order for Christian Kendzierski (AVP University Communications and Marketing) and his wife Meghan. They welcomed toddler siblings Mileigh and Max into their family this past January!

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**There's an activity almost every Wednesday in July? See page 2 for more information!**

# **Financial and Personal Care Seminars and Webinars**

## Employee Assistance Program (EAP)

The University provides you and your family with a robust EAP that is FREE to use! This program provides Assessment and Referrals, Legal and Financial Services, and Work-Life Benefits and Resources.

**Webinars: Thursday, July 11th and Wednesday, July 17th at 1pm**

Join in right from your desk and learn about how this benefit can help you and your family—did we mention it was FREE?

## Financial Planning and Retirement

Asset Strategy returns to campus to talk about Financial Planning and Retirement. Topics will include preparing for homeowner expenses, living wills, becoming a caregiver, and retirement planning. **Coffee and Donuts will be provided!**

**Seminar: Wednesday, July 17th at 9:30am in Bryan Board Room**

## Brick Bodies

The University partners with Brick Bodies to provide our employees with discounted gym memberships. Stop by to talk with them about the benefit and to receive a complimentary InBody composition screening.

**Seminar/Drop By: Wednesday, July 24th from 11am—1pm in the  
MBK Lobby**

**If you are interested in participating in any of the above,  
please contact Kathy Litz at [klitz@ndm.edu](mailto:klitz@ndm.edu).**



# HEALTHY GATOR



For Class Updates @NDMUCampusRec  
Twitter and Instagram

DEPARTMENT OF ATHLETICS AND  
CAMPUS RECREATION

## July 2019

Monday	Tuesday	Wednesday	Thursday	Friday
1 Personal Training 12-1pm	2 YogaWorks 12-1pm	3	4 Campus Closed	5 Campus Closed
8 Personal Training 12-1pm	9 YogaWorks 12-1pm	10	11 YogaWorks 12-1pm EAP Webinar 1pm	12 Personal Training 12-1pm
15 Personal Training 12-1pm	16 YogaWorks 12-1pm	17 Financial 101 Seminar EAP Webinar 1pm	18 YogaWorks 12-1pm	19 Personal Training 12-1pm
22 Personal Training 12-1pm	23 YogaWorks 12-1pm	24 Brick Bodies 11-1pm	25 YogaWorks 12-1pm	26 Personal Training 12-1pm
29 Personal Training 12-1pm	30 YogaWorks 12-1pm	31		

Class Locations

YogaWorks  
Doyle Formal

Personal Training  
MBK Fitness Center

Visit [notredamegators.com/campusrec](http://notredamegators.com/campusrec) for more info!

## Need to move offices? We have a policy for that — SMART is here to help!

**What:** Strategic Moves And Relocations Team

**Why:** To ensure the efficient and effective use of our facilities.

**Who:** This team includes HR, IT, and Facilities to coordinate moves and provide the best possible experience for those moving.

**How:** Visit the portal, [Gator Hub](#), and select Policies and Procedures, then Administration, to make your request.

## Training Schedule—July 2019 through June 2020

<u>Course</u>	<u>Date</u>
Customer Service	Wednesday, July 10, 2019
Supervisor's Training #1	Friday, July 19, 2019
Supervisor's Training #2	Friday, August 2, 2019
Supervisor's Training #3	Friday, August 16, 2019
Mission Orientation	Wednesday, August 28, 2019
Supervisor's Training #4	Friday, August 30, 2019
Managing Your Strengths	Thursday, September 5, 2019
Supervisor's Training #5	Friday, September 13, 2019
Customer Service	Tuesday, October 1, 2019
Social Styles	Tuesday, October 15, 2019
Dealing with Difficult People	Thursday, October 24, 2019
Mission Orientation	Wednesday, Nov. 13, 2019
Staying Organized	Tuesday, Nov. 19, 2019
Customer Service	Tuesday, February 4, 2020
Managing Your Strengths	Thursday, February 13, 2020
Dealing with Difficult People	Thursday, February 20, 2020
Supervisor's Training #1	Friday, March 6, 2020
Mission Orientation	Wednesday, March 11, 2020
Supervisor's Training #2	Friday, March 20, 2020
Supervisor's Training #3	Friday, April 3, 2020
Supervisor's Training #4	Friday, April 17, 2020
Social Styles	Wednesday, April 22, 2020
Supervisor's Training #5	Friday, May 1, 2020
Customer Service	Tuesday, May 5, 2020
Mission Orientation	Wednesday, June 10, 2020
Staying Organized	Thursday, June 18, 2020

## Trainers Wanted!!

**We need Volunteers to facilitate sessions on:**

- ⇒ **Outlook Email Management**
- ⇒ **WebAdvisor**
- ⇒ **Colleague/Datatel**

**If interested, please contact Shannon Raum!**

## Succulent Workshop—June 26th Getting Crafty With It!



For more information on the trainings, please visit <https://www.ndm.edu/human-resources/training-development>

## SAFETY ALERT

*Please remember to lock your office doors and secure all valuables! We are a very trusting community and unfortunately, criminals are taking advantage of that. Please be mindful of your surroundings and make sure your valuables are always secured before leaving your office, even for just a moment.*

### Sun Safety Month

It's that time of year when we all love to be outside in the sunshine, but sometimes we can get a little too much sun.

Take a moment to watch this quick [Brain Shark](#) video from United HealthCare to learn how you can keep yourself and your family safe while enjoying time outdoors.

*UHC—Surrounding our members with empowerment and support whenever they need it.*



### Skin Protection

Want to take steps to protect your skin? Taking a good look at your skin is a good place to start. Do you see anything unusual? Any Changes?

Knowing how your skin normally looks is the first step to help spot a potential problem. Skin cancer is highly treatable when caught early, according to the American Academy of Dermatology.

Take a good, long look. The key to a good skin check is thoroughness. Inspect your skin on a regular basis, area by area:

- Trunk—front, back and both sides
- Face, neck, ears and scalp
- Fingernails, palms, and upper and lower arms
- Legs, buttocks and genital area
- Feet, including toenails, soles and between the toes

Some areas, like the scalp, can be difficult to check by yourself—use a handheld mirror or ask a loved one to help you out.

*Who's Looking?* Everyone should keep an eye out for skin changes. Fair-skinned people are at higher risk, but anyone can get it.



## Recipe of the Month

Turkey burgers always sound like a great idea, but they too often taste like a fat sawdust patty. No more, friends! Mashing avocado into the turkey mixture helps prevent the meat from shrinking and drying out during cooking, which is why these stay awesomely juicy, even when they're cooked all the way through. [Recipe Here](#)



# NurseLine<sup>SM</sup>

For the right care at the right place.



When you have a health concern, it can be difficult and time-consuming to find the information you need to get the right care. With telephone and online access to experienced registered nurses, you'll get the help you need to make more informed health care decisions.



### Your health advocate.

One toll-free number connects you with a registered nurse who will take the time to understand what is going on with your health and provide you with personalized information. As part of your health plan benefits, nurses are available 24 hours a day, seven days a week, at no additional cost to you.



### Your one-stop source.

Whether it's midnight and your baby has a 102-degree temperature, you need help managing your diabetes or you're not sure if you need a doctor, urgent care clinic or simply advice, NurseLine can help guide you to the care and services you need.



### Here for you 24/7.

To talk with a NurseLine nurse, call the member number on your health plan ID card.

### NurseLine is here to help you:

- Chat with a nurse live on [myuhc.com](https://myuhc.com)<sup>®</sup>.
- Understand your symptoms.
- Decide where to go for care.
- Learn more about a diagnosis.
- Explore treatment options.
- Understand medications.
- Find a doctor, hospital or specialist and see if a doctor is in your network and accepting new patients.

# Make a SPLASH!

Fun ways to flavor your water.

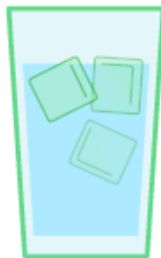
**Freeze your fruit.** Add frozen berries for flavor and color. Or freeze pureed fruit or 100 percent juice in ice cube trays.



Very Berry



Mango Delight



Marvelous Melon

**Squeeze in citrus.** Cut fruit into wedges or slices – or just splash the juice in.



Lemon Lover



Luscious Lime



Orange Fusion

**Go herbal.** Add unique flavors with chopped or whole herbs and spices.



Minty Refresher



Juicy Ginger



Basil Sipper

**No recipe to follow!** Quantities of fruit and other flavorings can vary based on taste and what you have on hand.



**Mix and match.** Whether it's a full pitcher or just a glass, get creative.



**Green Goodness**  
cucumber + rosemary



**Strawberry Sparkler**  
strawberry + basil + sparkling water



**Tropical Treat**  
pineapple + kiwi + mint

**Snooze and infuse.** Mix your fresh pickings with cold water – and refrigerate overnight for maximum flavor.



Fruit and vegetable peels may carry bacteria, so be sure to rinse produce thoroughly before slicing or serving.



# DIGITAL WALLET

## Now Available!

Make life easier with Digital Wallet, now available for your First Financial Visa® credit and debit card. Make quick and secure payments online or in stores with your mobile device, all with the peace of mind that your payment information is never shared with merchants or stored on your device.

**For more information:**

**CLICK** [www.firstfinancial.org](http://www.firstfinancial.org)

**CALL** 410-321-6060, option 5





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