



HR Newsletter

JUNE 2019

Please Help Us Welcome Our New Partners in Mission:

Darren Carter, *on-call public safety officer*
 Brandon Love, *admissions specialist / data entry*
 Imani Sims, *student accounts assistant*
 Kathy Litz, *HR assistant*

Did You Know ...

There's a 403b Webinar this month!



In This Issue:

New Employees and Birthdays	1
TIAA Webinar and Summer Dress	2
Wellness	3
'19-'20 Holiday Schedule and Training Schedule	4
Safety Alert and Interval Training Article	5
Real Appeal Program and Monthly Recipe	6
Healthy Mind Healthy Body	7

June Birthdays!

1st	Shannon Austin, <i>institutional advancement</i>	17th	LaReine-Marie Mosely, <i>religious studies</i>
5th	Cleo Margetas, <i>registrar's office</i>	19th	Jennifer Bailey, <i>school of pharmacy</i>
7th	Darren Carter, <i>public safety</i>		Leah Inger, <i>music department</i>
8th	Suzan Harkness, <i>academic affairs</i>	20th	Paul Kulishek, <i>facilities maintenance</i>
9th	Cecelia Crowell, <i>a child's place</i>		Varvara Sheliga, <i>information technology</i>
10th	Irena Fedorovsky, <i>psychology department</i>	21st	Naomi Cross, <i>school of nursing</i>
12th	Aiyana Dancy, <i>women's college admissions</i>	23rd	Caroline Mahle, <i>academic affairs</i>
14th	Rachel Camponeschi, <i>marketing</i>	27th	Amber Renaud, <i>school of nursing</i>
15th	Jaclyn Whitley, <i>school of pharmacy</i>	29th	David Morrocco, <i>school of education</i>



A TIAA Financial Essentials Webinar

Market proof your retirement

Throughout your career, you probably heard repeatedly how important saving for retirement is. However, as the day approaches, there are additional questions you'll have to ask yourself. Am I overexposed to market losses? Will I outlive my money? Am I confident that I can retire on my terms?

In retirement—and the years leading up to it—protecting your savings becomes just as important as growing it. Join us to learn how to create your own personal pension* with TIAA Traditional, offered by Teachers Insurance and Annuity Association of America (TIAA).

Register today for our Tuesday, June 11th live webinar, 3 p.m. to 4 p.m. (ET)

Miguel Shefferson is a Director with TIAA's Institutional Financial Services and is passionate about educating clients on TIAA solutions that promote financial well-being with a specific focus on retirement readiness.

He brings over 20 years of industry experience, including prior roles with TIAA's Nuveen Global Asset Management group and Individual Advisory Services business, where he partners daily with TIAA's Individual Advisory and Institutional Financial Services teams promoting awareness of TIAA's unique capabilities.

Based out of TIAA's Charlotte, North Carolina office, Miguel is a graduate of North Carolina A&T State University, where he obtained his B.S. in Accounting, and a graduate of the McColl School of Business at Queens University Financial Planner Certification Program. He is a CERTIFIED FINANCIAL PLANNER™ (CFP®) and Retirement Management AdvisorSM (RMASM) certificate.

Sign up today!

- It's quick.
- It's easy.
- It matters.

[Schedule online](#)

And it's at no additional cost to you!



SUMMER DRESS

Summer is beginning to heat up and we will be instituting our Summer Dress Code.

From May 28th to August 16th employees may dress in business casual clothing. However, all supervisors reserve the right to request more professional dress if there is a special event or if they feel that your attire is inappropriate.

Please remember that we are all professionals and business casual dress means your clothing must be workplace appropriate.

Some examples of appropriate dress include:

Casual pants (e.g. khakis, "Dockers", Capri's); casual dresses, or skirts; casual blouses, polo or golf style shirts; dress sandals, loafers or deck shoes

Some examples of inappropriate dress include:

Strapless or spaghetti strap dresses; mini skirts; denim (of any color); halter, tank or tube tops or midriffs; t-shirts or sweat-shirts – no NDMU T-shirts; shorts of any length; bib overalls; sweatpants or athletic suits; spandex pants or form-fitting stirrup pants or leggings; flip flops, beach/pool shoes, sneakers



HEALTHY GATOR

For Class Updates @NDMUCampusRec
Twitter and Instagram



June 2019

Monday	Tuesday	Wednesday	Thursday	Friday
3 Personal Training 12-1pm	4 YogaWorks 12-1pm	5 Reminder: RSVP for Succulent Planting Workshop by 6/14	6 YogaWorks 12-1pm	7 Personal Training 12-1pm
10 Personal Training 12-1pm	11 YogaWorks 12-1pm	12 Reminder: RSVP for Succulent Planting Workshop by 6/14	13 YogaWorks 12-1pm	14 Personal Training 12-1pm
17 Personal Training 12-1pm	18 YogaWorks 12-1pm	19	20 YogaWorks 12-1pm	21 Personal Training 12-1pm
24 Personal Training 12-1pm	25 YogaWorks 12-1pm	26 Succulent Planting Workshop 12:15pm Location TBD	27 YogaWorks 12-1pm	28 Personal Training 12-1pm

Class Locations
YogaWorks
Doyle Formal
Personal Training
MBK Fitness Center

Visit notredamegators.com/campusrec for more info!

Looking for something relaxing and creative to do on your lunch break?
 Join us on June 26th for a Succulent Planting Workshop and learn how easy and fun it
 can be to create something beautiful!
 RSVP to sraum1@ndm.edu by June 14th

Spotlight on Men's Health

Why are men reluctant to seek medical attention?

How can you help the men in your life stay healthy?

**This short [BrainShark](#) video will go over this and offer some helpful
 information on the importance of regular check-ups and
 tips on how to get them there!**



Holiday Schedule—July 2019 through June 2020

<u>Holiday</u>	<u>Date</u>
Independence Day	Thursday, July 4, 2019 Friday, July 5, 2019
Labor Day	Monday, September 2, 2019
Thanksgiving	Wednesday, November 27, 2019 Thursday, November 28, 2019 Friday, November 29, 2019
Christmas	Monday, December 23, 2019 Tuesday, December 24, 2019 Wednesday, December 25, 2019 Thursday, December 26, 2019 Friday, December 27, 2019 Monday, December 30, 2019
New Year's Eve	Tuesday, December 31, 2019
New Year's Day	Wednesday, January 1, 2020
Martin Luther King Day	Monday, January 20, 2020
Good Friday	Friday, April 10, 2020
Easter Monday	Monday, April 13, 2020
Memorial Day	Monday, May 25, 2020

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:

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

If interested, please contact Shannon Raum!

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! 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.

Quick Read—Interval Training: Mix It Up and Save Time

Challenge yourself with bursts of vigorous activity — you may save time to boot.

When you're busy, exercise can be hard to fit in. One way to maximize your time is with interval training. It may help you shorten your workouts while keeping you fit. It also adds challenge, variety and fun into your workout.

With interval training, you alternate bursts of high-intensity exercise with low- to moderate-intensity exercise. The less-intense period is called active recovery. Be sure to allow active recovery time — at least as long as your intense spurt.

Some examples of interval workouts are:

- **Walking:** Add short bursts of brisk walking to your regular route. For example, using time, add 30 seconds of fast walking between five minutes at normal pace. Or by distance, every few houses or blocks, pick up the pace. Then slow down for your recovery.
- **Running:** Run hard for one minute and then jog slowly for two minutes. Repeat until you reach your goal time. Or exercise on a hilly route.
- **Combination run-walk:** Walk for two minutes, then run for two minutes. Repeat for the rest of your workout.

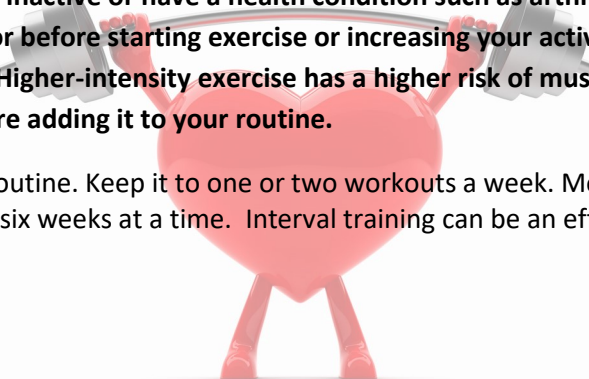
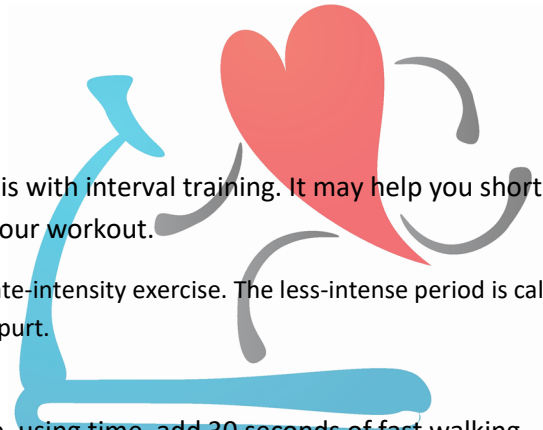
Some possible benefits of interval training include:

- **Saves time.** The goal for most adults is to get at least 150 minutes of moderate-intensity aerobic exercise a week. But you can break it down into 10 minutes of activity at a time. An alternative is 75 minutes a week of vigorous-intensity physical activity, or an equivalent mix of moderate- and vigorous-intensity aerobic activity.
- **Burns more calories and fat.** Vigorous activity takes more energy than moderate activity. So 30 minutes of interval training burns more calories than 30 minutes at a steady pace. It may also boost your post-workout metabolism.
- **Boosts aerobic and anaerobic fitness.** Interval training helps your body use more oxygen. In time, you may be able to sustain intense bursts for longer time periods.
- **Tackles boredom.** Intervals can freshen up your workout routine.
- **Helps the heart.** Interval training may improve insulin sensitivity and lower fasting levels. It may also lead to better heart function in people with certain heart conditions.

How can you tell if you're at high intensity? Try the talk test. During moderate activity, you should be able to talk but not sing. During vigorous activity, you won't be able to say more than a few words at a time.

Be careful before amping up your workout. **While interval training is safe for most people, it does carry a risk of injury and is not right for everyone. If you are physically inactive or have a health condition such as arthritis, diabetes or heart disease, or if you're pregnant, check with your doctor before starting exercise or increasing your activity level. He or she can tell you the type of activities that are safe for you. Higher-intensity exercise has a higher risk of musculoskeletal and cardiovascular injury. Be sure to check with your doctor before adding it to your routine.**

Interval training is not a daily workout routine. Keep it to one or two workouts a week. More than that raises your chance of injury. And don't do it more than about six weeks at a time. Interval training can be an efficient way to get results. And if you turn it into a game, it can even be fun!



Thank you for being a UnitedHealthcare member. We are excited to offer Real Appeal, a free digital program that provides you with up to a full year of support for lasting weight loss.* **On average, participants lose 10 pounds after attending just 4 online classes.** Your program includes:



Personal transformation coach

- Step-by-step guidance and customization for a program that fits your needs, preferences and goals.
- Support and motivation for a full year to help you lose weight or maintain results.
- A personalized dashboard to keep track of your calories, fitness and goals.

24/7 convenience

Staying accountable to your goals is easier than ever with:

- Food, activity, weight and goal trackers.
- Unlimited access to digital content.
- Your online group class, which is designed to help you build camaraderie and accountability with others in the program.
- Weekly health tips from celebrities, athletes and health experts.



Success kit

Resources to help you kick-start your weight loss and keep yourself on the road to results. Your kit will be delivered after your first class. It includes:

- Step-by-step Success Guides.
- Workout DVDs.
- Quick and simple recipes.
- Nutrition guide.
- And much more.



Join the thousands of members that have lost nearly 1 million pounds. Start today at success.realappeal.com. Spark your transformation with Real Appeal.

Recipe of the Month

Feta cheese and chickpeas lend a Mediterranean flair to this satisfying side salad. Eat a double portion for a vegetarian lunch, using the chickpeas as your main source of protein.

[Recipe Here](#)





Healthy Mind Healthy Body®

Our award-winning
eNewsletter just for you.

Health and wellness news — made for your busy life.

Each month, *Healthy Mind Healthy Body* comes to your email filled with tips and strategies you and your family can really use. Our plain-language approach and at-a-glance layout make it easier to get the information you want.

Here's a sampling of topics we'll send you throughout the year:

- Healthy weight
- Eating well
- Staying active
- Relationships
- Parenting and caregiving
- Stress and emotional health
- Physical health
- Safety

You'll also enjoy features such as:

- Delicious, healthy recipes.
- Print-and-save checklists and other tools.
- Access to free online seminars.
- Links to national health and wellness organizations.

Sign up for *Healthy Mind Healthy Body* today — there's no cost to you.

If you are a new member, register on myuhc.com® to begin getting the newsletter.

Enjoy it in the best of health!


Trouble viewing this email?
[Click here to view online](#)

UnitedHealthcare

Healthy Mind Healthy Body®

Are your habits heart-smart?

TAKE THE QUIZ



See how you're doing on key habits for a healthy heart. This fun quiz takes roughly 3 minutes — and you can pick up quick tips too!

June 2017: Great Reads for Better Health

Go-to ways to help cope when anxiety rises
How to fret less and feel better

Traveling out of the U.S.? Make sure you're covered
Tips to protect you and your family so you can have the trip you want

Hey, guys: 4 great reasons to have a checkup
Take a stand for better health

Build a better salad! 5 super-easy steps
Topping ideas and tips galore

3 habits linked to a lower risk of cataracts
Healthy behaviors may help keep your vision clear

Don't miss this seminar: Power up: A guy's guide to good nutrition

Keep calm and carry on with these tips **GO**

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