



HR Newsletter

MARCH 2019

Please Help Us Welcome Our New

Partners in Mission:

William Diggs, *public safety officer*
 Rhonda Gerding, *assistant controller*
 Sharon Handelsman, *interim vice president for enrollment management & marketing*

Did You Know ...

Erin DaSilva has transitioned to a new position on campus!
 Erin is now the *director of stewardship & annual giving* in Institutional Advancement!



In This Issue:

New Employees, Transitions, and Birthdays	1
Partners in Mission Celebrants	2
Move Process and Policy Reminder	3
Monthly Awareness Topic	3
Wellness Calendar, Meditation Spaces	4
Recipe of the Month	4
Prescription Refill and SAVE program	5

March Birthdays!

2nd	Jennifer Kerr, <i>biology department</i>	16th	Joan Sattler, <i>school of education</i>
3rd	Ken Robinson, <i>office of public safety</i>	17th	Christina De Kleine, <i>school of education</i>
4th	Amy Provan, <i>counseling center</i>	19th	Tiffany Bailey, <i>office of career services</i>
5th	Jane Balkam, <i>school of nursing</i>		Kyongil Yoon, <i>math/computer/physics department</i>
7th	Renee Bostic, <i>athletics</i>	20th	William Davis, <i>English department</i>
	Margaret Ellen Mahoney, SSND, <i>English department</i>	23rd	Jenna Hoffman, <i>school of nursing</i>
	Aliza Ross, <i>office of alumnae/alumni relations</i>	27th	Charles Buehrle, <i>math/computer/physics dept</i>
8th	Greg FitzGerald, <i>office of the president</i>		Marisa Morris, <i>capital campaign</i>
	Michael Jacquet, <i>office of public safety</i>	28th	Amanda Mizeur, <i>capital campaign</i>
	Grace Park, <i>academic affairs</i>		Shawn Newsome, <i>conference services</i>
10th	Wayne Bark, <i>school of education</i>		Danielle Piontkowski, <i>women's college</i>
	Evelyn Spratt, <i>school of education</i>	29th	Patricia McLaughlin, SSND, <i>renaissance institute</i>
14th	Nancy Carroll, <i>office of information technology</i>		Flora Valencia, <i>classical & modern foreign language</i>
15th	Charmaine Hood, <i>business office</i>	31st	Shannon Raum, <i>office of human resources</i>

2019 Celebrants

40 Years

Helen Burkins, business office

30 Years

William Davis, English department

Melissa Falen, school of education

25 Years

Mary Alice Adams, business office

Warren Szelistowski, information tech.

Paul Weldon, biology department

20 Years

Maeve O'Donovan, philosophy dept.

Joan Sattler, school of education

Varvara Sheliga, information technology

15 Years

Dawn Bradshaw, president's office

Jocelyn McKeon, chemistry department

Desiree Melton, philosophy department

Charles Wilson Jr., public safety

10 Years

Payal Agarwal, school of pharmacy

Gilda Anroman, school of pharmacy

Larry Beyer, business & economics department

Asish Dutta, school of pharmacy

Crissa Holder Smith, faculty resource center

Maria Mouratidis, psychology department

Lisa Pallett, school of education

Angela Simmons, school of education

Angela Snyder, school of education



PARTNERS IN MISSION

President Marylou Yam cordially invites you to a Eucharistic Liturgy followed by a Recognition Celebration and Dessert Reception celebrating all Partners in Mission marking anniversaries of service.

Thursday, May 9, 2019

10:30 a.m. Eucharistic Liturgy

Marikle Chapel of the Annunciation

All are invited to attend.

1 p.m. Recognition Celebration & Dessert Reception

Doyle Formal

All are invited to attend.



"IN UNITY IS OUR STRENGTH."

BLESSED THERESA, SSND FOUNDRESS



5 Years

Rachel Burk, classical & modern foreign languages

Scott Class, school of pharmacy

Janice Dixon, a child's place

Gail Donahue, school of education

Kendra Downey, financial aid

Ward Eisinger, risk management

Cheri Johns, athletics

Kelley Kilduff, institutional advancement

Marci Leadbeter, women's college

Anne Malone, advancement services

Stephen Marshall, information technology

La-Reine Marie Mosely, religious studies dept.

Jessie Sell, academic support

Jonathan Thigpen, school of pharmacy

Marylou Yam, president

Rebecca Zordan, biology department

March is National Nutrition Month

So let's talk about food! Here are 10 tips for building healthy eating habits:

1. *Find your health eating style*—creating a healthy style means regularly eating a variety of foods to get the nutrients and calories you need.
2. *Make half your plate fruits and vegetables*—eating colorful fruits and vegetables is important because they provide vitamins and minerals while being low in calories.
3. *Focus on whole fruits*—fresh, frozen, dried or canned in 100% juice. Enjoy fruit with meals, as snacks or dessert.
4. *Vary your veggies*—try adding them to salads, sides, and main dishes, prepared in healthy ways: steamed, sautéed, roasted or raw.
5. *Make half your grains whole grains*—look for whole grains listed first or second on the ingredients list.
6. *Move to low-fat or fat-free milk or yogurt*—cut back on saturated fat. Replace sour cream, cream and regular cheese with low-fat options.
7. *Vary your protein routine*—mix it up to include seafood, beans and peas, unsalted nuts and seeds, eggs, and lean meats and poultry.
8. *Drink and eat beverages and food with less sodium, saturated fat and added sugars.*
9. *Drink water instead of sugary drinks*—water is calorie-free. Non-diet soda, energy drinks, and other sugar sweetened drinks contain a lot of calories.
10. *Everything you eat and drink matters*—the right mix of foods can help you be healthier now and into the future!



HR Policy Corner

Need to move offices? SMART is here to help!

What: Strategic Moves And Relocations Team

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

For more information on this policy and how to make a request, visit the portal, [Gator Hub](#), and select Policies and Procedures, then Administration

University Dress Code

All University employees represent Notre Dame and therefore have a personal responsibility for presenting an appropriate appearance. Good grooming, personal cleanliness, and appropriate business attire are essential at all times .

*Some examples of **inappropriate** dress include:*

- ⇒ Jeans
- ⇒ Leggings
- ⇒ Strapless or spaghetti strap dresses
- ⇒ Tank tops
- ⇒ T-shirts



HEALTHY GATOR



For Class Updates @NDMUCampusRec
Twitter and Instagram

March 2019

Monday	Tuesday	Wednesday	Thursday	Friday
				1 Personal Training 12-1pm
4 NDMU Walks 11:30am Personal Training 12-1pm Spin Class 6pm	5 YogaWorks 12-1pm	6 Spin Class 6pm	7 YogaWorks 12-1pm Spin Class 6pm & 7pm	8 Personal Training 12-1pm
11 NDMU Walks 11:30am Personal Training 12-1pm Spin Class 6pm	12 YogaWorks 12-1pm	13 Spin Class 6pm	14 YogaWorks 12-1pm Spin Class 6pm & 7pm	15 Personal Training 12-1pm
18 NDMU Walks 11:30am Personal Training 12-1pm Spin Class 6pm	19 YogaWorks 12-1pm	20 Spin Class 6pm	21 YogaWorks 12-1pm Spin Class 6pm & 7pm	22 Personal Training 12-1pm
25 NDMU Walks 11:30am Personal Training 12-1pm Spin Class 6pm	26 YogaWorks 12-1pm	27 Spin Class 6pm	28 YogaWorks 12-1pm Spin Class 6pm & 7pm	29 Personal Training 12-1pm

Class Locations: NDMU Walks Registrar, YogaWorks Dance Studio, Personal Training MBK Fitness Center, Spin Class Dance Studio. Visit notredamegators.com/campusrec for more info!

Looking for a quiet space to clear your mind or practice meditation?

We have 2 Meditation/Interfaith Spaces on campus located in Meletia and Doyle Hall.

To gain access to these spaces, you will need to have your ID swipe card access updated. Submit your requests for access to these spaces to Helen Kucey, manager/lieutenant, office of public safety at hkucey@ndm.edu.



Recipe of the Month:

Slow-Cooker "Corned Beef" & Cabbage



This warming slow-cooker stew has all the flavors of corned beef and cabbage but with much less sodium, plus it's ready in half the time of traditional corned beef and cabbage.

Click the image for the recipe!

Did You Know ...

You can save money on your prescriptions through United HealthCare!

- 1. Visit myuhc.com and from the top menu, select “Pharmacies and Prescriptions”*
- 2. This will take you to the Optum Rx (pharmacy benefit manager) site.*
- 3. Explore your options:*
 - * Compare pricing for your medications—some pharmacies are able to offer lower costs for your medications, so like The Miracles say, You Better Shop Around!*
 - * Home Delivery—a convenient way to save on your medication costs. They’ll send you a 90-day supply of your prescription medication right to your home for a lower price.*
 - * Refill and Save Program—this program offers \$20 discounts off certain prescription drug co-payments for plan participants who refill their medications on a timely basis. The Refill and Save Program, which includes asthma drugs Advair and Symbicort, and antidepressants Cymbalta, Effexor XR and Pristiq, reduces a customer’s co-payment for refills of these drugs by \$20 – **a 40-percent savings** on a typical co-payment plan. Health plan participants who refill their prescriptions via mail order will receive a \$50 discount on a 90-day supply of medicine, with a refill deadline of approximately 120 days. Initial prescriptions of the medicines will not be eligible for the discounted co-pay as the program is focused on encouraging timely refills of needed medications.*