



HR Newsletter

OCTOBER 2019

Please Help Us Welcome Our New Partners in Mission:

- Emily Donlon, *director of service & community engagement*
- Renee Echartefonseca, *instructional assistant, ACP*
- Gary Jackson, *colleague system and financials database admin.*
- Shirley Bigley, *coordinator for renaissance institute*
- Raymond Ringgold, *grounds keeper*
- Kari-Lei Berry, *athletics admissions coord. / head lacrosse coach*
- Christopher Hanlon, *director of financial aid*
- Matthew Shimoda, *school of pharmacy*
- Erica Wilson, *assistant professor, school of pharmacy*

Did You Know ...

Our Supervisor Training Program is in its 2nd year! The following supervisors have completed the program—be sure to congratulate them!

- Leon Carter, *public safety*
- Carroll Galvin, *institutional advancement*
- Crissa Holder Smith, *faculty resource center*
- Alan Jones, *career center*
- Helen Kucey, *public safety*
- Anne Malone, *advancement services*
- Cleo Margetas, *registrar's office*
- Maricka Oglesby, *institutional advancement*
- Aliza Ross, *alum relations*
- Jessie Sell, *academic support & enrichment*
- Jim Sheckells, *public safety*
- Joel Stob, *information technology*
- Danny Warrenfeltz, *public safety*

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October Birthdays!

1st	Cathy Goucher, <i>art therapy</i>	16th	Trevor Ebert, <i>alum relations</i>
2nd	Bereni Oriaku, <i>financial aid</i>	18th	Geoff Delanoy, <i>art department</i>
3rd	Kelley Kilduff, <i>institutional advancement</i>	19th	Huilin Wang, <i>marketing communications</i>
	Sherry Moore, <i>school of pharmacy</i>	20th	Angela Simmons, <i>Operation TEACH</i>
	Patrice Silver, <i>school of education</i>	21st	Helen Kucey, <i>public safety</i>
	Mark Walker, <i>school of nursing</i>	22nd	Carol Rabin, <i>school of education</i>
5th	Anita Ford, <i>a child's place</i>		Ryan Schaaf, <i>school of education</i>
7th	David Carter, <i>renaissance institute</i>	25th	Patrice Slater, <i>facilities management</i>
8th	Ray Keller, <i>grounds keeping</i>	26th	Kristyanna Erickson, <i>math/physics department</i>
9th	Courtney Warrick, <i>women's college admissions</i>		Ray Weber, <i>school of pharmacy</i>
10th	Gary Thrift, <i>school of education</i>	27th	Sam Walker, <i>grounds keeping</i>
13th	Kennedi Wilson, <i>residence life</i>	29th	Britt Christensen, <i>communication arts department</i>
14th	Paulette Doyas, <i>SSND, admissions processing</i>	30th	Mary Ellen Ashton, <i>a child's place</i>
15th	Jim Culhane, <i>school of pharmacy</i>	31st	Donna Howard, <i>a child's place</i>

*Have you ever wondered what other departments do every day?
Wonder no more—each month a different department will be
highlighted here to promote understanding and help us work together more efficiently.*

Meet Your Auxiliary & Conference Services Team!

Who are they?

- Jessica Wood, *director of auxiliary & conference services*—Oversees conference services (including Camp Notre Dame & the pool), dining services, vending machines & the document center/mailroom on campus
- Mike Golze, *summer programs & events manager*—Works with 10+ external summer camps each year for when they host their camps on campus in the summer months & oversees the day-to-day of Camp Notre Dame; assists with external rental requests as well as document center initiatives
- David Sibony, *special events technical coordinator*—Main point of contact for internal events on campus; coordinates all audio visual needs for meetings & events on campus; oversees 25Live scheduling system requests that come through

How to contact them:

By Phone:

Jessica Wood: 410-532-5782
Mike Golze: 410-532-5732
David Sibony: 410-532-5781

By Email:

events@ndm.edu: room reservations, set ups, event questions
summerevents@ndm.edu: external camp inquiries
campnotredame@ndm.edu
printing@ndm.edu: print job questions, requests to use outside vendors for printing

Services they provide:

- ◆ Support for planning your event on campus—1-on-1 meetings to walk through the logistics of your event (set-up needs, catering, audio/visual, floor plans, parking, etc.)
- ◆ Dining Services/Catering—1-on-1 meetings to discuss your budget and how SAGE can meet your catering needs; questions or feedback on Dining Hall or Gator Grind; offering Catertrax trainings each semester.
- ◆ 25Live scheduling for room requests—offer trainings each semester
- ◆ Audio/Visual support for meetings & events on campus—Conference calls, Zoom/Skype calls, microphones, screen & projector, etc.
- ◆ Camp Notre Dame—registration, staffing, and programming
- ◆ External Rentals on campus—weddings, meetings, conferences, concerts, seminars, athletic-facility rentals
- ◆ Document Center & Mailroom—Printing and mailing services
- ◆ Vending Machines—please feel free to send any questions, feedback or suggestions!
- ◆ Custodial Services—for event set-up needs in conjunction with Facilities Management

** Important Dates **

Tuesday, October 15, 2019	Social Styles
Thursday, October 17, 2019	Building Bridges Across Maryland training session #2
Thursday, October 24, 2019	Dealing with Difficult People
Thursday, October 31, 2019	A Child's Place Trick –or–Treating and Employee Costume Contest!
November 1—15, 2019	Open Enrollment Period
Thursday, November 7, 2019	Open Enrollment Health & Wellness Fair
Wednesday, November 13, 2019	Mission Orientation
Thursday, November 14, 2019	Building Bridges Across Maryland training session #3
Tuesday, November 19, 2019	Staying Organized
Tuesday, November 26, 2019	Annual Thanksgiving Potluck
Tuesday, December 17, 2019	Annual Christmas Mass & Luncheon

To Register for any of the trainings, please email klitz@ndm.edu.

For more information on the trainings, please visit <https://www.ndm.edu/human-resources/training-development> and view the 2019-20 Schedule.

Social Styles—Interpersonal Skill Building

Tuesday, October 15, 2019—9a.m.-1p.m.

With special guest facilitator, Mike Noll from University of Maryland, Baltimore

The Social Style model is easy to understand and provides an effective framework and specific techniques for helping people improve their interpersonal skills. This session is designed to provide an introduction to *Social Style* and *Versatility*. This session will teach participants about:

- ♦ the fundamental concepts of behavior versus personality,
- ♦ will provide insight into the four styles, and
- ♦ demonstrate the impact their style behavior has on others through the concept of Versatility.



HEALTHY GATOR



For Class Updates @NDMUCampusRec
Twitter and Instagram

DEPARTMENT OF ATHLETICS AND
CAMPUS RECREATION

October 2019

Monday	Tuesday	Wednesday	Thursday	Friday
30 Personal Training 12-1pm Spin Class 6pm	1 YogaWorks 12-1pm Spin Class 6pm	2 Zumba Stretch 12-12:15 Zumba 12:15-1pm	3 YogaWorks 12:00-1:00pm	4 Personal Training 12-1pm
7 Personal Training 12-1pm	8 YogaWorks 12:15-1:15pm	9 Spin Class 6pm	10 YogaWorks 12:00-1:00pm Spin Class 6pm & 7pm	11 Personal Training 12-1pm
14 Personal Training 12-1pm	15 YogaWorks 12:15-1:15pm	16 Zumba Stretch 12-12:15 Zumba 12:15-1pm Spin Class 6pm	17 YogaWorks 12:00-1:00pm Spin Class 6pm & 7pm	18 Personal Training 12-1pm
21 Personal Training 12-1pm	22 YogaWorks 12:15-1:15pm	23 Spin Class 6pm	24 YogaWorks 12:00-1:00pm Spin Class 6pm & 7pm	25 Personal Training 12-1pm
28 Personal Training 12-1pm	29 YogaWorks 12:15-1:15pm	30 Spin Class 6pm	31 YogaWorks 12:00-1:00pm Spin Class 6pm & 7pm	

Class Locations Zumba Dance Studio YogaWorks Dance Studio Personal Training MBK Fitness Center Spin Class Dance Studio Visit notredamegators.com/campusrec for more info!

Recipe of the Month: Sorghum Buddha Bowl

There's so much healthy stuff happening in this vegetarian bowl. Roasted radicchio, Brussels sprouts, butternut squash, jalapenos, and leeks mix it up with black beans, sesame seeds, and a tangy miso-based dressing. It's a filling vegetarian meal-in-a-bowl!

[Click here for the Recipe!](#)



Knowing where to go for care is important! Costs can vary widely depending on where you go, so make sure you check with the provider or visit myUHC.com to price out your options!



Know where to go.

See your primary care provider whenever possible.

Your primary care provider usually has easy access to your records, knows the bigger picture of your health, and many offer same-day appointments to meet your needs. When seeing your provider is not possible, it's important to know your quick care options to find the place that's right for you and help avoid financial surprises.

Quick Care Options	Needs or Symptoms	Average Cost ¹
<p>24/7 Nurse Line</p> <p>Call the toll-free member phone number on your health plan ID card for expert advice.</p>	<ul style="list-style-type: none"> • Choosing where to get medical care. • Finding a doctor or hospital. • Health and wellness help. • Answers to questions about medicines. 	\$0
<p>Virtual Visits</p> <p>Anywhere, anytime online doctor visits. To learn more, visit uhc.com/VirtualVisits.</p>	<ul style="list-style-type: none"> • Cold • Flu • Fever • Pinkeye • Sinus problems 	\$50 ²
<p>Convenience Care Clinic</p> <p>Treatment that's nearby.</p>	<ul style="list-style-type: none"> • Skin rash • Flu shot • Minor injuries • Earache 	\$65
<p>Urgent Care Center</p> <p>Quick after-hours care.</p>	<ul style="list-style-type: none"> • Low back pain • Respiratory illness (cough, pneumonia, asthma) • Stomach illness (pain, vomiting, diarrhea) • Infections (skin, eye, ear/nose/throat, genital-urinary) • Minor injuries (burns, stitches, sprains, small fractures) 	\$190
<p>Emergency Room (ER)³</p> <p>Care for serious needs.</p>	<ul style="list-style-type: none"> • Chest pain • Shortness of breath • Severe asthma attack • Major burns • Severe injuries • Kidney stones 	\$1,700

Freestanding ERs

Many people have been surprised by their bill after visiting a freestanding emergency room (FSER). FSERs, sometimes referred to as urgency centers, can be 2x the cost of an ER and 20x the cost of an Urgent Care Center. Neither located in nor attached to a hospital, FSERs are able to treat similar conditions as an ER but do not have an ER's ability to admit patients.

Ask before you enter:

1. Is this an Urgent Care Center or ER?
2. Is this facility a network provider?

Save The Date!

November 1st—15th

Open Enrollment Period

November 7th 11am—2pm

Open Enrollment Health & Wellness Fair

Wipe out the flu.



A yearly flu shot is still your best way to avoid or weaken the flu.

And, for UnitedHealthcare members, getting your flu shot 100% covered may be as easy as visiting any of the retail pharmacies, convenience care clinics or care providers which can be found [here](#).

Your annual flu vaccination, as well as a pneumonia vaccination, are also important steps in preventing sepsis – a potentially life-threatening condition that can happen if your body overreacts to an infection like the flu or pneumonia. Learn more in the FAQs [here](#).

Outsmart cold and flu germs!

7 smart strategies to use

1. Scrub-a-dub-dub

Handwashing is your friend. Step up to the sink regularly.



2. Stash sanitizer



Keep hand sanitizer in handy places like purses, backpacks, lunchboxes, etc.

3. Be hands-off

The eyes, nose and mouth are prime routes for germs to enter our body and infect us. If you need to touch your face, wash your hands first.



4. Get your tidy on

Use a disinfectant to wash hard surfaces that get touched a lot, like doorknobs, phones, remote controls and countertops.



5. Keep your distance

Avoid close contact with people who are ill – or with healthy people, if you're the one who's sick.



What's a healthy buffer? Try six feet or more. That's how far experts think germs can travel after being sneezed or coughed into the air.



6. Set up a sickroom



Try keeping germs isolated to one room, if possible. Don't share items like drinking glasses and towels.

7. Don't sneeze at this tip

Cough or sneeze into a tissue or your upper sleeve – not your hands. Wash your hands after coughing or sneezing.



Watch this quick [BrainShark video](#) for more information on symptoms, treatment, and how to Prevent Colds and Flu!