March is Workplace Eye Health and Safety Month

Before you think that this topic does not apply to you, think again. Each day, over 2,000 Americans suffer an eye injury. This means that almost one million Americans have experienced some vision loss due to eye injury, which has resulted in more than $300 million in lost work time, medical expenses and workman’s compensation.

There are some ways to prevent computer vision syndrome and keep your eyes feeling comfortable:

1. Reposition your screen. Adjust your screen to be at a right angle away from any direct light source. Invest in an anti-glare screen for your monitor to make computer work gentler on your eyes.
2. Remember the 20-20-20 rule. This rule reminds you that every 20 minutes, you should look at an object at least 20 feet away for at least 20 seconds.
3. Don’t forget to blink. While it may sound ridiculous, write yourself a note and place it on your monitor. Write “Blink Often” or any other message that will remind you to regularly close your eyes to keep them from getting dried out.
4. Use artificial tears. Over-the-counter eye drops can be extremely helpful in preventing dry eye and keeping your eyes comfortable.
5. Drink water. Adequate hydration can make a big difference, especially during the winter months when heaters and furnaces can make the air particularly dry.
6. Schedule regular comprehensive eye exams. Nothing can replace the importance of having an eye exam by a licensed ophthalmologist at regular intervals. If you have any concerns about your vision or experience any changes with your eyesight, do not delay in making an appointment.
Please help us welcome...

Michael Golze, Summer Program & Events Manager

Anne Des Marais, Administrative Assistant for Enrollment Management

Daryl Paunil, Director of Facilities Management

Nusrat Sharmin, Student Information Services and Systems Database Business Analyst

Did you know NDMU has a walking club for all employees and students?

Come join the Monday Mile Club every Monday at 11:30am in front of the Registrar’s Office. After walking for 30 minutes, all participants are able to buy lunch at Doyle Dining Hall for only $4!

Have you started your 403b account? The 2% match started in January 2018! Don’t miss out! Contact us for more details.

FREE Pure Barre classes at NDMU

12:00–12:50 p.m. in the Dance Studio

January 31st
February 28th
March 21st
April 18th
May 9th

Instructor:
Ellen O’Brien

Contact:
Stephanie at schervenkov@ndm.edu

[Image of Healthy Gator]
March Birthdays!

1st  Stephanie Chervenkov, Human Resources
2nd  Jennifer Kerr, Biology Department
3rd  Kenneth Robinson, Public Safety
4th  Amy Provan, Counseling Center
     Justin Queen, Public Safety
5th  Jane Balkam, School of Nursing
7th  Renee Bostic, Athletics Department
     Margaret Ellen Mahoney, SSND, English Department
     Aliza Ross, Alumni Relations
8th  Madelyn Ball, School of Education
     Gregory FitzGerald, President’s Office
     Michael Jacquet, Public Safety
10th Wayne Bark, School of Education
     Jennifer Gordon, School of Arts Sciences and Business
     Evelyn Spratt, School of Education
14th Nancy Carroll, Information Technology
15th Charmaine Hood, Business Office
16th Joan Sattler, School of Education
17th Christa De Kleine, School of Education
19th Tiffany Bailey, Student Life
     Kyongil Yoon, Computer Studies
20th Catherine Cheeseboro, President’s Office
     William Davis, English Department
22nd Samantha Mielke, Admissions
23rd Jenna Hoffman, School of Nursing
27th Charles Buehrle, Math/Physics
     Marc Irving, Public Safety
28th Shawn Newsome, Conference Services
29th Flora Valencia, Classical/ Modern Languages
30th Linda Stilling, SSND, International Programs
31st Shannon Raum, Human Resources

PARTNERS IN MISSION

President Marylon Yan 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 10, 2018

10:30 a.m. Eucharistic Liturgy
     Maryle Chapel of the Annunciation
     All are invited to attend.

1 p.m. Recognition Celebration & Dessert Reception
     Doyle Formal Lounge
     All are invited to attend.

“IN UNITY IS OUR STRENGTH.”
Blessed Theresa, SSND Foundress

Healthy Meal of the Month:

Food Network Kitchen's Low-Cal Fettuccine Alfredo

Click here for the recipe.
Are SMARTPHONES Bad for Your Eyes?

You probably have looked at your smartphone multiple times already today which places visual demands on your eyes. What’s the problem with that? According to a study found in the Journal of Optometry and Vision Science, people may hold their mobile devices too close, causing the eyes to constantly refocus and reposition to process the text and graphics. Over time this process changes your contact lens and eyeglasses prescriptions. Optometrists recommend that mobile device users hold the device a foot away.

Here are a few other tips to avoid eyestrain while using your smartphone:

- Use the audio feature to speak out your text or directions request instead of typing it
- Use a bigger font
- Use the magnify or zoom option when reading
- Blink regularly to keep your eyes moist and avoid dry eye (a condition where you don’t have enough tears to lubricate and nourish the eye)

This newsletter is for informational purposes only. Speak to your Eye Care Professional about questions you may have about your eye health.

Resources & References

Let the experts at Financial Dimensions, Inc. handle your tax preparation.

**Tax Preparation Fees**

### Federal Forms, Schedules & Worksheets

<table>
<thead>
<tr>
<th>Form</th>
<th>Description</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>1040</td>
<td>Federal Return</td>
<td>$105</td>
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<tr>
<td>A</td>
<td>Itemized Deductions</td>
<td>$35</td>
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<tr>
<td>B</td>
<td>Interest &amp; Dividends</td>
<td>$25</td>
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<tr>
<td>C</td>
<td>Self-employment</td>
<td>$75</td>
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<tr>
<td>D</td>
<td>Sale of Securities</td>
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<tr>
<td>E</td>
<td>Rental Income (per property)</td>
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<tr>
<td>EIC</td>
<td>Earned Income Credit</td>
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<td>SE</td>
<td>Self-employment Tax</td>
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<td>1040E</td>
<td>Estimated Tax Projection Vouchers</td>
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<td>2106</td>
<td>Employee Business Expenses</td>
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<td>2441</td>
<td>Childcare Expenses</td>
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<td>Depreciation</td>
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<td>5695</td>
<td>Residential Energy Credits</td>
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<td>8283</td>
<td>Noncash Contributions</td>
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<td>Home Office</td>
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<td>8863</td>
<td>Educational Credits</td>
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<td></td>
<td>Federal Schedules and Worksheets (each)</td>
<td>$5 and up</td>
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<td></td>
<td>W-2 &amp; 1099 (each)</td>
<td>$5</td>
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<td>Stock, Bond &amp; Mutual Fund Sales (each)</td>
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### Maryland Forms & Worksheets

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<tr>
<td>502</td>
<td>Maryland Return</td>
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<tr>
<td>502D</td>
<td>Estimated Tax Projection Vouchers</td>
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<tr>
<td></td>
<td>MD Schedules and Worksheets (each)</td>
<td>$5 and up</td>
</tr>
</tbody>
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### Miscellaneous

- Scanning & Documentation Fee: $15 - $50
- All Other States: $95
- Research Fee: $125/hr.
- Return Fee: $25
- Postage & Handling: Regular $7.50, Express $15

### Business Returns

$375 and up Corporate, Partnership, LLC, Estate and Trust

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**FREE electronic filing**

for returns we prepare

**First Financial members enjoy discounted rates**

**Silver Dollar members (age 62 and over) receive an additional 10% tax preparation discount**

- Pick up your completed tax returns from any First Financial branch
- Convenient **direct deposit of your refund** to your First Financial account
- All tax returns are **CPA reviewed** and signed

Call 410.427.8967 to schedule an appointment.

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**Tax Preparation Hours:**

**Monday - Wednesday:** 9:00 a.m. - 4:30 p.m.
**Thursday:** 9:00 a.m. - 7:00 p.m.
**Friday:** 9:00 a.m. - 4:30 p.m.

**Individual tax returns are due by April 16, 2018.**

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>> RECEIVE A $50 DISCOUNT FOR REFERRING A NEW CLIENT <<

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*Fees listed are for First Financial members. Non-members, please add 15%. For all other forms/schedules not listed, call for the price. Rates quoted as of 12/2017.*
20 foods that promote digestive health

Your stomach doesn't feel good. Was it something you ate? Or maybe something you *didn’t* eat? Find out what’s missing from your diet so you can help keep your gut healthy.

Here’s a shopping list for foods that help your digestive health.¹

*High-fiber fruits and vegetables*
- Apples
- Asparagus
- Avocados
- Bananas
- Carrots
- Pears
- Peas
- Prunes
- Squash

*Whole grains, legumes and seeds*
- Brown rice
- Chia seeds
- Dried beans
- Flaxseeds
- Lentils
- Multigrain breads
- Oatmeal

The probiotics in yogurt help promote healthy levels of good bacteria in your belly. Try this recipe for [Orange, Pumpkin Seed and Smoked Almond Granola with Greek Yogurt](#).