



HR Newsletter

OCTOBER 2020

October Birthdays!

- 1st Cathy Goucher, *art therapy department*
Natalina Roko, *information technology*
- 2nd Bereni Oriaku, *financial aid*
Steven Watson, *Loyola/ Notre Dame library*
- 3rd Kelley Kilduff, *institutional advancement*
Sherry Moore, *school of pharmacy*
Patrice Silver, *school of education*
Mark Walker, *school of nursing*
- 8th Ray Keller, *grounds*
- 9th Courtney Warrick, *women's college admissions*
- 14th Paulette Doyas, *SSND, data processing center*
- 15th Jim Culhane, *school of pharmacy*
- 17th Emma Meade, *renaissance institute*
- 18th Geoff Delanoy, *art department*
- 19th Mina De Freitas, *school of pharmacy*
Huilin Wang, *marketing*
- 22nd Ryan Schaaf, *school of education*
- 24th Barbara Gough, *school of nursing*
- 25th Patrice Slater, *facilities management*
- 26th Kristyanna Erickson, *math / physics / computer studies*
Raymond Weber, *school of pharmacy*
- 29th Britt Christensen, *communication arts department*

Welcome to our new Partner in Mission:

Joe Glessner, *HVAC mechanic*

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Upcoming Events

Just because we have to social distance, doesn't mean we can't still have some fun!

- ◆ October 14th—Succulent Workshop
Participants will pick up their supplies ahead of time and the workshop will be conducted via Zoom—15 participants maximum
- ◆ October 29th and 30th—Haunted Hallway
For the 2nd year, Conference Services, Collegetown and University Communications will put on their Haunted Hallway (modified for social distancing)
- ◆ October 30th—Annual Halloween Costume Contest
This year, everyone will send in a photo of them in costume to human_resources@ndm.edu and the winner will be announced that afternoon
- ◆ November 2—16—Open Enrollment—More information to come
- ◆ November 11th—Essential Oils Workshop— Sprays & Holiday Scents
Participants will pick up their supplies ahead of time and the workshop will be conducted via Zoom
- ◆ November 24th—Thanksgiving Celebration—More information to come+
- ◆ December 15th—Ornament Workshop
Participants will pick up their supplies ahead of time, and the workshop will be conducted via Zoom
- ◆ December 17th—Annual Christmas Celebration—More information to come+

+ Want to help us plan these events? Contact sraum1@ndm.edu to volunteer!



employee assistance



ACI's Employee Assistance Program (EAP) provides professional and confidential services to help employees and family members address a variety of personal, family, life, and work-related issues.

Confidential and professional assessment and referral services for employees and their family members

EAP and Work-Life Benefits:

From the stress of everyday life to relationship issues or even work-related concerns, the EAP can help with any issue affecting overall health, well-being and life management.

- Unlimited Telephonic Clinical Assessment and Referral
- Up to 5 Sessions of Professional Assessment* for Employees and Family Members
- Unlimited Child Care and Elder Care Referrals
- Legal Consultation for Unlimited Number of Issues per Year
- Financial Consultation for Unlimited Number of Issues per Year
- Unlimited Pet Care Consultation
- Unlimited Education Referrals and Resources
- Unlimited Referrals and Resources for any Personal Service
- Unlimited Community-based Resource Referrals
- Online Legal Resource Center
- Affinity™ Online Work-Life Website
- myACI App for Mobile Access
- Multicultural and Multilingual Providers Available Nationwide

EAP benefits are free of charge, 100% confidential, available to all family members regardless of location, and easily accessible through ACI's 24/7, live-answer, toll-free number.

EAP services are provided by ACI Specialty Benefits, under agreement with Reliance Standard Life Insurance Company.

Reliance Standard Life Insurance Company is licensed in all states (except New York), the District of Columbia, Puerto Rico, the U.S. Virgin Islands and Guam. In New York, insurance products and services are provided through First Reliance Standard Life Insurance Company, Home Office: New York, NY. Product availability and features may vary by state.

*3 Sessions per Six Months for California Employees

Additional Questions?

Contact Human Resources or contact ACI Specialty Benefits toll-free at

855-RSL-HELP

(855-775-4357)

rsli@acieap.com

<http://rsli.acieap.com>



ACCESS CODE
RSLI859

THIS IS A FREE
BENEFIT!!!



Calling All Volunteers!

**Do you meditate?
Would you be interested in facilitating a
session on meditation?**

We are looking for a few good volunteers to run twice monthly meditation sessions. These will be presented over Zoom and are open to all levels of participants.

Meditation is a great way to relax and reduce stress—and it's easy to learn! If interested in volunteering, contact sraum1@ndm.edu.



Benefits Of
MEDITATION

-  Reduces pain and enhances the body's immune system.
-  Reduces feelings of depression, anxiety, anger and confusion.
-  Increases blood flow and slows the heart rate.
-  Provides a sense of calm, peace and balance.
-  Helps reverse heart disease.
-  Helps control thoughts.
-  Increases energy.
-  Reduces stress.

Mission & Ministry Update

Dear Members of the NDMU Community,

I have agreed to step in on an interim basis to arrange some campus ministry events for this semester. We will have **online** once a month prayers:

- ◆ **September 29 at 4:00**—Our prayer will be intercessory for the three big challenges we are facing at this time: a pandemic, racial injustice, and natural disasters. To conclude our prayer, we will focus on the beauty of fall and the inspiration it provides for us.
- ◆ **October 22 at 4:00**—Our prayer will celebrate our heritage as Notre Dame women and men, our place in the SSND international family, and the gifts that our foremothers have entrusted to us.
- ◆ **November 24 at 4:00**—Our prayer will be a grateful celebration of the various cultures at NDMU, the greatness of our universe, and our frontline workers during the pandemic.

We encourage women and men of all faiths to join us in these prayers.

We will record the prayers and make the recordings available to the NDMU community so that those who may have schedule conflicts with the times of the prayers can experience them later at a time more convenient for them.

We will have two **live streamed** Eucharistic liturgies between now and Christmas:

- ◆ **October 11 at 11:00 a.m.**—This is being planned by members of our Institutional Advancement Office, our Alumnae, and our sacristan, Val Smitheman-Brown.
- ◆ **December 17 at 11:00 a.m.**—This will begin with the lighting of the fourth candle on our Advent wreath and a brief Advent prayer. A Mass to celebrate the joy of Christmas will follow with the singing of Christmas hymns.
- ◆ **Mondays of Advent – Nov. 30, Dec. 7, 14, and 21**—Short Advent prayer and lighting of the candle of the week. The Advent Prayers will be online for your personal use to enrich your spiritual reality in God.

I invite faculty, staff, and students to volunteer to help with the creation and execution of these events. This is your opportunity to step up to the plate and put your unique spirit into the celebrations.

If any member of the NDMU community would like to speak with me about issues of ministry, religion, or spirituality, **I may be contacted at mfitzgerald2@ndm.edu**. Together, we can arrange for a Zoom or conference call, or when the conditions are appropriate, a face-to-face meeting (once we can safely return to campus).

I will have **online office hours on Mondays and Fridays from 9:30-10:30 a.m.** but if this does not fit your schedule, contact me via email as indicated above and we will set something up.

Thank you. I am honored to be able to serve you in this interim capacity and look forward to working with you.

Sister Mary Fitzgerald, SSND, Th.D.

Monthly Column: Minding Mental Health: Embracing Uncertainty



What makes uncertainty so difficult to tolerate? The brain is wired for survival. The brain avoids ambiguity. If a possible threat may be ambiguous, the organism becomes anxious. The brain is most likely to make a Type 1 error (false positive) in lieu of a Type II error (false negative) in the interest of survival.

If it is uncertain that a bear is chasing you, it is better to act as if the bear is chasing you (false positive) and run so you reduce the chances of becoming bear breakfast. The alternative is to take a chance that a bear is not really chasing you, and then risk survival. There is comfort and a sense of safety in knowing.

The pandemic has intensified the existential concerns about knowing what will happen in the future and the fears of not being able to control the future. Uncertainty is even more difficult to deal with when there is no definitive end. The pandemic has generated uncertainty across the range of one's life including: health, safety, financial, educational, parenting, etc. Having uncertainty in several areas of life can be more stressful and cause more anxiety. Uncertainty can make it hard to make decisions.

Not making a decision is making a decision. It is usually most effective to make a decision with the information you have at the time and make another decision later as circumstances evolve. Uncertainty can make people feel and behave stuck. The best way to avoid getting stuck is to keep moving. Going through a major life event, like a global pandemic, can shake a sense of security and generate questions about life that you have not yet faced. The questions are often far more important than the answers.

Why embrace uncertainty? Well, honestly, we cannot eliminate uncertainty. There is power in uncertainty. Doubt and uncertainty leave all options on the table, including less desirable options. For example, if you are afraid that something will happen, uncertainty and doubt leave open the possibility that what you are afraid of will not happen. *Embracing uncertainty can lead to an increased capacity to stay in the present moment, to the development of new skills, to creativity, and to new opportunities for growth that may not have emerged otherwise.*

Here are some strategies to deal with and embrace uncertainty:

1. Accept uncertainty. It is part of life and cannot be changed and everyone deals with it differently. Uncertainty does not mean that something bad will happen.
2. Practice mindfulness. Stay in the moment. You cannot do anything about something that has not happened yet and you cannot change what has already happened. Avoid investing emotional energy into something that might happen or has not happened.
3. Make meaning. The brain and the spirit seek meaning. You are the author of what you decide something will mean to you. Stay anchored by your values.
4. Be aware of your thinking. All or nothing thinking or catastrophic thinking can increase anxiety and stress.
5. Realize not everything is uncertain. Focus on what is known and what you do have. Keep your routine.
6. Plan ahead. Make plans for what you can do something about. Worry is not planning. It is an illusion of dealing with a problem. Control what you can control.
7. Cultivate community. Share your feelings with others, ask for help when you need it, and reach out to help others.
8. Build skills. We tend to learn new ways of doing things when we do not seem to have other choices.
9. Limit social media. Social media can contribute to feelings of fear and uncertainty, not reassurance.
10. Build resilience and avoid seeking reassurance. Reassurance is unreliable. It depends on other people and there is never enough reassurance to help you feel secure. Cultivating resilience where you build a reserve of psychological resources to help you meet challenges and bounce back from adversity.

Above all else, learn to trust yourself. Trust that even though you do not know what might happen, that you will have what you need to take care of what needs to be taken care of when it is time. Look with anticipation toward what new opportunities, gifts, and blessings will emerge from uncertainty.

Perhaps, things you have never imagined are waiting for you.

Dr. Maria Mouratidis, chair & professor, psychology/criminology

Need Financial Assistance?

Too Afraid To Ask?

Check out these FREE webinars and resources
from TIAA!

There is a mix of live and on-demand webinars to meet your needs. Just [click here](#) to get started. This site provides a full schedule of Live webinars available as well, just [click here](#).

TIAA is also here to help you navigate these challenging times with insights from their experts at <https://www.tiaa.org/public/learn/prepare-unexpected/guiding-you-through-challenging-times>

- ◆ CARES Act: Required Minimum Distributions
- ◆ 5 Investment Planning Lessons Learned
- ◆ 20/20 Vision: A Clearer Path for Growth
- ◆ Coronavirus: Navigating the Global Pandemic Impact
- ◆ TIAA Bank's COVID-19 Resource Center

Need to talk with someone? TIAA local office is offering virtual meetings, just contact Lisa Fulco to schedule an appointment at lisa.fulco@tiaa.org



Important Dates

Open Enrollment—November 2-16, 2020

Thanksgiving Holiday—November 25-27, 2020

Winter Tuition Remission Due –December 11, 2020

Christmas Holiday—December 24-30, 2020

New Year's Eve—December 31, 2020

New Year's Day—January 1, 2021

Contact Tracing

NDMU has launched a Contact Tracing Taskforce which will be responsible for identifying, responding to, and contacting NDMU community members potentially exposed to COVID-19. While formal contact tracing is primarily the responsibility of the State, Baltimore City, and other local health departments, NDMU's taskforce will serve as the point of contact for NDMU's internal and external efforts. Members of the taskforce will be trained to assist in this effort.

In order to assist respective health departments and assure the quickest internal response possible, NDMU's Contact Tracing Task Force will notify all University community members, to the extent possible, who came into contact (e.g. attended class) with any person confirmed positive for COVID-19.

Based on an individual's specific responses to a common script, the contacted individual will be advised on their next steps. All information obtained by the task force will be treated confidentially in accordance with applicable law and only shared with the applicable local health department.

10 Tips for Effectively Managing Remote Workers

1. **Set Clear Expectations**—Establish clear and realistic goals and deadlines for your team; Outline each team member’s availability and ensure you can reach them when needed; Model the expected behaviors (like whether to respond to emails after hours)
2. **Be Flexible**—Recognize that employees working at home may have different demands on their time; Allow flexible hours when possible
3. **Shorten Virtual Meetings**—People have shorter attention spans in virtual meetings; Instead of lengthy meetings, maybe a short virtual huddle will do
4. **Track Your Worker’s Progress**—Ask employees to give you their work schedules, along with tasks they’re expected to accomplish within a given time; Ask for progress updates
5. **Emphasize Communication**—Make sure to stay in contact to keep workers apprised of deadlines, available resources, work-related challenges and manager’s expectations; You want to find the delicate balance between radio silence and constantly pinging employees with texts and emails
6. **Remember to Listen**—Communication is a two-way street; Remember to take time to be quiet and listen, you may be surprised by what they share when they know you are listening
7. **Build Connections**—We need human interaction! Remote working can create a high-stress environment which makes building connections even more important; Share positive feedback, open a fun chat channel, or try and “grab coffee” together—whatever helps maintain a sense of normality and solidarity
8. **Provide a Way to Collaborate**—Take advantage of Microsoft Teams! You can chat, call, share documents and more!
9. **Resist the Urge to Micromanage**—Trust that if your team members are communicating clearly and meeting goals and deadlines, they’re being productive; Regular check-ins help managers avoid micromanaging while still keeping a pulse on their employees
10. **Celebrate Success**—Look for opportunities to celebrate work milestones just as you would in the office; Get creative—the connection doesn’t need to be lost because we are not in the office together.



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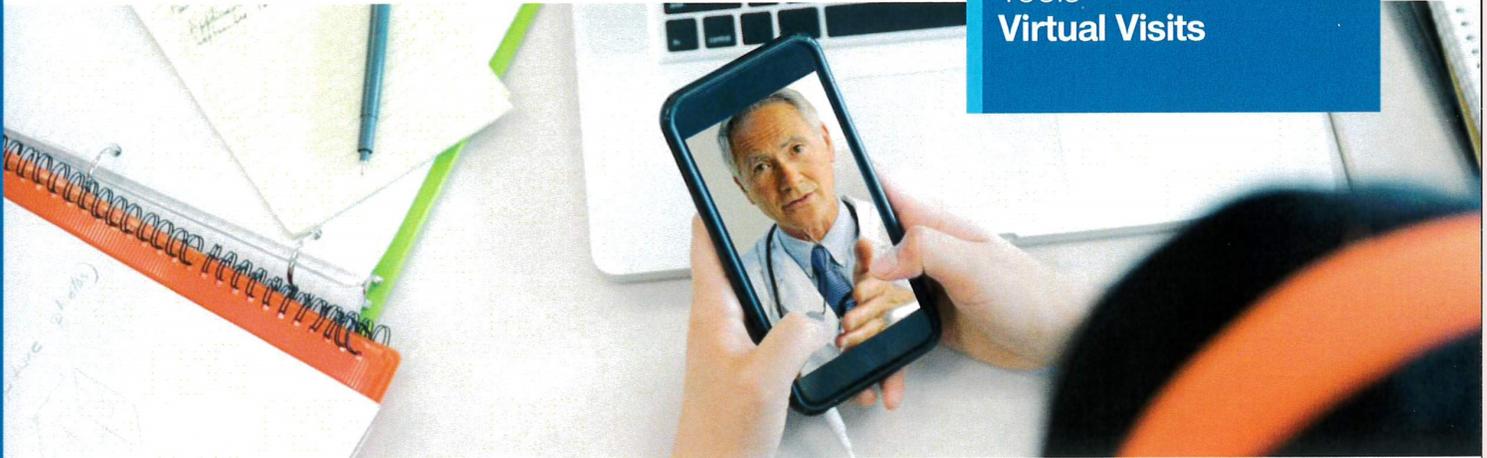
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Questions? Please contact:

Cricket Lenderking
cricket.lenderking@verizon.com

See reverse side for more information.



See a doctor whenever, wherever. Virtual Visits

When you're sick and need care quick, a Virtual Visit is a convenient way to start feeling better faster.

With a Virtual Visit, you can see and talk to a doctor via mobile device or computer - 24/7, no appointment needed. The doctor can give you a diagnosis and prescription*, if needed. And with a UnitedHealthcare plan, your cost is \$50 or less.

To get started with a Virtual Visit, go to uhc.com/virtualvisits.

Get care in 20 minutes or less.

Use a Virtual Visit for these minor medical needs:

- Bladder infection/ Urinary tract infection
- Rash
- Bronchitis
- Sinus problems
- Cold/ flu
- Sore throat
- Fever
- Stomachache
- Pinkeye

Prepare for your Virtual Visit.

Have these three items ready to register and complete your Virtual Visit:

- Health plan ID card
- Credit card
- Pharmacy location

* Prescription services may not be available in all states.

** Based on analysis of 2016 UnitedHealthcare ER claim volumes, where ER visits are low-acuity and could be treated in a Virtual Visit, PCP, or urgent/convenient care setting.

Virtual visits are not an insurance product, health care provider or a health plan. Unless otherwise required, benefits are available only when services are delivered through a Designated Virtual Network Provider. Virtual visits are not intended to address emergency or life-threatening medical conditions and should not be used in those circumstances. Services may not be available at all times or in all locations. The Designated Virtual Visit Provider's reduced rate for a virtual visit is subject to change at any time.

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Virtual Visits can save time and money.

An estimated 25 percent of ER visits could be treated with a Virtual Visit — which brings a potential \$1,700 cost down to \$50.**



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First Financial's education programs are designed to help you better manage your money.

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