



HR Newsletter

AUGUST 2019

Please Help Us Welcome Our New Partners in Mission:

- Linda Mooney, *school of education, SMHEC*
- Shaine Downes, *collections & student account specialist*
- Courtney Warrick, *admissions counselor*
- Bereni Oriaku, *financial aid counselor*
- Breyann Williams, *assistant director, financial aid*

Did You Know ...

Shawn Newsome transitioned to a new role in IT as the *unified communications specialist* and David Sibony has transitioned to a new role in Conference Services as the *special events technology coordinator!*

Ken Sossa, biology department chair, and his wife welcomed a baby girl, Serafina-Rose, on July 7th!

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August Birthdays!

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|------|--|------|---|
| 1st | Brian Christy, <i>math/physics dept.</i> | 17th | Scott Class, <i>school of pharmacy</i> |
| | Michelle Jones, <i>school of education, ACES program</i> | | Fran Mindel, <i>communication arts department</i> |
| 2nd | Cat Bruzdinski, <i>CAUS/GRAD admissions</i> | | Terri Shrader, <i>human resources</i> |
| | Catherine Hryncewich, <i>capital campaign</i> | 18th | Larry Beyer, <i>business & economics department</i> |
| | Jessie Sell, <i>academic support services</i> | | Molly Dunn, <i>school of education</i> |
| 3rd | Michael Golze, <i>conference services</i> | 21st | Maria Mouratidis, <i>psychology department</i> |
| | Jenna Maher, <i>school of pharmacy</i> | 23rd | Kathryn Handy, <i>school of nursing</i> |
| 4th | Sharon Slear, <i>SSND, academic affairs</i> | | Prashant Mandela, <i>school of pharmacy</i> |
| 6th | Paul Vitale, <i>school of pharmacy</i> | 24th | Beraka Bland, <i>information technology</i> |
| 7th | Heather Folz, <i>school of pharmacy</i> | | Larry Shattuck, <i>school of pharmacy</i> |
| 10th | Katherine Beauchat, <i>school of education</i> | 25th | Natalie Van Horn, <i>CAUS/GRAD admissions</i> |
| 11th | Felicia John, <i>residence life</i> | 28th | David Hoover, <i>history/political science department</i> |
| 12th | Vince Dicriscio, <i>athletics</i> | | Sabita Persaud, <i>school of nursing</i> |
| 13th | Tanya Easton, <i>institutional advancement</i> | 30th | Darron Anderson, <i>public safety</i> |
| | Anne Malone, <i>advancement services</i> | | Yishka Chin, <i>athletics</i> |
| 14th | Mamta Parikh, <i>school of pharmacy</i> | | Erin DaSilva, <i>institutional advancement</i> |
| 16th | Kathy Litz, <i>human resources</i> | | Sharon Park, <i>school of pharmacy</i> |
| | Rosemary Poling, <i>school of education</i> | | |
| | Catherine Subrizi, <i>athletics</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 Academic Support and Enrichment Team!

Who are they?

- ◆ Ms. Jessie Sell, assistant dean, academic support and enrichment programs; jsell@ndm.edu or 410-532-5303
- ◆ Ms. Tiffany Lathan Smith, director, trailblazers scholar program; contact for issues pertaining to first-generation or tutoring services; tlathansmith@ndm.edu or 410-532-5813

Services they provide:

- ◆ Peer and group tutoring for Women's College students
- ◆ Academic support workshops for all students
- ◆ Support and programming for first-generation college students—Trailblazer Program
- ◆ Support for students on academic probation; including working with departments to meet student needs that are impeding academic success
- ◆ Develop, plan and implement a two-week summer program for students that need extra support before their first college semester
- ◆ Provide general advising to Women's College students
- ◆ Plan Academic Expo for students and facilitate the declaration of majors
- ◆ Approve institutional withdrawals and leave of absence requests
- ◆ Participate in New Student Orientation activities
- ◆ Approve off-campus study and co-op requests
- ◆ Facilitate career exploration and change of majors including providing support/guidance to students who are undecided about their major

Current Projects and Initiatives:

- ◆ Secured a grant for Financial Education Skills for Trailblazers (FEST) to support first-generation college students; will include a series of workshops and a lending library
- ◆ New programming to support sophomores
- ◆ 15 to Finish Campaign—emphasizes the importance of completing 15 academic credits per semester
- ◆ Academic Success Plan for advisors to use with students on academic probation
- ◆ Using early alert strategies to identify students who are “at-risk”
- ◆ Primeras Program for Latina Trailblazers

**** Important Dates ****

Friday, August 2, 2019	Supervisor's Training #2
Thursday, August 8, 2019	Building Bridges Across Maryland training program Kickoff
Friday, August 16, 2019	Supervisor's Training #3
Monday, August 19, 2019	Beginner to Intermediate Excel training *
Wednesday, August 21, 2019	University Assembly
Wednesday, August 28, 2019	Mission Orientation
Friday, August 30, 2019	Supervisor's Training #4
Monday, September 2, 2019	Labor Day – Campus Closed
Thursday, September 5, 2019	Managing Your Strengths training
Thursday, September 12, 2019	Building Bridges Across Maryland training session #1
Friday, September 13, 2019	Supervisor's Training #5

*** Newly added Excel Training—Due to popular demand, we are having another session!!**

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/>

Tuition Remission

Deadline for Fall 2019 TR Applications - August 9, 2019

Deadline for Winter 2020 TR Applications -December 18, 2019

**Need to move offices? We have a policy for that —
SMART is here to help!**

What: Strategic Moves And Relocations Team

Why: To ensure the efficient and effective use of our facilities.

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

How: Requests must be submitted by a supervisor to their respective Vice President for consideration.



HEALTHY GATOR



For Class Updates @NDMUCampusRec
Twitter and Instagram

August 2019

Monday	Tuesday	Wednesday	Thursday	Friday
			1 YogaWorks 12-1pm	2 Personal Training 12-1pm
5 Personal Training 12-1pm	6 YogaWorks 12-1pm	7	8 YogaWorks 12-1pm	9 Personal Training 12-1pm
12 Personal Training 12-1pm	13 YogaWorks 12-1pm	14	15 YogaWorks 12-1pm	16 Personal Training 12-1pm

Do you spend a good portion of your work days sitting? If so, you may struggle to fit in enough physical activity during the week. But have you ever thought about working out at work? With some creativity and effort, there are ways you can squeeze in some activity during your work day — and benefit from every step you take!



Tips to try during the workday

Here are some fast and easy ways to move more — and help keep your mind and body energized during the workday. Remember that even 10 minutes of moderate aerobic activity at a time has health benefits. Just be sure to check with your manager about what your office culture will allow or not allow.

- ◆ **Try to stand or walk** for a bit around every 30 minutes or so.
- ◆ **Get outside.** Take a walk during your coffee break or over lunch. And invite a friend!
- ◆ **Take the stairs.** Use the stairs instead of the elevator whenever you can.
- ◆ **Walk and talk.** Do you use a cell phone for work calls? Get up and walk while you're talking.
- ◆ **Skip that email.** Walk down the hall and visit your coworker instead.
- ◆ **Walk after lunch.** Go for a leisurely walk with your coworkers after you finish your meal.
- ◆ **Chair Yoga**

Cat Cow Stretch – Sit on a chair with your spine stretched and both feet flat on the floor. Inhale (cow): arch your back, look up, push your belly forward and shoulders backward. Exhale (cat): round your spine, bring your shoulders forward and look downwards.

Raised Hands – Sit on a chair facing forwards with your feet flat on the floor. Inhale, raise your arms towards the ceiling and hold for a few breaths. Exhale, slowly sweep your arms back down to your sides.

August is Fitness Month!

Moments for Muscles

These moves don't replace regular strength-building workouts, but they may help you fit in moments for muscles even during your busiest days.

During Work Breaks: Try Lunges—Find an out of the way spot for these—or combine them with a quick walk



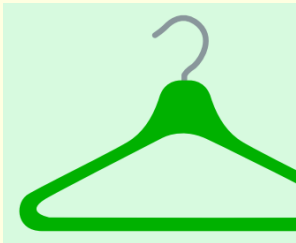
On the Phone or At the Sink: Try Heel Raises—Strengthen your calves while scrubbing dinner plates or taking a call



At the Stove: Try Squats—Do a few sets while waiting for water to boil



When Doing Laundry: Try Wall Pushups—Fit in a few when you're waiting for a load of clothes to finish drying



While Watching TV: Try Resistance bands or a stability ball—Work your arms or abs as you enjoy your favorite show



Still not convinced ? Check out this quick [BrainShark](#) video on how easy it can be to Get Moving!



Recipe of the Month

Grilled Shrimp with Mango, Lime and Radish Salsa

If you're looking for something quick, easy and super tasty, this is your recipe!

Nothing says "summer" like Mango Salsa.

[Click here for the Recipe!](#)



Need a little extra support? If you're a United HealthCare member, you can use Care24!

This trusted source of information and support lets you speak directly with an experienced registered nurse or master's-level counselor *any time*.

How does it work? Simply call the Care24 toll-free number, **1-888-887-4114**, whenever you have health-related questions. Registered nurses are available to help you with questions about health conditions or symptoms and provide information that helps you choose appropriate care for your needs.

What kind of support do counselors provide?

Counselors are available to help you address a wide range of personal concerns such as emotional distress, relationship worries, anxiety, grief and much more. When you call, you also can connect with legal* and financial professionals.

When can I call? Nurses and master's-level counselors are available 24 hours a day, every day of the year. With the Care24 services, you don't need to make an appointment, rearrange your schedule or wait for Monday morning to get answers to your questions. You don't even need to go anywhere - you just need a telephone.

Do I have access to an audio library? Yes, when you call the Care24 number, press * to speak with a nurse who will provide you with information on the health topics, along with the three digit access pin number. This allows you to listen to recorded health and well-being messages.

Is there a website? Yes, **myuhc.com** offers customer service, information on hospitals and doctors, pharmacy service, health news, resources and more.

Can I reach a nurse online? Live Nurse Chat connects you with a registered nurse for a personal online conversation - 24 hours a day. Visit **myuhc.com**

Short Workouts Can Be Good For Your Heart

Learn how to gain heart health benefits with several short workouts in a day.

Experts recommend at least 150 minutes of moderate-intensity activity a week for adults. But don't worry — you don't have to get those 150 minutes in all at once. Divvying up that total throughout the day is just as beneficial. In fact, you can split it any way you'd like. The most important thing to remember is that all activity counts — just make sure you move more every day and sit less. Any amount of activity will help lower your risk for serious conditions like high blood pressure and heart disease.



Flex your muscles

You should also try to do muscle-strengthening (also called resistance) exercises on two or more non-consecutive days every week.

These should work the muscles in your legs, hips, back, abdomen, chest, shoulders and arms. Strength training includes exercises such as:

- ◆ Lifting weights
- ◆ Working with resistance bands
- ◆ Using your body weight for resistance (pushups, situps)
- ◆ Heavy gardening, including digging and shoveling
- ◆ Yoga

Aerobic exercise: Choose your favorites

Aerobic exercise is when you are moving large muscles for an extended period with some kind of rhythmic repetition to the movements. Doing aerobic activity makes your heart pump faster.

Here are some moderate-intensity aerobic activities you might enjoy:

- ◆ Walking briskly
- ◆ Riding a bike
- ◆ Dancing
- ◆ Swimming

Vigorous aerobic activities might include:

- ◆ Singles tennis
- ◆ Running/jogging
- ◆ Playing basketball

Everyday activities count! Getting exercise doesn't have to entail a gym membership. Every time you walk the dog, mow the lawn, or play with the kids or grandkids, you're benefitting from being active.

If you haven't been active, start gradually with light or moderate exercise for short periods of time. You can increase your activity level over the next several days and weeks. The important thing is to get up and move whenever you can.

Now that you've done all that moving around, don't forget to stretch!

Watch this quick [BrainShark video](#) to learn which stretches are best for your activities.