



# HR Newsletter

## FEBRUARY 2020

### Please Help Us Welcome Our New Partners in Mission:

- Ralph Hubbell, *assistant director, ELI*
- Makinzie Allen, *admissions specialist / data entry clerk*
- Grailan Ceaser, *public safety officer*
- Ryan Jones, *groundskeeper*
- Caleb Albright, *groundskeeper*

### Did You Know?

Several of our Partners in Mission have been promoted this month—please congratulate:

- Kelley Kilduff, *vice president for institutional advancement*
- Jessica Hurtdao, *director ELI*
- Ray Keller, *groundskeeping supervisor*

### In This Issue:

New Employees and Birthdays .....	1
Special Feature Section and Wellness .....	2-3
Important Dates, Virtual Visits and Partners in Mission .....	4-5
AAUW, NDMU Radio and Heart Health .....	6-7
Vendor Discounts .....	8-11



### February Birthdays!

- |      |   |      |  |
|------|---|------|--|
| 2nd  | Deb Calhoun, <i>business &amp; economics department</i> | 25th | Donna Schissler, <i>school of education</i>          |
| 6th  | Chelsea Gell, <i>annual giving</i>                      |      | Sean Silveira, <i>school of pharmacy</i>             |
| 13th | Nicholas Kujawa, <i>financial aid</i>                   | 26th | Makinizie Allen, <i>admissions processing center</i> |
| 14th | Shirley Bigley, <i>renaissance institute</i>            |      | Russell Roche, <i>groundskeeping</i>                 |
| 15th | Najeeb Hadad, <i>religious studies department</i>       |      |  |
| 16th | Cheri Johns, <i>athletics</i>                           |      |  |
|      | Charlie Yoe, <i>business &amp; economics department</i> |      |  |
| 19th | Catherine Scott, <i>counseling center</i>               |      |  |
| 23rd | Jina Fast, <i>philosophy department</i>                 |      |  |

## 2020 Payroll Updates

### ⇒ **We're moving to Paycom!**

This major project will move all our systems—payroll, benefits, applicant tracking, background screening, etc.—to one unified platform.

**Please be patient as our office response time may be delayed during this transition process.**

**Paycom will be on-campus throughout March to train EVERYONE—*Faculty, Staff and Student Workers*—on the system—Stay Tuned for dates and times!**

**Student Workers—will be moving to our main pay schedule and electronic timesheets!!!** Communication will be forthcoming on how to track their March hours.

⇒ **Maryland Minimum Wage Increase**—effective January 1, 2020, the Maryland Minimum Wage is \$11 per hour. If you have student workers, they will now be paid at this higher rate—please be mindful of this when tracking your budgets!!!

⇒ **NEW Federal Tax Withholding Form**—Due to changes in the federal tax code, the government has issued an updated W4 Federal Tax Withholding Form. This [link to the IRS](#) will explain the changes.



# HEALTHY GATOR



For Class Updates @NDMUCampusRec  
Twitter and Instagram

DEPARTMENT OF ATHLETICS AND  
CAMPUS RECREATION

## February 2020

Monday	Tuesday	Wednesday	Thursday	Friday
3 Monday Mile 11:30-12pm Group Personal Training 12-1pm	4 YogaWorks 12:00-1:00pm Spin Class 6pm	5 Get at least 150 minutes per week of moderate-intensity aerobic activity spread throughout the week.	6 YogaWorks 12:00-1:00pm Spin Class 6pm & 7pm	7 Group Personal Training 12-1pm
10 Monday Mile 11:30-12pm Group Personal Training 12-1pm	11 YogaWorks 12:00-1:00pm Spin Class 6pm	12 Add moderate- to high-intensity muscle-strengthening activity (such as resistance or weights) least 2 days per week.	13 YogaWorks 12:00-1:00pm Spin Class 6pm & 7pm	14 Group Personal Training 12-1pm
17 Monday Mile 11:30-12pm Group Personal Training 12-1pm	18 Notre Dame Day	19 Spend less time sitting. Even light-intensity activity can offset some of the risks of being sedentary.	20 YogaWorks 12:00-1:00pm Spin Class 6pm & 7pm	21 Group Personal Training 12-1pm
24 Monday Mile 11:30-12pm Group Personal Training 12-1pm	25 YogaWorks 12:00-1:00pm Spin Class 6pm	26 For more information visit on health healthy tips please visit: <a href="http://The American Heart Association">The American Heart Association</a>	27 YogaWorks 12:00-1:00pm Spin Class 6pm & 7pm	28 Group Personal Training 12-1pm

Class Locations

Zumba  
Dance Studio

YogaWorks  
Dance Studio

Group Training  
MBK Fitness Center

Spin Class  
Dance Studio

Visit [notredamegators.com/campusrec](http://notredamegators.com/campusrec) for more info!

### Recipe of the Month:

#### Ginger Veggie Brown Rice Pasta

Tossed with ginger, bright veggies and rotisserie chicken, it tastes like a deconstructed egg roll!

[Click here for the Recipe!](#)



### Let's D.A.S.H.

What is DASH? It stands for Dietary Approaches to Stop Hypertension

Watch this quick [Brain Shark](#) video from United HealthCare to learn how you can easily create a heart healthy eating plan!

*UHC—Surrounding our members with empowerment and support whenever they need it.*

## \*\* Important Dates \*\*

Wednesday, February 12, 2020	Building Bridges Across Maryland training session #6
Thursday, February 13, 2020	Managing Your Strengths— <b>MUST sign-up in advance!</b>
Tuesday, February 18, 2020	Notre Dame Day
<b>Thursday, February 20th</b>	<b>Dealing with Difficult People –guest presenter!</b>
<b>Thursday, March 4, 2020</b>	<b>Impact of Technology—presented by Ryan Schaaf</b>
Wednesday, March 11, 2020	Mission Orientation
Thursday, March 19, 2020	Building Bridges Across Maryland training session #7
Friday, April 10, 2020	Good Friday—University Closed
Monday, April 13, 2020	Easter Monday—University Closed

To Register for any of the trainings, please email [klitz@ndm.edu](mailto: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.

## Virtual Visits

If you're feeling under the weather and don't have the energy to get to your doctor's office, why not try a Virtual Visit? You get the same level of care all from the comfort of your home!

*"I tried a Virtual Visit for the 1st time and LOVED it! My cold was getting worse and I didn't feel like trying to get in with my doctor, so I went online, setup my profile and within 15 minutes I was speaking to a doctor! He was able to diagnose me and send in a prescription to my pharmacy, and it all took less than 30 minutes—a huge time saver!"*

- Shannon Raum, satisfied Virtual Visit user

### What are Virtual Visits good for?

- ⇒ Allergies
- ⇒ Cough/Cold
- ⇒ Bronchitis
- ⇒ Diarrhea
- ⇒ Fever
- ⇒ Migraine/Headache
- ⇒ Pink eye
- ⇒ Seasonal flu
- ⇒ Quick assessment of severity
- ⇒ If it requires an exam or testing, you should visit your doctor in-person

### Ready to try it out?

Log into your account at [myuhc.com](http://myuhc.com) and select "Connect with A Doctor Online" to get started



[Connect With A Doctor Online](#)

# 2020 Celebrants

## 35 Years

Eileen O’Dea, SSND, *special assistant to the president*

## 30 Years

Deborah Calhoun, *associate professor, business & economics*

## 25 Years

Nancy Carroll, *PC database & apps administrator*

Janice Green, *instructional services manager*

## 20 Years

Cleo Margetas, *office manager & academic records specialist*

Joann Southerly, *admissions specialist / data entry clerk*

## 15 Years

David Carter, *bus driver, Renaissance Institute*

Michael Hardy, *carpenter*

Kyle Hopson, *language lab coordinator*

Amy Rohrs, *dean’s office assistant / coordinator of clinical placements*

## 10 Years

Sharon Park, *associate professor, pharmacy*

Ryan Schaaf, *associate professor, education*

Stacey Williams, *associate professor, pharmacy*

Simone Weiner, *assistant professor, pharmacy*

## 5 Years

Melodie Barton, *administrative assistant*

Luz Caceda, *director, institutional research*

Brian Christy, *assistant professor, physics*

Patricia Dwyer, *professor, education*

Irena Fedorovsky, *assistant professor, psychology*

Greg FitzGerald, *chief of staff*



## **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 7, 2020**

**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 (cont.)**

Michelle Jones, *assistant director, ACES*

Carol Kurtz-Stack, *academic advisor, nursing*

Tiffany Lathan Smith, *director, trailblazer’s program*

Brittany Lawson, *administrative assistant, nursing*

Hang Kyo Lim, *associate professor, biology*

Sherry Moore, *assistant director, pharmacy*

Monique Mounce, *assistant professor, pharmacy*

Deborah Naccarini, *assistant professor / associate dean, nursing*

Mamta Parikh, *assistant professor, pharmacy*

James Sheckells, *shift sergeant*

Sean Silveira, *technology support specialist, pharmacy*

Kathleen Sipes, *academic advisor, education*

Flora Valencia, *assistant professor, foreign languages*

Ray Weber, *associate professor, pharmacy*

## Policy Reminder

### What is it? **Acceptable Usage Policy: Technology**

**Where is it?** Employee Handbook—Policy 4.16 and on the University website (full policy attached to email)

### Why is it important?

The University works to create an intellectual and reasonably secure environment in which students, faculty, and staff are free to create and to collaborate with colleagues both at NDMU and at other institutions. Information Technology (IT) resources are to be used for university-related purposes only. Checking personal accounts or doing outside business using University resources is not permitted.

*Misuse of technology can allow hackers access to our systems and compromise the security of all systems.*

*Misuse of technology can also lead to disciplinary actions*

## Radio the World Can Hear—NDMU Radio

Our student-run Radio Station is available digitally:

Streaming on: RadioFX.com + RadioFX App

TuneIn.com + TuneIn App

Radio.co

*Have content that you want to contribute? Be like Dr.*

*Paul Weldon, and do your own show!*

They are looking for volunteers for:

⇒ DJs

⇒ Podcasters

⇒ Videographers

⇒ Technicians

⇒ Social media managers

*Contact [ndmumedia@gmail.com](mailto:ndmumedia@gmail.com) for more information*

## Do You Want to Help Shape the Next Generation of Women Leaders? Then AAUW is for You!

The American Association of University Women (AAUW) is *open to ALL Students, Faculty, Staff and Alumnae!*

### What is AAUW?

AAUW is the nation's leading voice promoting equity and education for women and girls.

### Why Join AAUW?

Aside from helping this fledgling student organization take off, You gain access to a lifelong community of leaders who are working to educate and empower women and girls—building resumes, developing leadership skills, taking action on issues you care about, and connecting with other women leaders across the globe.

### How to Join AAUW?

Email NDMU Chapter President Jessie Willingham at [jwillingham1@live.ndm.edu](mailto:jwillingham1@live.ndm.edu) or speak with Shannon Raum in Human Resources.

## February is Heart Health Month!

Heart disease is a serious condition that is, unfortunately, very common. It's the leading cause of death for both men and woman. When heart disease is present, blood is not flowing to the heart, or other organs, the way it should. That can lead to additional problems such as heart attack or stroke.

There are a number of factors that can put you at risk for heart disease. You can see that some of these things are out of your control such as age and heredity. But there are also risk factors that you can control by making healthy choices.

### Risk Factors:

- ⇒ Age (particularly women over 55)
- ⇒ High blood pressure
- ⇒ High blood cholesterol
- ⇒ Diabetes and prediabetes
- ⇒ Smoking
- ⇒ Being overweight or obese
- ⇒ Being physically inactive
- ⇒ Having a family history of heart disease
- ⇒ Unhealthy diet
- ⇒ Some ethnic groups are more likely to get heart disease; this includes African Americans, Native Americans, Asians, Pacific Islanders and Hispanics

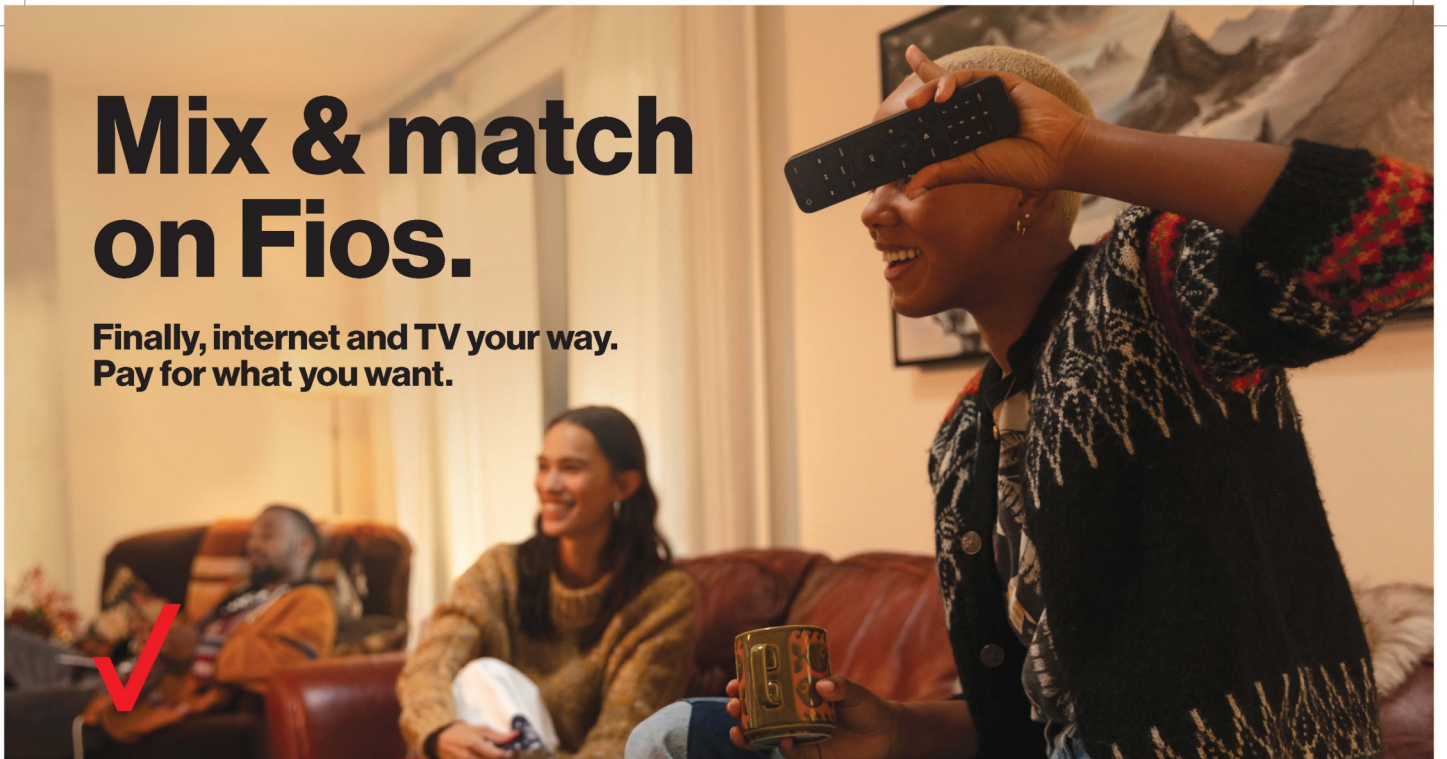


### 3 Simple Heart-Healthy Habits That Can Add Up Over Time:

- ⇒ Make a heart-healthy grocery list—focus on wholesome veggies, fruits, and fiber-rich whole grains, low-fat dairy, lean proteins and unsalted nuts and seeds
- ⇒ Take mini workout breaks—put these short bursts of activity on your calendar to remind yourself; starting with just 15 minutes of activity can make a difference
- ⇒ Tame tension with your breath—the next time you feel stress or anger building, take a few calming breaths; deep and slow breathing may help soothe your mind.

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**Questions? Please contact:**

**Cricket Lenderking 410-916-7321  
[cricket.lenderking@verizon.com](mailto:cricket.lenderking@verizon.com)**

See reverse side for more information.





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- **1% cash rebate** on purchases made with your Visa® Traditional Rewards credit card.

<sup>1</sup>Savings accounts are subject to Federal transaction limits.

<sup>2</sup>A cash rebate of 2% is contingent upon opening and maintaining Better Rewards Checking, otherwise purchases earn a 1.5% cash rebate. See requirements for Better Rewards Checking.





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# MONSTER JAM

## TRIPLE THREAT SERIES

**Tickets Start At \$15!**

**Royal Farms Arena  
Baltimore, MD**

Friday, February 28, 2020 at 7:00 PM  
 Saturday, February 29, 2020 at \*1:00 PM\* & 7:00 PM  
 Sunday, March 1, 2020 at \*1:00 PM\*

\*Pit Party: 10:30 AM - 12:00 PM | Pit Party Passes are \$15!\*

To purchase tickets, please call: 866-248-8740, Option 1  
 For questions, call or email: [FeldDirectGroups@feldinc.com](mailto:FeldDirectGroups@feldinc.com)

**DEADLINE TO ORDER: THURSDAY, FEBRUARY 20, 2020 AT 12:00 PM NOON EST**

Restrictions, exclusions and additional fees apply. Subject to availability. No double discounts. Tickets at market pricing, subject to change based on supply and demand. A \$7 per ticket facility fee & \$6.50 order fee will apply. This is not a coupon and cannot be redeemed at the box office. No refunds, exchanges or price adjustments. All sales are final.



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