



# HR Newsletter

## MARCH 2020

### March Birthdays!

2nd	Jennifer Kerr, <i>biology department</i>	17th	Christina De Kleine, <i>school of education</i>
4th	Amy Provan, <i>counseling center</i>	19th	Kyongil Yoon, <i>math/physics/computer studies dept.</i>
5th	Jane Balkam, <i>school of nursing</i>	20th	Bill Davis, <i>English</i>
7th	Renee Bostic, <i>athletics</i>	23rd	Jenna Hoffman, <i>school of nursing</i>
	Margaret Ellen Mahoney, <i>SSND, English dept</i>	27th	Charles Buehrle, <i>math/physics/computer studies dept.</i>
	Aliza Ross, <i>alumnae/alumni relations</i>		Marc Irving, <i>public safety</i>
8th	Madelyn Ball, <i>school of education</i>		Marisa Morris, <i>advancement services</i>
	Greg FitzGerald, <i>president's office</i>	28th	Amanda Mizeur, <i>capital campaign</i>
	Michael Jacquet, <i>public safety</i>		Shawn Newsome, <i>information technology</i>
10th	Shaine Downes, <i>business office</i>		Danielle Piontkowski, <i>admissions</i>
	Evelyn Spratt, <i>school of education</i>	29th	Flora Valencia, <i>classical &amp; modern foreign languages</i>
14th	Nancy Carroll, <i>information technology</i>	31st	Shannon Raum, <i>human resources</i>
16th	Joan Sattler, <i>school of education</i>		

### In This Issue:

Birthdays and Did You Know? .....	1	Care24, AAUW and Women's History Month ....	8-10
Special Feature Section and Wellness .....	2-3	Vendor Offers and Discounts .....	11-13
Important Dates, Trainings and Partners in Mission .....	4-5		
Information on Coronavirus from UHC.....	6-7		

### Did You Know?

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

- Carroll Galvin, *senior director of grants & donor relations*
- Kelly Harrison, *director of grounds, fleet and custodial services*
- Megan Rivera, *student accounts specialist*



WOMEN'S  
HISTORY MONTH

*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 Grounds, Fleet and Custodial Services Team!**

### **Who are they?**

- **Kelly Harrison (she)**, *director of grounds, fleet and custodial services*—Oversees the University's Ground and Fleet Maintenance & Custodial programs to ensure a clean, safe and visually pleasing campus and a safe and well maintained University fleet
- **Ray Keller (he)**, *grounds supervisor*—Responsible for the performance and supervision of all grounds maintenance activity
- **Russell Roche (he), Caleb Albright (he), Ryan Jones (she)**, *grounds keepers*—responsible for maintaining the University campus grounds in a clean and orderly fashion
- **Raymond Mercado (he)**, *custodial services manager*—responsible for the daily operations of custodians to ensure the highest possible standards are met

### **How to contact them:**

#### **By Phone:**

Kelly Harrison: 410-532-5855

Ray Mercado: 410-532-5599

#### **By Email:**

kharrison@ndm.edu

raymond.mercado@abm.com

### **Services they provide:**

- ◆ Main function is to maintain the University grounds in a clean and orderly condition. We represent the first impression to all persons coming on to campus.
- ◆ During snow emergencies, the Grounds Department is on campus from the time the storm starts until we have made the campus safe for regular operations.
- ◆ In conjunction with Gator Athletics, the Grounds Department maintains all outdoor athletic facilities to NCAA Division III Standards. Which includes netting goals, painting the field, and mowing it to the sport recommended height.
- ◆ We support Conference Services with events and summer camps to ensure outdoor spaces meet their client's needs.
- ◆ We provide fleet vehicles for off campus activities including athletics travel and student volunteer opportunities. Our vehicles are also used for large on-campus events. The fleet consists of 2 buses and 4-12 passenger vans.
- ◆ On occasion, we support the Maintenance and Operation side of Facilities by changing light bulbs and batteries.
- ◆ We move furniture at the request of the SMART Committee.

### **Our Projects:**

- ◆ Recycling on Campus—in 2019, we collected over 238,000 lbs. of recycling—which was about 4,000 lbs. more than we sent to the trash dump!
- ◆ In the past year, the Grounds Department has completed a number of projects which include repairing the Grotto, planting a dedication garden at UAB and revitalizing the SSND Cemetery located on Homeland Ave. The most current project we are working on is planting a memorial tree for Amayah Charles at UAB.



# HEALTHY GATOR



For Class Updates @NDMUCampusRec  
Twitter and Instagram

DEPARTMENT OF ATHLETICS AND  
CAMPUS RECREATION

## March 2020

Monday	Tuesday	Wednesday	Thursday	Friday
2 Monday Mile 11:30-12pm Group Personal Training 12-1pm	3 YogaWorks 12:00-1:00pm Spin Class 6pm	4 Start your morning with a healthy breakfast (lean protein, whole grains, fruits and vegetables)	5 YogaWorks 12:00-1:00pm Spin Class 6pm & 7pm	6 Group Personal Training 12-1pm
9 Monday Mile 11:30-12pm Group Personal Training 12-1pm	10 YogaWorks 12:00-1:00pm Spin Class 6pm	11 Instead of eating on the run, try sitting down and focusing on the food you're about to eat.	12 YogaWorks 12:00-1:00pm Spin Class 6pm & 7pm	13 Group Personal Training 12-1pm
16 <b>Spring Break</b>		18 Cut added sugar: Foods and drinks with added sugars add empty calories and little or no nutrition.	19 <b>No Classes</b>	
23 Monday Mile 11:30-12pm Group Personal Training 12-1pm	24 YogaWorks 12:00-1:00pm Spin Class 6pm	25 For more information visit on nutrition tips please visit: <a href="#">Academy of Nutrition and Dietetics</a>	26 YogaWorks 12:00-1:00pm Spin Class 6pm & 7pm	27 Group Personal Training 12-1pm
30 Monday Mile 11:30-12pm Group Personal Training 12-1pm	31 YogaWorks 12:00-1:00pm Spin Class 6pm			

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:

#### One-Pan Chicken Parmesan Pasta

This chicken Parmesan pasta uses the one-pot pasta method to cook your noodles, chicken and sauce all in one skillet for a fast and easy dinner with minimal cleanup!

[Click here for the Recipe!](#)



### Nutrition Basics

Watch this quick [Brain Shark](#) video from United HealthCare to learn what nutrients should be in your diet, and how to make balanced meals!

### Mediterranean Diet

Curious about this Mediterranean Diet people are talking about? Watch this quick [Brain Shark](#) video for an introduction to this lifestyle!



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

Thursday, March 4, 2020	Impact of Technology—presented by Ryan Schaaf
Saturday, March 7, 2020	WOW Festival
<b>Tuesday, March 10, 2020</b>	<b>Mandatory Paycom training—option #1 *</b>
<b>Wednesday, March 11, 2020</b>	<b>Mandatory Paycom training—option #2 *</b>
<b>Wednesday, March 11, 2020</b>	<b>Mandatory Paycom training—option #3 *</b>
<b>Thursday, March 12, 2020</b>	<b>Mandatory Paycom training—option #4 *</b>
Wednesday, March 11, 2020	Mission Orientation
Thursday, March 19, 2020	Building Bridges Across Maryland training session #7
Wednesday, March 25, 2020	AAUW presents the movie Suffragette *
Friday, April 10, 2020	Good Friday—University Closed
Monday, April 13, 2020	Easter Monday—University Closed

**\* more information on time and location on pg.6**

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.

### TAMING THE DIGITAL ADDICTION: Cultivating a Healthy Relationship with the Digital Landscape



**Wednesday, March 4, 2020**  
**12:15PM-1:15PM**  
**Feeley Multipurpose Room**

**RYAN L. SCHAAF**  
○ ASSOCIATE PROFESSOR  
○ EDUCATIONAL TECHNOLOGY

# 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*

Sarah Holman, *assistant professor, pharmacy*

Michelle Jones, *assistant director, ACES*

Carol Kurtz-Stack, *academic advisor*



## **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



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*

Kathleen Wisser, *dean, nursing*



## Coping with a public health event

### Coronavirus

If you turn on the TV, pick up a newspaper or go on the Internet, you'll likely hear news about the Coronavirus outbreak. The new virus was officially reported by the World Health Organization (WHO) on Jan. 9. Coronavirus has symptoms similar to a respiratory illness, including fever, cough, and shortness of breath – and in some cases can cause death. So far, cases have been reported across parts of China and several other countries, including a small number of confirmed cases in the United States.

While people may be impacted in different ways, there are several support resources available to you.

Optum is offering a free emotional support help line for all individuals impacted.

Additionally, there are several coping and disaster tools and resources available to you on [liveandworkwell.com](https://www.liveandworkwell.com). Log on to [liveandworkwell.com](https://www.liveandworkwell.com) with your HealthSafeID™ or company access code. Type the keywords "coping" or "disaster" into the search bar to get support.

**Public Crisis Line:** Our toll-free emotional support help line at **(866)342-6892** is free of charge and available to anyone, so you can share it with family and friends. Caring professionals will connect people to resources. It will be open 24 hours a day, seven days a week.



## What You Need to Know

- At the present, there is no specific vaccine to prevent Coronavirus (2019-nCoV).
- The CDC does not recommend the use of facemasks for the general public to prevent the spread of 2019-nCoV.
- If you are concerned that you may have been exposed to 2019-nCoV, contact your healthcare provider and monitor your health for 14 days from the last possible exposure.
- If you have traveled to China or were in close contact with someone with 2019-nCoV and begin to feel sick with fever, cough, or difficulty breathing within 14 days, seek medical care right away. Call ahead and tell them about your recent travel and symptoms. Avoid contact with others and follow preventive practices as outlined below
- There is no specific treatment for 2019-nCoV. If you become infected, you will receive supportive care to help relieve symptoms.
- If you are sick with 2019-nCoV, you can prevent the spread of the virus by following the steps listed on the **What to Do if You are Sick** page of the CDC website.
- You can stay current with the most up-to-date information by visiting the **2019 Novel Coronavirus** page on the CDC website.

## What You Should Do

To help protect yourself and your loved ones, follow good prevention practices, including:

- Hand washing with soap and water for at least 20 seconds or use of alcohol-based hand sanitizer with at least 60% alcohol if soap and water are not available.
- Avoid touching your eyes, nose and mouth with unwashed hands.
- Avoid close contact or sharing cups or eating utensils with people who are sick.
- Clean and disinfect frequently touched surfaces.
- Cover your nose and mouth with a tissue when you cough or sneeze then throw the tissue in the trash.

Source: U.S. Centers for Disease Control and Prevention - <https://www.cdc.gov/coronavirus/2019-ncov/index.html>

### Recommended Public Health Resources:

**U.S. Centers for Disease Control and Prevention (CDC)** – <https://www.cdc.gov/coronavirus/2019-ncov/index.html>

**World Health Organization (WHO)** – <https://www.who.int/emergencies/diseases/novel-coronavirus-2019>



**This service should not be used for emergency or urgent care needs. In an emergency, call 911 or go to the nearest emergency room.** The information and therapeutic approaches in this article are provided for informational and/or educational purposes only. They are not meant to be used in place of professional clinical consultations for individual health needs. Certain treatments may not be covered in some benefit plans.

Insurance coverage provided by or through UnitedHealthcare Insurance Company or its affiliates. Administrative services provided by United HealthCare Services, Inc. or their affiliates. Do not reproduce, transmit or modify the content set forth herein in any form or by any means without written permission of UnitedHealthcare.

© 2020 United HealthCare Services, Inc. All rights reserved. WF135745 200855-022020

## Mandatory Training on New Payroll System

As we work to move to a **NEW** payroll system, it is vitally important that **ALL** employees—Faculty, Staff and Students—receive training on this system.

If you receive a paycheck from NDMU, please select a session to attend by clicking on the link to RSVP. The first 30 minutes will be for individual users, the second half will be for managers. *All sessions will be held in Doyle Formal.*

- #1 Tuesday, March 10th from 12:15—1:15pm
- #2 Wednesday, March 11th from 10:00—11:00am
- #3 Wednesday, March 11th from 11:00am—12:00pm
- #4 Thursday, March 12th from 12:15—1:15pm

<https://www.ndm.edu/content/paycom-system-trainings>

### 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—24/7 365 days a year.*

**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.

**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**



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

The Notre Dame Chapter of 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?

- ♦ to support women in their professional and educational endeavors
- ♦ to engage women in advocacy issues
- ♦ to gain professional and leadership skills, gain national, state, and local connections, and create a community of change on campus
- ♦ To help plan activities and events (like our fall events—Know Your Rights, Wage Negotiation workshop and December Discovery)

## How to Join AAUW?

Email NDMU Chapter President Jessie Willingham at [jwillinghan1@live.ndm.edu](mailto:jwillinghan1@live.ndm.edu) or speak with Public Relations Officer, Shannon Raum at [sraum1@ndm.edu](mailto:sraum1@ndm.edu).

## Upcoming Events:

- ♦ Find us with the Baltimore Chapter at the **WOW Festival on March 7th!**
- ♦ Join us for a viewing of the movie, *Suffragette*, featuring Helena Bonham Carter and Meryl Steep on **March 25th at 6:15pm in Knott Auditorium**



## March is Women's History Month

Women's History Month had its origins as a national celebration in 1981 when Congress passed Pub. L. 97-28 which authorized and requested the President to proclaim the week beginning March 7, 1982 as "Women's History Week." Since 1988 Congress passed additional resolutions requesting and authorizing the President to proclaim March of each year as Women's History Month. **Everyone is encouraged to join in commemorating and encouraging the study, observance and celebration of the vital role of women in American history.** Visit <https://womenshistorymonth.gov/> to see more information and exhibit details.

As a University founded by women, for women, this year's Women's History Month holds special significance for us as we celebrate our 125th Anniversary. Below is a list of activities planned to celebrate the women that helped transform our nation and remind us that there is still much work to be done. Use #NationalWomen'sHistoryMonth or #Women'sHistoryMonth to post on social media and show the world how you are celebrating! For more information on the events, visit <https://www.ndm.edu/news-and-events>

Monday, March 2nd—Civera Gallery "Our Notre Dame" Opening Reception—4:30pm

Thursday, March 5th—Breaking the Glass Ceiling of Politics—6:00pm

Saturday, March 7th—Women of the World Festival—8:30am

Sunday, March 8th—International Women's Day

Wednesday, March 25th—Movie Night: *Suffragette*, presented by AAUW— 6:30pm



# A TIAA Financial Essentials Webinar

## Market proof your retirement

Throughout your career, you probably heard repeatedly how important saving for retirement is. However, as the day approaches, there are additional questions you'll have to ask yourself. Am I overexposed to market losses? Will I outlive my money? Am I confident that I can retire on my terms?

In retirement—and the years leading up to it—protecting your savings becomes just as important as growing it. Join us to learn how to create your own “personal pension” with TIAA Traditional, offered by Teachers Insurance and Annuity Association of America (TIAA).

**Register today for our Wednesday, March 18th live webinar, 12 p.m. to 1 p.m. (ET)**

As a Sr. Director with TIAA Institutional Financial Services, Paul Bailin drives distribution efforts with our Wealth Management and Advisory Services businesses to communicate TIAA's unique capabilities in the areas of lifetime income, annuity solutions and retirement readiness. He is a frequent presenter at industry conferences and client events focusing on a range of retirement income planning topics.

Prior to his current role, Paul worked in TIAA Global Asset Management (predecessor to Nuveen) where he provided wealth advisory teams with TIAA product expertise, market insights and portfolio construction perspectives. He was also responsible for distributing TIAA's private equity real asset fund offerings to qualified clients. Paul previously held financial advisory roles at TIAA, Bank of America/Merrill Lynch and UBS Financial Services, working with individual clients and families.

Paul holds the Certified Investment Management Analyst (CIMA®) designation. He earned an MBA from the Anderson School at UCLA and a B.A. in Economics from Tufts University.

## Sign up today!

- It's quick.
- It's easy.
- It matters.

[Schedule online](#)

And it's at no additional cost to you!



**BUILT TO PERFORM.**

**CREATED TO SERVE.**





## VISA CREDIT CARD REBATE

First Financial credit cardholders received over **\$850,000 in cash rebates for 2019!** With a **1-2% cash rebate on all purchases**, it's easy to earn while you spend! Other great features include a full month grace period on purchases and low annual percentage rates.

***APPLY TODAY!***

**CLICK** [www.firstfinancial.org](http://www.firstfinancial.org)

**CALL** 410-321-6060, option 4



# CONSOLIDATE DEBT

with a

# VISA SIGNATURE

## Cashback Rewards Card



With a **0% introductory rate for 12 months<sup>1</sup>** and **no balance transfer fee**, it's easier than ever to lower your monthly payments, and pay down debt faster!

### OTHER BENEFITS INCLUDE:

- **1.5% to 2%<sup>2</sup> cash rebate** on purchases
- No annual fee
- Credit limits from **\$5,000 to \$35,000**
- Variable annual percentage rates from **11.74%–18.00%<sup>3</sup>**
- PLUS exclusive shopping/travel rewards through Visa

View a quick comparison of our Visa credit cards online to determine which credit card is best for you!

**For more information or to apply:**

**CLICK** [www.firstfinancial.org](http://www.firstfinancial.org)

**CALL** 410-321-6060, option 4

<sup>1</sup>0% introductory rate for 12 months for qualified members. <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. <sup>3</sup>APR means Annual Percentage Rate. Rates are good as of 12/1/19, are based on creditworthiness, and will vary with the market based on the Prime Rate.

