



# HR Newsletter

## OCTOBER 2019

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

- Emily Donlon, *director of service & community engagement*
- Renee Echartefonseca, *instructional assistant, ACP*
- Gary Jackson, *colleague system and financials database admin.*
- Shirley Bigley, *coordinator for renaissance institute*
- Raymond Ringgold, *grounds keeper*
- Kari-Lei Berry, *athletics admissions coord. / head lacrosse coach*
- Christopher Hanlon, *director of financial aid*
- Matthew Shimoda, *school of pharmacy*
- Erica Wilson, *assistant professor, school of pharmacy*

### Did You Know ...

Our Supervisor Training Program is in its 2nd year! The following supervisors have completed the program—be sure to congratulate them!

- Leon Carter, *public safety*
- Carroll Galvin, *institutional advancement*
- Crissa Holder Smith, *faculty resource center*
- Alan Jones, *career center*
- Helen Kucey, *public safety*
- Anne Malone, *advancement services*
- Cleo Margetas, *registrar's office*
- Maricka Oglesby, *institutional advancement*
- Aliza Ross, *alum relations*
- Jessie Sell, *academic support & enrichment*
- Jim Sheckells, *public safety*
- Joel Stob, *information technology*
- Danny Warrenfeltz, *public safety*

### In This Issue:

|   |     |
|---|-----|
| New Employees and Birthdays .....               | 1   |
| Special Feature Section .....                   | 2   |
| Important Dates & Social Style Training .....   | 3   |
| Wellness Calendar, Recipe & UHC Resources ..... | 4-5 |
| Save the Date and Cold & Flu Prevention .....   | 6-7 |

### October Birthdays!

|      |   |      |   |
|------|---|------|---|
| 1st  | Cathy Goucher, <i>art therapy</i>                   | 16th | Trevor Ebert, <i>alum relations</i>                     |
| 2nd  | Bereni Oriaku, <i>financial aid</i>                 | 18th | Geoff Delanoy, <i>art department</i>                    |
| 3rd  | Kelley Kilduff, <i>institutional advancement</i>    | 19th | Huilin Wang, <i>marketing communications</i>            |
|      | Sherry Moore, <i>school of pharmacy</i>             | 20th | Angela Simmons, <i>Operation TEACH</i>                  |
|      | Patrice Silver, <i>school of education</i>          | 21st | Helen Kucey, <i>public safety</i>                       |
|      | Mark Walker, <i>school of nursing</i>               | 22nd | Carol Rabin, <i>school of education</i>                 |
| 5th  | Anita Ford, <i>a child's place</i>                  |      | Ryan Schaaf, <i>school of education</i>                 |
| 7th  | David Carter, <i>renaissance institute</i>          | 25th | Patrice Slater, <i>facilities management</i>            |
| 8th  | Ray Keller, <i>grounds keeping</i>                  | 26th | Kristyanna Erickson, <i>math/physics department</i>     |
| 9th  | Courtney Warrick, <i>women's college admissions</i> |      | Ray Weber, <i>school of pharmacy</i>                    |
| 10th | Gary Thrift, <i>school of education</i>             | 27th | Sam Walker, <i>grounds keeping</i>                      |
| 13th | Kennedi Wilson, <i>residence life</i>               | 29th | Britt Christensen, <i>communication arts department</i> |
| 14th | Paulette Doyas, <i>SSND, admissions processing</i>  | 30th | Mary Ellen Ashton, <i>a child's place</i>               |
| 15th | Jim Culhane, <i>school of pharmacy</i>              | 31st | Donna Howard, <i>a child's place</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.*

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## **Meet Your Auxiliary & Conference Services Team!**

### **Who are they?**

- Jessica Wood, *director of auxiliary & conference services*—Oversees conference services (including Camp Notre Dame & the pool), dining services, vending machines & the document center/mailroom on campus
- Mike Golze, *summer programs & events manager*—Works with 10+ external summer camps each year for when they host their camps on campus in the summer months & oversees the day-to-day of Camp Notre Dame; assists with external rental requests as well as document center initiatives
- David Sibony, *special events technical coordinator*—Main point of contact for internal events on campus; coordinates all audio visual needs for meetings & events on campus; oversees 25Live scheduling system requests that come through

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

#### **By Phone:**

Jessica Wood: 410-532-5782  
Mike Golze: 410-532-5732  
David Sibony: 410-532-5781

#### **By Email:**

[events@ndm.edu](mailto:events@ndm.edu): room reservations, set ups, event questions  
[summerevents@ndm.edu](mailto:summerevents@ndm.edu): external camp inquiries  
[campnotredame@ndm.edu](mailto:campnotredame@ndm.edu)  
[printing@ndm.edu](mailto:printing@ndm.edu): print job questions, requests to use outside vendors for printing

### **Services they provide:**

- ◆ Support for planning your event on campus—1-on-1 meetings to walk through the logistics of your event (set-up needs, catering, audio/visual, floor plans, parking, etc.)
- ◆ Dining Services/Catering—1-on-1 meetings to discuss your budget and how SAGE can meet your catering needs; questions or feedback on Dining Hall or Gator Grind; offering Catertrax trainings each semester.
- ◆ 25Live scheduling for room requests—offer trainings each semester
- ◆ Audio/Visual support for meetings & events on campus—Conference calls, Zoom/Skype calls, microphones, screen & projector, etc.
- ◆ Camp Notre Dame—registration, staffing, and programming
- ◆ External Rentals on campus—weddings, meetings, conferences, concerts, seminars, athletic-facility rentals
- ◆ Document Center & Mailroom—Printing and mailing services
- ◆ Vending Machines—please feel free to send any questions, feedback or suggestions!
- ◆ Custodial Services—for event set-up needs in conjunction with Facilities Management

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

|                                   |  |
|-----------------------------------|--|
| Tuesday, October 15, 2019         | Social Styles  |
| Thursday, October 17, 2019        | Building Bridges Across Maryland training session #2             |
| Thursday, October 24, 2019        | Dealing with Difficult People                                    |
| Thursday, October 31, 2019        | A Child's Place Trick –or–Treating and Employee Costume Contest! |
| <b>November 1—15, 2019</b>        | <b>Open Enrollment Period</b>                                    |
| <b>Thursday, November 7, 2019</b> | <b>Open Enrollment Health &amp; Wellness Fair</b>                |
| Wednesday, November 13, 2019      | Mission Orientation  |
| Thursday, November 14, 2019       | Building Bridges Across Maryland training session #3             |
| Tuesday, November 19, 2019        | Staying Organized  |
| Tuesday, November 26, 2019        | Annual Thanksgiving Potluck                                      |
| Tuesday, December 17, 2019        | Annual Christmas Mass & Luncheon                                 |

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.

### **Social Styles—Interpersonal Skill Building**

Tuesday, October 15, 2019—9a.m.-1p.m.

With special guest facilitator, Mike Noll from University of Maryland, Baltimore

The Social Style model is easy to understand and provides an effective framework and specific techniques for helping people improve their interpersonal skills. This session is designed to provide an introduction to *Social Style* and *Versatility*. This session will teach participants about:

- ♦ the fundamental concepts of behavior versus personality,
- ♦ will provide insight into the four styles, and
- ♦ demonstrate the impact their style behavior has on others through the concept of Versatility.



# HEALTHY GATOR



For Class Updates @NDMUCampusRec  
Twitter and Instagram

DEPARTMENT OF ATHLETICS AND  
CAMPUS RECREATION

## October 2019

| Monday   | Tuesday                                 | Wednesday   | Thursday   | Friday                         |
|--|---|---|--|--------------------------------|
| 30<br>Personal Training 12-1pm<br>Spin Class 6pm | 1<br>YogaWorks 12-1pm<br>Spin Class 6pm | 2<br>Zumba Stretch 12-12:15<br>Zumba 12:15-1pm                    | 3<br>YogaWorks 12:00-1:00pm                          | 4<br>Personal Training 12-1pm  |
| 7<br>Personal Training 12-1pm                    | 8<br>YogaWorks 12:15-1:15pm             | 9<br>Spin Class 6pm   | 10<br>YogaWorks 12:00-1:00pm<br>Spin Class 6pm & 7pm | 11<br>Personal Training 12-1pm |
| 14<br>Personal Training 12-1pm                   | 15<br>YogaWorks 12:15-1:15pm            | 16<br>Zumba Stretch 12-12:15<br>Zumba 12:15-1pm<br>Spin Class 6pm | 17<br>YogaWorks 12:00-1:00pm<br>Spin Class 6pm & 7pm | 18<br>Personal Training 12-1pm |
| 21<br>Personal Training 12-1pm                   | 22<br>YogaWorks 12:15-1:15pm            | 23<br>Spin Class 6pm  | 24<br>YogaWorks 12:00-1:00pm<br>Spin Class 6pm & 7pm | 25<br>Personal Training 12-1pm |
| 28<br>Personal Training 12-1pm                   | 29<br>YogaWorks 12:15-1:15pm            | 30<br>Spin Class 6pm  | 31<br>YogaWorks 12:00-1:00pm<br>Spin Class 6pm & 7pm |                                |

Class Locations      Zumba Dance Studio      YogaWorks Dance Studio      Personal Training MBK Fitness Center      Spin Class Dance Studio      Visit [notredamegators.com/campusrec](http://notredamegators.com/campusrec) for more info!

### Recipe of the Month: Sorghum Buddha Bowl

There's so much healthy stuff happening in this vegetarian bowl. Roasted radicchio, Brussels sprouts, butternut squash, jalapenos, and leeks mix it up with black beans, sesame seeds, and a tangy miso-based dressing. It's a filling vegetarian meal-in-a-bowl!

[Click here for the Recipe!](#)



**Knowing where to go for care is important! Costs can vary widely depending on where you go, so make sure you check with the provider or visit [myUHC.com](http://myUHC.com) to price out your options!**



## Know where to go.

### See your primary care provider whenever possible.

Your primary care provider usually has easy access to your records, knows the bigger picture of your health, and many offer same-day appointments to meet your needs. When seeing your provider is not possible, it's important to know your quick care options to find the place that's right for you and help avoid financial surprises.

| Quick Care Options   | Needs or Symptoms   | Average Cost <sup>1</sup> |
|--|---|---------------------------|
| <p><b>24/7 Nurse Line</b></p> <p>Call the toll-free member phone number on your health plan ID card for expert advice.</p>   | <ul style="list-style-type: none"> <li>• Choosing where to get medical care.</li> <li>• Finding a doctor or hospital.</li> <li>• Health and wellness help.</li> <li>• Answers to questions about medicines.</li> </ul>  | \$0                       |
| <p><b>Virtual Visits</b></p> <p>Anywhere, anytime online doctor visits. To learn more, visit <a href="http://uhc.com/VirtualVisits">uhc.com/VirtualVisits</a>.</p> | <ul style="list-style-type: none"> <li>• Cold</li> <li>• Flu</li> <li>• Fever</li> <li>• Pinkeye</li> <li>• Sinus problems</li> </ul>   | \$50 <sup>2</sup>         |
| <p><b>Convenience Care Clinic</b></p> <p>Treatment that's nearby.</p>  | <ul style="list-style-type: none"> <li>• Skin rash</li> <li>• Flu shot</li> <li>• Minor injuries</li> <li>• Earache</li> </ul>  | \$65                      |
| <p><b>Urgent Care Center</b></p> <p>Quick after-hours care.</p>  | <ul style="list-style-type: none"> <li>• Low back pain</li> <li>• Respiratory illness (cough, pneumonia, asthma)</li> <li>• Stomach illness (pain, vomiting, diarrhea)</li> <li>• Infections (skin, eye, ear/nose/throat, genital-urinary)</li> <li>• Minor injuries (burns, stitches, sprains, small fractures)</li> </ul> | \$190                     |
| <p><b>Emergency Room (ER)<sup>3</sup></b></p> <p>Care for serious needs.</p>   | <ul style="list-style-type: none"> <li>• Chest pain</li> <li>• Shortness of breath</li> <li>• Severe asthma attack</li> <li>• Major burns</li> <li>• Severe injuries</li> <li>• Kidney stones</li> </ul>  | \$1,700                   |

### Freestanding ERs

Many people have been surprised by their bill after visiting a freestanding emergency room (FSER). FSERs, sometimes referred to as urgency centers, can be 2x the cost of an ER and 20x the cost of an Urgent Care Center. Neither located in nor attached to a hospital, FSERs are able to treat similar conditions as an ER but do not have an ER's ability to admit patients.

### Ask before you enter:

1. Is this an Urgent Care Center or ER?
2. Is this facility a network provider?

## **Save The Date!**

**November 1st—15th**

Open Enrollment Period

**November 7th 11am—2pm**

Open Enrollment Health & Wellness Fair

# Wipe out the flu.



A yearly flu shot is still your best way to avoid or weaken the flu.

And, for UnitedHealthcare members, getting your flu shot 100% covered may be as easy as visiting any of the retail pharmacies, convenience care clinics or care providers which can be found [here](#).

Your annual flu vaccination, as well as a pneumonia vaccination, are also important steps in preventing sepsis – a potentially life-threatening condition that can happen if your body overreacts to an infection like the flu or pneumonia. Learn more in the FAQs [here](#).

# Outsmart cold and flu germs!

7 smart strategies to use

## 1. Scrub-a-dub-dub

Handwashing is your friend. Step up to the sink regularly.



## 2. Stash sanitizer



Keep hand sanitizer in handy places like purses, backpacks, lunchboxes, etc.

## 3. Be hands-off

The eyes, nose and mouth are prime routes for germs to enter our body and infect us. If you need to touch your face, wash your hands first.



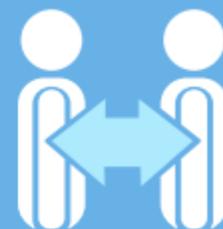
## 4. Get your tidy on

Use a disinfectant to wash hard surfaces that get touched a lot, like doorknobs, phones, remote controls and countertops.



## 5. Keep your distance

Avoid close contact with people who are ill – or with healthy people, if you're the one who's sick.



**What's a healthy buffer?** Try six feet or more. That's how far experts think germs can travel after being sneezed or coughed into the air.



## 6. Set up a sickroom



Try keeping germs isolated to one room, if possible. Don't share items like drinking glasses and towels.

## 7. Don't sneeze at this tip

Cough or sneeze into a tissue or your upper sleeve – not your hands. Wash your hands after coughing or sneezing.



Watch this quick [BrainShark video](#) for more information on symptoms, treatment, and how to Prevent Colds and Flu!