

Congratulations to the Marketing department on the successful launch of the new SJC website. Thank you for your efforts and commitment to this ongoing project!

<https://www.sjcme.edu/>

Pay Statements

Paper pay statements will be turned off effective with the May 15th payroll as part of our commitment of sustainable HR practices. If you have not turned off your pay statement and signed up for an email notification of when your pay statement is ready, do so today! You can do this through the ADP Portal by going to **myself > pay statements > go paperless**. You will follow a series of prompts to turn your statement off. Once you have turned it off, you can choose to receive notification electronically to the email of your choice.



VALIC- Enhancements to the College Retirement Plan

When planning for retirement, sometimes the first step is the hardest. The most obvious motivation to start planning for retirement is the high cost of not planning— it's important to understand the impact of compounding interest and that Social Security might not be sufficient to fund your retirement lifestyle.

In regards to your retirement plan, one of the most important investment decisions you will make is selecting a mix of investments that will suit your retirement planning goals. That's why over the last several months Saint Joseph's College and the VALIC and TIAA-CREF Participant Task Force has completed a comprehensive review of our current retirement plan environment.

Based on a very careful review of plan structure, ease of administration, compliance, fees, investment offerings, participant services, employee education and counseling, the Task Force in conjunction with legal counsel and the Trustees' Finance Committee, the Board of Trustees has unanimously chosen VALIC as the exclusive retirement plan provider.

For more than half a century, VALIC has served as a leading retirement plan provider for healthcare, higher education, K-12 schools and school districts, government and other not-for-profit institutions. VALIC is the third largest retirement provider for higher education—servicing more than 1,000 higher education institutions nationally. As of December 31, 2014, VALIC has more than \$86 billion in total customer assets under management and manages plans for nearly 24,000 groups serving more than 2 million plan participants in 41,000 locations in the U.S.

Beginning July 1, 2015 Saint Joseph's College will transition from an annuity platform to a lower cost mutual fund platform. The restructured program will be easier to participate in with a streamlined selection of over 20 best-in-class mutual fund options and a fixed interest option to maximize your investment diversification. Additionally, a series of Target Date Funds have been added to the new lineup with target retirement dates through 2055. Some of the benefits of the new plan include:

- A wide array of investments from some of the most trusted mutual fund companies
- An after-tax Roth 403(b) account for those looking for a diversified tax strategy in retirement
- Competitively priced mutual funds that will represent a reduction in your cost to invest
- Personal, face-to-face services with a financial planning expert who provides investment education and guidance
- Secure account access 24 hours a day, seven days a week through VALIC.com and automated touch tone telephone service including a speech recognition option
- ePrintSM, a website that VALIC has created for the mutual fund platform providing detailed information on funds, enrollment guides and forms related to the new Plan

Be Well - New Physical Activity Program for the Month of May Available to Employees Near and Far!

This is an individual based program all done on your own time wherever it is convenient for you. The object of the program is to accumulate 50 miles in the month of May. CIGNA members can earn 25 points for 50 miles. Everyone who completes the month will be entered in a raffle for a chance to win a \$50.00 gift card to Olympia Sports. Your miles can be accumulated by walking, running, biking, swimming, etc. In order to count your miles for the day it needs to be done in a designated workout time; however, you are not allowed to use steps accumulated during your day from walking around your office, your home or your daily errands.

If interested in accumulating 50 miles in May please email jchase@sjcme.edu to sign up and receive the tracking form.



- Enhanced quarterly statements with your complete account summary and investments

As an existing VALIC participant with assets in the plan, the transition of your future contributions to the new mutual platform will be automatic; there is no action or paperwork required on your part. If you would like to consolidate your assets, contact your VALIC Financial Advisors for more information.

If you are an existing TIAA-CREF participant with assets in the plan, your enrollment is required if you would like to replicate your existing allocations. If no action is taken by June 30, 2015, your future contributions will be directed toward a default Target Date Fund based on your age. If you would like to consolidate your assets, contact your VALIC Financial Advisors for more information.

If you're not enrolled, but are interested in taking the first step towards a more secure future, we understand that not every individual prefers to communicate the same way. VALIC offers many ways to be involved with your retirement whether it's online at VALIC.com; over the phone with the Client Care Center at (888) 448-2542; on your phone or tablet with the VALIC app; in print with your customized statements or in-person with a one-on-one appointment with your Financial Advisor Rick Esten at (207) 650-0324 or Steve Barnes at (207) 650-4173.

Child Development Center Survey

As outlined in the College's strategic plan, the College has formed a Child Development Center Exploratory Committee to consider a plan for a potential child development center on campus. As a first step, the Exploratory Committee is assessing the need/interest in a center from individuals on campus. If you currently have children under the age of four or you are planning to have children under the age of four in the next few years, please submit your answers to the following questions to cneilson@sjcme.edu.

1. If Saint Joseph's College operated a child development (or child care) center, how likely is it that you would enroll your children in that center? Please answer: very likely, somewhat likely, not likely, or unsure.
2. If very or somewhat likely, is your child currently enrolled in a child development center? Please answer: yes or no.
3. If yes, how many times does s/he attend per week? How many hours per day? How far from SJC and your home is the center located?
4. What are most important factors in choosing a child development center for your child? Next to each factor below, indicate how important this factor is in choosing a center.
(1 very important; 2 somewhat important; 3 not important; 4 unsure)
 - a. Cost ____
 - b. Location-near SJC ____
 - c. Location-near my home ____
 - d. Flexibility in hours and around my work schedule ____
 - e. Professionalism ____
 - f. Other _____ (please specify)
5. For other consideration, if we offer an elder care program, would you be interested in participating? Please answer: yes or no.

Our Core Values

are at the heart of our core existence and should be visible in our daily interactions. They are:

- **Excellence**
- **Integrity** - Concerned for the common good as individuals and as a community, we commit ourselves to honesty in all relations with students, faculty, staff and administration. Through our integrity, we maintain the trust of the surrounding community and of public and governmental agencies.
- **Community**
- **Compassion**
- **Justice**
- **Respect**
- **Faith**

Imagine
with all
your mind.
Believe
with all
your heart.
Achieve
with all
your might.

360 Review

As previously announced by Human Resources, we are asking for your participation in the 360 Review of President Jim Dlugos. An email was sent on Monday April 27, 2015 by "360 Administrator". It has a link to the Survey and a username and password specific to you. The Survey closes on May 15th, so please take a few moments to have your voice heard. The purpose is to provide performance feedback to our College President and the results of the survey will be shared but will remain completely anonymous. If you have any comments or concerns, please contact Kris Avery at kavery@sjcme.edu or 207-893-7755. Thank you!

Commencement Volunteers still needed!



It is a great day to be on campus as we help to honor and celebrate the Class of 2015 and all of their accomplishments!

Please contact Maureen Lasalle if you are available to assist on May 9th @ mlasalle@sjcme.edu.

Honoring our Culture of Giving

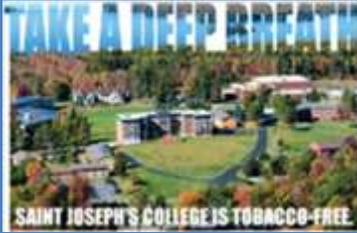
As you have seen in a previous communication from Joanne Bean, Vice President and Chief Advancement Officer, we are asking for your participation in the annual Faculty and Staff fundraising campaign. We are just \$10,000 away from achieving our targeted goal of \$30,000 and we hope that if you have not had a chance to give, you will support this critical fund before the end of the fiscal year (June 30, 2015).

There are many convenient ways to contribute before June 30, 2015:

1. Write a check and mail or walk it over to our Alumni Office in Xavier Hall
2. Use your credit card by calling Annie Bowe in the Alumni Office at 893-7890
3. Use payroll deduction by calling Annie Bowe at 893-7890 and she will help you fill in the form.

Please feel free to contact Jean Maginnis at 893-7899 or her cell at 207-730-0694 if you would like to discuss your gift or if you have any questions.

Thank you for your consideration and your future donation to the College.



Employee Assistance Program:

The Employee Assistance Program offered through CIGNA provides a multitude of options. You can take advantage of their Face-to-Face Assistance or their Full-Service Work/Life Support. For more information, please visit our website:

<http://www.sjcme.edu/hr/EmployeeAssistance>

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Safety First – Office Ergonomics

Reminder to all of our faculty and staff to maintain proper ergonomics within your workplace during the course of an office relocation. Proper ergonomics will ensure maximum comfort and ease when working within your space. Here are ten easy steps to ensure maximum effectiveness and comfort in your workplace:

1. Ensure that your chair positively supports your body. You should not feel any numbness, pinching, or discomfort in a properly fitted and adjusted chair.
2. Make sure that when at your work station, your hands and forearms are aligned and perpendicular to the floor. This will help eliminate joint issues within your elbows and wrist.
3. Your mouse should be kept within the "mouse zone" Meaning that it should be relatively directly next to your keyboard and you should have to extend to reach your mouse.
4. Your mouse should be kept on the same plane as your keyboard.
5. When sitting straight up (in proper form), when looking directly ahead, the top of your computer screen should be directly in line with your eyes. As we naturally allow our eyes to fall downward in gaze roughly 30%, this will allow for the natural focal point of our eyes to be in the center of the screen. Also, within this, your space bar should align with your navel. This is proper centering of your keyboard.
6. If a document holder is being utilized, it is best to keep the document holder in the space between the top of your keyboard and the base of your monitor to prevent constant twisting of your neck to examine the document.
7. If multiple monitors are being used in one work space **EQUALLY**, the space between the screens should align with the center of your space bar and be canted at a slight angle almost making an arrow pointing away from you.
8. If multiple monitors are being used, but one is being used **MORE THAN 60% OF THE TIME**, the primary monitor must be centered.
9. If you find yourself utilizing a phone frequently, it is beneficial for you to use a cordless headset rather than constantly cradling a phone. This prevents neck and shoulder injury.
10. Make sure your work area is free from glare. Your screen should be 3x brighter than the lights in the room. Draw shades, dim lights if needed or possible, or adjust work space if windows are problematic.

Should you require an assistance with organizing your workplace for proper ergonomics, or would like any further information, please feel free to contact Zachary Chopchinski, Safety Officer, at zchopchinski@sjcme.edu or call Ext. 6696.

Policy Reminder

It is the College standard that all full time employees get an hour lunch period each day. It is mandatory that all hourly employees take a minimum of a 30 minute break when working 6 or more hours at a time. For employees who are paid by the hour, they will clock in upon arrival to work, clock out for their meal period, clock in when returning from their meal period, and clock out at the end of their work day. This includes student employees as well as regular staff. Thank you for your attention to this matter.