



## Faculty and Staff Celebration:

Thank you to all who participated and attended the Annual Faculty and Staff Celebration held on July 28, 2016. The event recognized years of service, retirements, SJC graduates and other special awards that faculty and staff received throughout the past fiscal year. It was a very special event to honor the recipients and celebrate together.

## Naming Contest:

As announced at the Faculty and Staff Celebration on July 28<sup>th</sup>, there is a naming contest for a new program originally called the Campus Operational Efficiency Awards Program. As you can see, that is too much to say... We are looking for a creative name for this program for which the purpose is to enhance operational areas by: increasing revenue, decreasing expenses, improving efficiency/processes, and/or strengthening customer service. Please submit your idea to Jessica Noonan at [jnoonan@sjcme.edu](mailto:jnoonan@sjcme.edu) by close of business on Friday, August, 5, 2016.

## Annual Performance Assessments

Human Resources has launched the electronic FY16 Annual Performance Assessment Tool through the Performance Management feature in ADP Workforce Now for staff reviews on July 15, 2016. To ensure the process is complete within the 60 day time period, these task completion dates have been established as a guideline:

- *By 7.22.16 ALL Managers assign reviews to reporting employees*
- *By 8.5.16 ALL Employees self-evaluation are to be completed*
- *By 8.19.16 ALL Managers complete employee reviews*
- *By 9.2.16 HR Approves reviews*
- *By 9.12.16 ALL Managers meet with employees and employee acknowledges review*

## Take care of your one-of-a-kind self! Preventive health screening tips for men and women presented by CIGNA

**Colorectal cancer:** If you're age 50 and older, getting a screening test for colorectal cancer could save your life. If you have a family history of colorectal cancer, you may need to be screened earlier. Talk with your doctor to decide which type of test is best for you.

**Prostate screening (PSA):** Men age 50 and older, or age 40 with risk factors, should discuss this screening with your doctor to see if it's right for you.

**Breast cancer:** If you are a woman age 40 or older, talk with your doctor about when to begin having mammograms and how often to have the screening done.

**Cervical cancer:** A simple Pap test is the best way to detect early signs of cervical cancer – when the disease is highly curable and treatment is most effective. Talk with your doctor starting at age 21, to determine how often you should have this testing done. If you're age 30 and older, ask your doctor about human papillomavirus (HPV) which is a virus which can cause precancerous cell changes.

**Osteoporosis (bone density):** If you are age 65 or older, or younger with certain risk factors, your doctor may order this screening.

Preventive care screenings are recommended and individuals with the CIGNA health insurance receive 50 points for each of the following screenings: annual physical, Mammogram, Cervical Cancer screening, Colon Cancer screening, Prostate Cancer screening and OB/GYN screening. You will not need to self-report this activity as the points are automatically earned based on claims processing. To find a local doctor, visit our online provider directory on [myCigna.com](http://myCigna.com) or call the toll-free number on the back of your Cigna ID card.

## VALIC Social Security and Retirement Seminar

Achieving a secure and comfortable retirement requires careful financial planning.

Understanding the role of Social Security can help develop an effective retirement strategy that meets your needs. Attend Social Security and Your Retirement to learn more.

This educational seminar from VALIC will cover:

- How Social Security benefits impact retirement
- Strategies to maximize your benefits
- Converting your retirement savings into income that meets your retirement needs

### Have Questions About Retirement Planning?

Your VALIC financial advisors are here to help! Whether you have a few questions about the process or are new to the idea of retirement planning, Rick Esten will be available to meet with you one-on-one. [click here](#) to schedule an appointment.

Appointments are available on the following dates: August 9<sup>th</sup> and 23<sup>rd</sup> in the Webber Room – Alford Hall 230

### Do you have questions about ADP Time and Attendance?

Please contact Michelle x7738 or Samantha x7753 to schedule time for Traveling Time and Attendance Training.

# Asset Allocation

## Find your optimal mix of investment risk and return

### An idea so good it won a Nobel Prize

Strategic asset allocation is the single most important factor in your retirement investment plan. The idea began in 1952 when economist Harry Markowitz scientifically proved that ...

> The way an investor divides his or her investments among classes and categories is much more important than individual investment selection

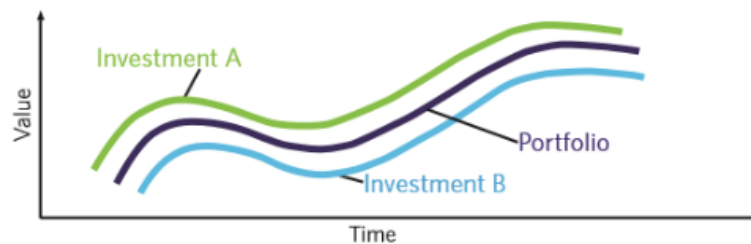
> Optimal asset allocation for a given level of historical risk or return can be calculated using optimization formulas and personal computers

These formulas help you reduce risk by combining investments with dissimilar performance characteristics, the result being an investment mix with combined investments that carry less overall risk than the individual investments in the mix. While it is a proven investment tool, please bear in mind that asset allocation does not ensure a profit or protect against market loss. The goal is to achieve the highest return possible for the accepted level of risk.

### Why dissimilar performance characteristics matter

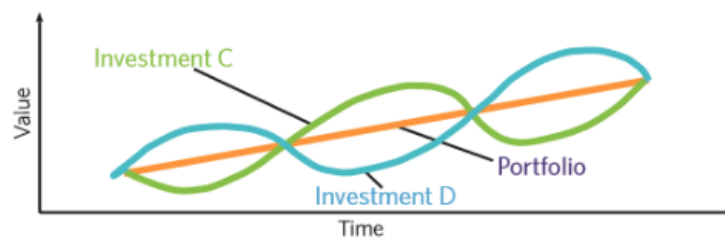
The theory says if you have one stock that “zigs,” you should have another stock that “zags.” You see, each investment class and category has definite behavior characteristics. If two investments behave the same, they are said to be positively correlated (see graph). That can be great when both investments are doing well, but scary when they’re not.

### Positive Correlation



Choosing positively correlated investments could take you on a roller coaster ride in a volatile market. But note in the second graph how investing in stocks that behave differently from one another (negative correlation) can help to smooth a volatile market.

### Negative Correlation



Your VALIC financial advisor has the tools to make it happen. Call to schedule an appointment today!

## 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>

Kristine A. Avery SPHR  
AVP & Chief Human Resources Officer  
PHONE 207-893-7755  
[kavery@sjcme.edu](mailto:kavery@sjcme.edu)

Jessica Noonan SPHR  
Director of Human Resources  
PHONE 207-893-7752  
[jnoonan@sjcme.edu](mailto:jnoonan@sjcme.edu)

Heidi Jacques  
Assistant Director of Human Resources  
PHONE 207-893-7756  
[hjacobes@sjcme.edu](mailto:hjacques@sjcme.edu)

Jackie Cattabriga  
HRIS Analyst  
PHONE 207-893-7758  
[jcattabriga@sjcme.edu](mailto:jcattabriga@sjcme.edu)

Samantha Smith  
HR Representative  
PHONE 207-893-7753  
[ssmith@sjcme.edu](mailto:ssmith@sjcme.edu)

Linda Quigley  
Data Entry Assistant  
PHONE 207-893-7780  
[lquigley@sjcme.edu](mailto:lquigley@sjcme.edu)

# The Importance of a Primary Care Physician

## A Must Have- A Primary Care Physician (PCP)

Having a PCP provides a trusting, ongoing relationship with one medical professional over time. Below are some benefits of having a PCP- why we say it's a "must have".

### ✓ Someone to watch over you:

Your PCP gains valuable information from tracking your care over time. Over the long term, a PCP who knows your health history, your habits, and your personality can more easily recognize signs that indicate a potential change in your health.

### ✓ A Central Point of Contact:

Can help coordinate information between other health care providers- helping guide your care plan and keeping you better informed.

### ✓ Save Time and Money:

You can get care more quickly and avoid unnecessary and duplicate testing.

With Cigna, you can choose from several different types of PCPs, such as:

✓ **Cigna Care Designation:** which is a quality designation and cost-efficiency rating for a PCP. Physicians who have achieved this designation have the CCD symbol denoted in [www.MyCigna.com](http://www.MyCigna.com).

Cigna makes looking for a PCP simple!

You can search for a PCP on Cigna's website, [www.MyCigna.com](http://www.MyCigna.com) and click on "Find a Doctor or Facility" or simply call **1-800-244-6224**

