

1912



SAINT JOSEPH'S
COLLEGE

THE RESOURCE

HR Bulletin Volume 4 Issue 1 – 1.31.2017

Have Questions about VALIC?

Rick Esten will be available to meet with you one-on-one. To schedule an appointment with your financial advisor, [click here to register](#).

Appointments are available on the following dates: February 9th and February 23rd in the Webber Room – Alford Hall 230

Save these Dates

February 8th at 3:30pm will be the annual Ice Break for Faculty and Staff. This will be held in the Student Lounge and Patio in Alford Center
February 28th at 10am will be the Mid-Winter Community Gathering with the President Address held in the Auditorium in Alford Hall.

Payroll Reminder

Supervisors who are going to be offsite must acquire VPN access to approve time cards or need to delegate to someone else.

If you have questions regarding this, please contact Michelle Scribner at ext. 7738.

January is Blood Donor Month!

Want a great New Year's resolution? Become a blood donor today!

- Blood is needed every three seconds
- National Blood Donor Month has been observed in January since 1970 with the goal of increasing blood and platelet donations during winter
- Winter is the busiest time of year for the demand of blood
- Winter is also a difficult time for the collection of blood, inclement weather often results in cancelled blood drives

How to Donate Blood:

- Blood donation appointments can be made by:
 - American Red Cross Blood Donor App
 - Redcrossblood.org
 - 1-800-RED CROSS (1-800-733-2767)
- All blood types are currently needed
- A blood donor card OR driver's license OR two other forms of identification are required at check-in

~Please consider becoming a blood donor, blood is needed every second of every day, make a resolution to help save someone's life~

Step up Your Tax-Deferred Saving in 2017 with VALIC FutureFit

It's a worthy goal – to save as much as you can in your 403(b), 457(b) or 401(k) plan. IRS contribution limits stay put for 2017 (with a few exceptions), so your maximum contribution amount remains at \$18,000. There's also an age-50-and-over catch-up of \$6,000 if you've under contributed in years past (which many of us have!).

If you nudge your contribution up just 1% or 2%, you'll likely not even notice the difference in your paycheck. But that tiny increase will accrue over time and could make a noticeable difference in how much you save for your future. Not sure about your contribution amount? Visit VALIC.com and see how easy we've made it to save for your future.

VALIC wants you to be FutureFIT

Why are you saving in your employer's retirement plan: To retire on your terms, to own your future. Once you are registered on VALIC.com, you get:

- Help when you need it — Including intelligent guidance about contribution decisions and ongoing messaging to encourage a long-term commitment to your savings goals.
- A personalized workspace — You now have a tailored workspace with individually personalized messages. Account balance and performance are also front and center along with the FutureFIT calculator to encourage action and show you how to get and stay on track.
- Education content curated expressly for you — Our smart technology recognizes you based on a range of criteria and then delivers content that is relevant and useful.

Discount Sugarloaf Tickets

Are you an avid skier or snowboarder? Then we have a treat for you!

As a part of the 2017 Maine School Wellness Program, Sugarloaf is offering staff, faculty, students, and families to experience the mountain at a discount.

\$48 Lift Tickets for all ages-Non Holiday
 \$68 Holiday/Vacation Lift Tickets
 \$30 Ski/Snowboard Rentals
 \$25 Ski Clinic (90min grouped by ability)
 \$62 Learn to Ski and Snowboard for ages 15+

Please order by Friday 9AM before ski day.

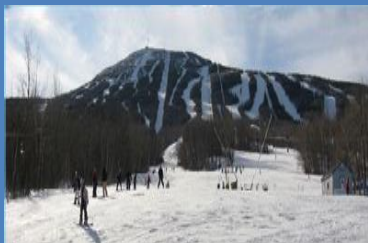
Email

mbatten@msad54.org

Or text 207-861-1408

Discounts available on:
 February 5, 12, 19, 26
 March 5, 12, 19, 26

Pick up tickets in the King Pine Room between 8:15-9:00AM



Policy Reminder: Media Relations

Saint Joseph's College is proud to have received much publicity for receiving the \$1.5 million Challenge Grant from the Harold Alfond Foundation for the Center of Nursing Excellence. In addition, our many educational programs, activities, and the College strategic plan are of special interest to the public. In an effort to keep information about Saint Joseph's College consistent and accurate, now is great time to review our Media Relations Policy.

Policy:

The Marketing and Communications Office of Saint Joseph's College coordinates media relations activities for the College and acts as the official news source and the principal contact for all official College-related communications between Saint Joseph's College and any media representative. Only individuals specifically authorized to do so will publicly speak on behalf of the College.

Faculty members contacted by the media for input as subject matter experts, not about College business, may continue the practice of responding to the SME requests. It is the responsibility of the faculty member to notify the Marketing and Communications office of the media contact for administrative purposes.

Procedure:

If you are contacted by a member of the media or would like to publicize an event or activity related to the College, please contact the Marketing and Communications Office before providing any quotes or materials to the media.

The Marketing and Communications Office must be notified of all potentially sensitive, contentious or controversial media inquiries with respect to Saint Joseph's College activities.

Media relations and the distribution of information for the Saint Joseph's College Athletic programs are managed by the Sports Information Director.

Please note that Patricia Erikson, the Director of Communications and Government Relations, is the appointed College spokesperson for the media and the coordinator of requests from the press.

Be Well

February is Healthy Heart Month! There are several factors that can increase your risk for heart disease. Some you can't control - for example each year, about 55,000 more women than men have a stroke.

However, there are ways to help reduce your risk for heart disease.

What you can do to prevent or lower your risk of heart disease:

- Reduce your tobacco use - SJC is Proud to be a Tobacco Free campus.
- Exercise regularly – join a fitness class on campus. To see the class schedule go to www.sjcme.edu/wellness
- Eat a healthy diet – low in sodium and saturated fat, high in fiber and with lots of fresh fruits and vegetables!
- Maintain a healthy weight - there is still time to join the Positive Pounds challenge! Email wellness@sjcme.edu if you are interested.
- Limit alcohol use
- Talk to your doctor about whether you should be tested for diabetes. If you need to find a doctor go to www.mycigna.com to find a doctor in our network.
- Have a regular check of your cholesterol by your doctor.
- Monitor your blood pressure. A healthy blood pressure is 120/80.

Visit the Health Center to get yours checked today!

Using your Liazon Bright Choices Marketplace Year-Round

With your 2017 benefit enrollment now complete, an overview of the 18 benefits offered along with key carrier information is located [here](#).

Remember, your benefits marketplace www.brightchoices.liazon.com is your year-round destination to view and manage the benefits you have selected.

VitaMin: Vital Health Information in a Minute

Rev up your metabolism

It's time to take a new look at losing weight and maintaining a healthy weight. It's not just about jumping from one diet to the next (and gaining back most of the weight). If you want to improve your health for the long run, focus on giving your metabolism a boost instead.

Metabolism is the process your body uses to turn food into energy. It's all about burning calories – and how effectively your body does that. Speeding up your metabolism burns calories faster, both during exercise and while you're at rest. Whether your body's metabolism happens to be fast or slow, you can take steps to help make it work for you. Try these tips.

Breakfast power

Start the day with a healthy balance of fruits, vegetables, whole grains and lean protein. Skipping meals slows down metabolism because without food your body will conserve energy and burn fewer calories.

Metabolism-boosting foods

Charge up with foods that can help your metabolism.

- *Legumes* (beans, peas, chickpeas, lentils) can help speed up metabolism and slow down fat storage. When your body works hard to digest fiber, metabolism increases as a result.
- *Spicy peppers* (green or red chili peppers) can produce a temporary boost in metabolism after you eat. The heat you feel when eating spicy foods kicks your metabolism up a notch, too.
- *Shellfish* (shrimp, crab, lobster, oysters, scallops) are a good source of iron. A diet rich in iron is important when you're trying to build muscle.

Strength training

Muscles burn more calories than fat. The more lean muscle you have, the more calories you burn – even while at rest. That's why lifting weights is a great way to maximize your metabolism. Get started with the basics.

- Push-ups, sit-ups and pull-ups
- Resistance bands
- Hand weights
- Yoga or tai chi

Drink water

Staying hydrated is good for your health and can also help with weight loss. Drinking enough water replenishes the body and helps your metabolism. How much is enough? Pay attention to your urine color. Pale and clear means you're well hydrated.

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

Jessica Noonan SPHR
Director of Human Resources
PHONE 207-893-7752
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

Samantha Smith
HR Representative
PHONE 207-893-7753
ssmith@sjcme.edu

Linda Quigley
Data Entry Assistant
PHONE 207-893-7780
lquigley@sjcme.edu

Understanding Your HSA Plan Prescription Benefit

This plan includes cost sharing between you and CIGNA. Cost sharing is when you and the medical carrier each pay a portion of the medical expenses. Cost sharing can be in the form of a deductible, copay or a percentage of cost. A deductible is the portion of your covered medical expense that you are responsible for paying until you reach either \$3,000 per individual, \$6,000 per family for the HSA Medium plan or \$5,000 per individual or \$10,000 per family for the HSA Low plan. Once you have met the deductible, the plan will begin to pay for all or a portion of covered medical expenses. A requirement of an HSA plan is that all in-network non-preventive drugs be subject to the deductible. When purchasing the drug, you will be responsible for paying the full negotiated rate for that drug until the deductible is met. Once the deductible is met, any future in-network drug prescriptions will be charged a co-pay as noted below. There is no coverage for drugs purchased out of network.

All Other RX Retail (per 30-day supply):

Generic: You pay \$15
Preferred Brand: You pay \$40
Non-Preferred Brand: You pay \$70

All Other RX Retail and Home Delivery (per 90-day supply):

Generic: You pay \$30
Preferred Brand: You pay \$80
Non-Preferred Brand: You pay \$140

If the prescription is for a Preventive Drug, the deductible and copay will not be applied. A list of preventive drugs are included with this issue as well as in the Company Corner in Liazon Bright Choices. This applies to drugs for: Hypertension, high cholesterol, diabetes, asthma, osteoporosis, stroke, prenatal nutrient deficiency, prescription vitamins.

For any question on this or any other benefits, please contact Heidi Jacques 893-7756 or [hjacobes@sjcme.edu](mailto:hjacques@sjcme.edu).