

## Mercy Week 2017

Have you heard the buzz about Mercy Week this year? It's going to be a great celebration and we hope you will participate in the many planned programs. The entire Saint Joseph's College community will celebrate Mercy Week from Sunday, September 24 to Friday, September 29, 2017. Events are scheduled throughout the week offering a variety of opportunities. Check out the Mercy Week web page to see what's going on and make plans to participate (use link at the bottom of this email).

Some of the programs include:

- Mobile Mercy Teas
- Mercy Week Photo Booth
- VIP (Values in Practice) Colloquium
- SJC Footsteps of Catherine McAuley
- Catherine McAuley Birthday Celebration

Sponsored by the Office of Sponsorship and Mission Integration and planned by a College-wide Work Group, we hope you will take some time during this special week to participate and celebrate Catherine McAuley and our Mercy heritage.



## **Tuition Remission and Tuition Exchange Benefit Meeting**

Do you have a child attending college next year? If yes, the Human Resources Department will be hosting an informational meeting on Tuesday, September 19<sup>th</sup>, at 2:00 PM in the Sister Mary Kneeland Dining Room.

The tuition remission and tuition exchange programs offer children (IRS defined dependents) of benefit-eligible Faculty and Staff the opportunity to explore higher education options at Saint Joseph's College as well as 500+ other colleges for the 2018/2019 academic year.

This discussion includes the application process from start to finish, including forms, documents and deadlines. In addition, you will have the opportunity to ask questions regarding this valuable benefit.

If your son/daughter will be renewing their application for the 2018/2019 academic year, please renew your tuition exchange application and **submit it to Human Resources by October 20, 2017.**

## **Healthy Smiles Help Keep Kids in School**

Healthy smiles improve kids' confidence and help them succeed in the classroom. Conversely, unhealthy smiles can keep them from attending school and making the grade.

Even at school, oral health issues can distract kids and may cause them to fall behind in coursework. Untreated dental problems can be painful and embarrassing and can cause kids to have a difficult time participating or concentrating. Serious tooth decay can also affect overall health and lead to problems eating, speaking and learning.

Everyone wants kids to succeed at school! Here are some tooth care tips to help keep students smiling and concentrating in the classroom.

- Make sure all surfaces of the **teeth are brushed with fluoride toothpaste twice a day.**
- Gently **brush teeth for two minutes** each time and pay special attention to the gum line.
- **Floss teeth** at least once a day.
- **Pack a healthy lunch.** Limit not only sugary snacks, but also high-starch or refined carbohydrate foods. These foods include chips, pretzels, cookies, white bread and dried fruits, even raisins.
- **Send milk or water** instead of juice to help wash down lunch. The bacteria that cause tooth decay thrive on simple sugars, especially those in sticky foods and drinks.

## Faculty and Staff Annual Celebration

Reminder: In an effort to capture achievements recognized during this annual celebration, we ask that you forward information to Human Resources regarding any accomplishments completed throughout the year.

## Be Well

**Prostate Health Tip:** Men age 50 and older, or age 40 with risk factors, should discuss the Prostate Cancer screening with their doctor to see if it's right for them. Prostate cancer is the second leading cause of cancer-related deaths in men. Every year, 1 out of 7 men are diagnosed with prostate cancer. The most effective solution to treating cancer is early detection.

CIGNA members can earn \$75 for completing their annual physical and \$50 for completing the prostate cancer screening. Schedule yours today!

### **Cholesterol Quick Tip:**

HDL is the happy or good cholesterol number. LDL is the lousy or bad cholesterol number. Keeping them both in check is essential! CIGNA members can earn \$50 if their total cholesterol level is less than or equal to 239 mg/dl

There will be a Lunch and Learn on Wednesday, September 27th in the Hall of Fame room at Noon. Sheri Piers, Director of the Student Health Center, will be "Breaking Down the Numbers" and giving a presentation on cholesterol education. If you would like to attend email

[wellness@sjcme.edu](mailto:wellness@sjcme.edu)

## Working Out for Real Life

Functional fitness makes it easier to do the things you do every day - like carrying groceries or playing a game of tag with your kids. Functional fitness emphasizes balance, strength, power and flexibility for everyday movements. Here are some basic moves and equipment that can help you get fit for real-life exercises.

### *Power:*

Functional exercises

- Plyometrics - jump training
- High-intensity interval training
- Jump rope or hopscotch

Everyday benefits - helps you with dancing, climbing into a bus or truck and preventing a fall on slippery surfaces

### *Range of motion:*

Functional exercises

- Stretching
- Yoga
- Water exercise

Everyday benefits - helps you with bending to tie shoes, reaching overhead, swinging a golf club or rowing a boat



### *Stability & balance:*

Functional exercises

- Exercise ball - large rubber ball, also called a stability ball
- Tai chi - a form of martial arts
- Wobble board - board supported by a ball the rocks or wobbles

Everyday benefits - helps you with gardening, stepping onto a curb, and walking on stairs or uneven terrain.

### *Strength:*

Functional exercises

- Strength training - using weights or resistance bands
- Kettlebells - ball-shaped weights with a handle
- Pilates - low impact strength exercises that focus on core strength

Everyday benefits - helps you with pushing a shopping cart, lifting packages, washing a car or scrubbing windows.

\*This is intended to be general health information and not medical advice or services. You should consult your doctor for medical advice or services, including seeking advice before undertaking a new diet or exercise program.

## Legal & Identity Theft Support

Legal and identity theft support are just two of the many ways your employer helps you manage life's many challenges. Whether you need help finding a lawyer or you've become a victim of identity theft, we're here to listen and connect you with the experts and information you need. And it's all available to you at no cost through your **Cigna Employee Assistance Program (EAP)**.

### **Legal Support:**

For support with legal issues, you can receive a referral to a licensed attorney for a free 30-minute consultation, over the phone or face-to-face. You can also take advantage of:

- 25% discount on most legal services
- Extended legal support for other members of your household

### **Identity Theft Support:**

To help recover from identity theft and learn how to better protect yourself in the future, take advantage of a 60-minute consultation with a fraud resolution specialist. The specialist can help with:

- Who to notify & how
- Forms and letters to report & itemize fraudulent activity
- How to dispute fraudulent debts
- Obtaining & monitoring your credit report every four months
- Placing a fraud alert or credit freeze on your credit file (if allowed by state law)
- Taking future preventive actions

Call 888.371.1125 or log in to [CignaBehavioral.com](http://CignaBehavioral.com)  
Have your employer ID handy: **sjcme**

## VALIC Onsite Sessions

VALIC Financial Advisor, Rick Esten, will be available to meet with you one-on-one and answer any questions that you have about retirement planning and financing.

Appointments are available on the following dates:

- September 13th and 28th
- October 10th and 26th
- November 8th and 27th
- December 4th and 18th

Please use the scheduler link below to book your appointment.



## 2018 Holiday Schedule

In 2018, Saint Joseph's College will observe the holidays listed below:

- New Year's Day
- President's Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Columbus Day
- Day before Thanksgiving, College closes at noon
- Thanksgiving Day
- Thanksgiving Holiday (Friday)
- Christmas Eve, College closes at noon
- Christmas Day
- Christmas Extended Holiday (4 days)

## VALIC Savings Matters

SAVING : INVESTING : PLANNING

### Getting the Big Picture with a Financial Advisor

With so many details, products and strategies in front of us, it's easy to get lost in the minutiae of managing our personal finances. Some people feel so overwhelmed that they may avoid investing entirely, which can shortchange their future. It doesn't need to be that way. Consider making an appointment with a professional financial advisor. He or she can help you gain perspective and formulate a personalized plan that works for you.

#### The value of confidence

Gaining the confidence that you are on the right path may be one of the more valuable benefits of working with an advisor. He or she can show you strategies to help meet short, medium and long term financial goals, without any confusing industry jargon. An advisor can help you develop a clear picture of the steps you need to take, and work with you to make adjustments when life throws changes in your path.

#### Don't get emotional

Let's face it: we all make mistakes. When it comes to our finances, mistakes have the potential to get very expensive. Working with an advisor may help avoid some of the most common investor mistakes.

Take our emotional responses to market changes for example. When stock market values drop, a common reaction is to try and avoid losses. The problem is that by the time we sell, the damage has likely already happened and we would be locking in our losses. The reverse is also true: when markets are climbing, we want to jump on board in the hope of making a profit. Too often, the assets have already appreciated and we would end up buying at a higher cost. An advisor can help us take a step back and keep our emotions in check. By creating a financial plan and sticking to it, an advisor can help us stay on the path, whether it's raining or sunny.

#### Your other financial goals

Saving for retirement may be your biggest financial goal, but good financial management covers more than retirement. Your financial advisor is in a unique position to show you the "big picture" view of your finances and help you pursue all your financial goals, in addition to helping with other challenges and considerations such as:

- > Family - Are you caring for elderly relatives? Special needs children?
- > Risk tolerance - How do you feel about stock market volatility?
- > Time horizon - How long until you need the money?
- > Longevity - Did your elders live longer or shorter than average?
- > Other goals - Do you plan to start a business or buy a second home?
- > Estate plan - What will happen to your assets when you pass on?
- > Legacy - Do you intend to fund a favorite nonprofit cause?

#### It's your life

What you get out of meeting with a financial advisor is largely up to you. You decide what is important to you, what your priorities are and what your goals are. The financial planning process begins with a comprehensive study of your financial situation, values and objectives. This helps develop a clear picture of your current financial status, and once you have that kind of clarity a prioritized list of goals starts to emerge. With that information, VALIC employs sophisticated planning software to develop a personal plan that becomes the blueprint to help you reach your financial goals. With your plan, your advisor will help you develop detailed financial strategies to help meet your current needs and future financial goals.

Want to learn more? Call your local VALIC financial advisor Rick Esten at 207-650-0324 or contact VALIC client care at 1-800-448-2542

## Employee Assistance Program:

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

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

Kristine A. Avery  
SPHR, SHRM-SCP  
AVP & CHRO  
PHONE 207-893-7755  
[kavery@sjcme.edu](mailto:kavery@sjcme.edu)

Jessica Noonan  
SPHR, SHRM-SCP  
Director of HR  
PHONE 207-893-7752  
[jnoonan@sjcme.edu](mailto:jnoonan@sjcme.edu)

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

Jackie Cattabriga '03  
HRIS Analyst  
PHONE 207-893-7758  
[jcattabriga@sjcme.edu](mailto:jcattabriga@sjcme.edu)

Samantha Smith '10  
SHRM-CP  
HR Generalist  
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)

## Policy Reminders: Tobacco Free Campus

### Purpose:

Saint Joseph's College joined the American College Health Association (ACHA) in supporting the findings of the Surgeon General that tobacco use in any form, active and passive, is a significant health hazard. SJC further recognizes that second-hand smoke is classified as a Group A carcinogen by the United States Environmental Protection Agency. This policy may have an immediate effect on individuals who use tobacco; therefore, SJC provides prevention, education and cessation resources to all members of its community.

### Mandatory Participation:

Faculty, staff, students, alumni, contractors, vendors, visitors

### Policy:

Saint Joseph's College is committed to providing a healthy working and learning environment for the entire campus community. To support this initiative, the College is a tobacco-free campus. The purpose of this policy is to reduce harm from tobacco use and secondhand smoke, provide an environment that encourages persons to be tobacco-free, and promote a campus culture of wellness.

This policy applies to faculty, staff, students, alumni, contractors, vendors and visitors. The use of tobacco and all smoking products are not permitted on any college-owned property, which includes but is not limited to, buildings, college grounds, rights of way, parking areas, walkways, recreational and sporting facilities and college-owned vehicles. In addition, the use of tobacco and all smoking products are not permitted in personal vehicles while on the College property.

Tobacco use by definition includes the possession of any lighted tobacco products: cigarettes, pipes, cigars, or the use of any type of smokeless tobacco including smokeless cigarettes, electronic cigarettes (vapors), or chewing tobacco.

### Procedure:

Appropriate signage is throughout the College to inform members of the campus community and visitors of the Tobacco-Free Campus Policy.

The policy will be communicated in appropriate college publications and contracts. College publications include but are not limited to electronic and print communications, handbooks, brochures and other college-generated materials.

The policy relies on the courtesy and cooperation of the entire campus community. All members of the SJC community, including vendors and visitors, will observe this policy.