INDIANA UNIVERSITY SOUTH BEND
HUMAN RESOURCES NEWS

Welcome to IU South Bend

Please join the Office of Human Resources in welcoming our new employees to campus!

Keith Dawson Registrar
Mandi Austin Custodian
Connie White Custodian
Melissa Foster Radiology

HOLIDAY TRIVIA

1. In what year did Hershey’s start wrapping its Kisses in holiday colors?
   a. 1962       c. 1958
   b. 1971       d. 1980

2. When did Macy’s first feature window displays with a Christmas theme?
   a. 1852       c. 1899
   b. 1874       d. 1906

3. What year did Maulana Karenga, a Professor and Chairman of Black Studies at California State University at Long Beach, create Kwanza?
   a. 1961       c. 1973
   b. 1966       d. 1984

4. In what year was the New Year’s ball first dropped in New York City’s Times Square?
   a. 1900       c. 1906
   b. 1902       d. 1916

See page 2 for answers

A MESSAGE FROM JIM BOGER

I would like to take the opportunity to introduce myself. I am the new Director of Human Resources and Career Services at IUSB. I started in October returning to Indiana from Vermont. Most of my career has been in executive HR and operation positions in the corporate world where I managed global HR services in the USA, Asia, Europe, Australia and South America working for international companies such as CST/Level3 and Burton Snowboards. I am a proud graduate of IUSB as well as Webster University and Harvard University.

I wanted to give you an update of what we are currently doing in HR. In the next newsletter I will be providing you with updates in Career Services.

Beyond the daily delivery of services that Judi, Jill, Angela and I provide we are also assessing the current human resources services and functions. We are engaged in an assessment process matching the current level of HR services and functions against what is considered best practices in the world of HR for 2014/15. From this assessment we will be developing a short and long term business strategy that will address some new functional elements and evolution of some existing services. The areas we will most certainly be addressing are: recruiting/hiring/onboarding, performance management programs and data collection/metrics. Updates on these changes will be provided in the newsletter as they occur.

I look forward to working with everyone at IUSB. If you are near HR stop by. Stay tuned for the next newsletter where I’ll provide an update on the exciting things Kim, Maureen and I are working on in Career Services.
### DECEMBER ANNIVERSARIES

<table>
<thead>
<tr>
<th>NAME</th>
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<tbody>
<tr>
<td>Tabitha Kingsbury</td>
<td>3</td>
<td>Linda Gilliland</td>
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<tr>
<td>Layla Wallace</td>
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<td>Susan Bendy</td>
<td>14</td>
</tr>
<tr>
<td>Michelle Hairstson</td>
<td>4</td>
<td>Tamea Rector</td>
<td>14</td>
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<td>Judy Houston</td>
<td>4</td>
<td>James Yocom</td>
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<td>Jeanette Frick</td>
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<td>Helene Cooper</td>
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<td>Jennifer Green</td>
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<td>Michael Fletcher</td>
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<td>Deborah Richards</td>
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<td>Larry Miller</td>
<td>7</td>
<td>Darrell Sanders</td>
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<td>Christine Weingart</td>
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<tr>
<td>Teresa Sheppard</td>
<td>8</td>
<td>Linda Schultz-Heidrich</td>
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</tbody>
</table>

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**IUSB CAMPUS One-on-One Retirement Planning Counseling**

**University Human Resources – Retirement Program Services Visits**

<table>
<thead>
<tr>
<th>Date</th>
<th>Building or Room</th>
<th>Times</th>
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<tbody>
<tr>
<td>April 1</td>
<td>Admin Bldg, Room 243C</td>
<td>9:00 a.m. – 3:00 p.m.</td>
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To schedule an appointment email retplans@iu.edu or call 812-856-5191

*Phone meetings may also be scheduled on any day or time*

**TIAA-CREF Visits**

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<tr>
<td>January 22</td>
<td>Admin Bldg, Room 243C</td>
<td>9:00 a.m. – 4:00 p.m.</td>
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<tr>
<td>February 10</td>
<td>Admin Bldg, Room 243C</td>
<td>9:00 a.m. – 4:00 p.m.</td>
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</table>

Please visit [http://www1.tiaa-cref.org/tcm/indiana/index.htm](http://www1.tiaa-cref.org/tcm/indiana/index.htm) or call 800-732-8353

**Fidelity Visits**

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<td>Admin Bldg, Room 243C</td>
<td>9:00 a.m. – 4:00 p.m.</td>
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Please visit [http://plan.fidelity.com/indiana](http://plan.fidelity.com/indiana) Or call 800-642-7131

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**Holiday Trivia Answers:**

1. a) 1962  
2. b) 1874  
3. B) 1966  
4. C) 1906

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**Happy Holidays**
2015 HEALTH CARE REMINDERS

PPO HDHP

- New ID cards will be issued for 2015.
- As stipulated by the IRS the annual deductible will increase from $1,250 employee-only/$2,500 all other coverage levels to $1,300 and $2,600 respectively.
- The University’s contribution to the employee’s HSA will increase in line with the deductible to $1,300 employee-only/$2,600 for all other coverage levels.

**Health Savings Account (HSA)**

**Change in HSA management**

Due to JP Morgan Chase’s business decision to sell their HSA business, new HSA banking arrangements have been made for 2015. This in no way affects employees’ ability to spend their Chase HSA balances in 2015 and beyond.

- The University has engaged Nyhart to manage employee HSA accounts using Healthcare Bank.
- Using Nyhart has the advantage of a single debit card and single web account for those participating in both the HSA and TSB.
- New debit/Visa cards will be issued in December.

**What the change to Nyhart means to you**

- Online functionality such as account balance, bill pay, transfer funds, and online trades will continue.
- You will still not have to submit claim forms.
- If you did not authorize the move of your account balance to Nyhart during Open Enrollment you will have two separate HSA accounts.
- Account funds will not be accessible via an ATM.

**IMPORTANT REMINDERS**

**Health Savings Account (HSA)**

- The November 26 paycheck will be the final paycheck in 2014 for monthly paid faculty and staff.
- The December 2014 paycheck will be paid on Friday, January 2, 2015.

**PRIORITY YEAR HOLIDAY REMINDER**

- Staff need to use any remaining prior year (2013) holiday hours by the last full pay period of the year.
  - Biweekly paid staff is December 20, 2014
  - Monthly paid staff is December 31, 2014.

**Tax Saver Benefit Plan (TSB)**

You must enroll each year if you want to participate in the TSB – either the Healthcare Reimbursement Account or the Dependent Care Reimbursement Account. Participants in these plans are now required to complete a Direct Deposit Authorization form before reimbursements can be sent from the account. Forms are available at [https://iu.nyhart.com/](https://iu.nyhart.com/)

**Healthcare Reimbursement Account** –

- IU has implemented a new carry-over provision for the TSB Healthcare Reimbursement Account for 2015.
  - Beginning with accounts established in 2015, there will no longer be a two month grace period. Instead, IU will allow a carry-over of up to $500 of unused TSB funds into a new account in the following plan year. Expenses for the 2015 plan year must be incurred from January 1 through December 31, 2015. Any funds in the account at the end of the plan year that are in excess of $500 will be forfeited.

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PAGE 3
Breakfast Slab Pie

Serves 12 generously or 15 small

Crust
3 3/4 cups all-purpose flour (feel free to replace up to half with whole-wheat)
1 1/2 teaspoons table salt
3 sticks unsalted butter, very cold
3/4 cup very cold water

Filling
1 pound Yukon gold potatoes, peeled if desired, cut into 1/2-inch slices
10 ounces spinach (baby, “grown-up,” or frozen)
1 cup coarsely grated sharp cheddar cheese
4 scallions, thinly sliced
11 large eggs + 1 large egg white (you’ll use the yolk in a minute)
1 teaspoon kosher or coarse sea salt, plus more to taste
Freshly ground black pepper

To finish
1 large egg yolk (leftover from filling)
1 teaspoon water

Make pie crust: Whisk together flour, and salt in the bottom of a large, wide bowl. Using a pastry blender, two forks, or your fingertips, work the butter into the flour until the biggest pieces of butter are the size of tiny peas. (You’ll want to chop your butter into small bits first, unless you’re using a very strong pastry blender in which case you can throw the sticks in whole, as I do.) Gently stir in the water with a rubber spatula, mixing it until a craggy mass forms. Get your hands in the bowl and knead it just two or three times to form a ball. Divide dough roughly in half (it’s okay if one is slightly larger). Wrap each half in plastic wrap and flatten a bit, like a disc. Chill in fridge for at least an hour or up to two days or slip plastic-wrapped dough into a freezer bag and freeze for up to 1 to 2 months (longer if you trust your freezer more than I do). To defrost, leave in fridge for 1 day.

Heat oven to 375 °F. Line bottom of 10x15x1-inch baking sheet or jellyroll pan with parchment paper.

Prepare filling: Place potatoes in a medium saucepan and cover with cold water. Bring to a boil, then reduce to a simmer, cooking for 7 to 10 minutes, until potatoes are tender but not falling apart. Drain.

Wash spinach but no need to dry it. Place wet spinach in a hot skillet and cook until it just wilts. Drain in a colander, pressing or squeezing out as much liquid as possible. You should have about 1 cup of spinach once wilted and squeezed. If spinach leaves were large, you might want to roughly chop the squeezed-out piles of spinach before adding it to the filling.

Assemble pie: On a lightly floured surface, roll one of your dough halves (the larger one, if you have two different sizes) into an 18-by-13-inch rectangle. This can be kind of a pain because it is so large. Do your best to work quickly, keeping the dough as cold as possible and using enough flour that it doesn’t stick to the counter. Transfer to your prepared baking sheet and gently drape some of the overhang in so that the dough fills out the inner edges and corners. Some pastry will still hang over the sides of the pan; trim this to 3/4-inch overhang.

Layer vegetables evenly over bottom pie crust. If using the fillings that I did, beat 11 whole eggs and 1 egg white lightly and pour over vegetables. If you’ve used other fillings, you might find that you need more or fewer eggs to mostly fill (I did not want to fill the crust to the top with eggs, as it would have been more difficult to bake without filling) the bottom crust; if you’re nervous, just beat a few eggs at a time and pour them in until your filling reaches the desired level. Sprinkle with salt and many grinds of black pepper.

Roll the second of your dough halves (the smaller one, if they were different sizes) into a 16-by-11-inch rectangle. Drape over filling and fold the bottom crust’s overhang over the edges sealing them together. Cut only a couple tiny slits in the lid to act as vents — too many or too big, and the filling will want to leak out before the eggs set. Beat remaining egg yolk with 1 teaspoon water and brush over lid.

Bake pie: Until crust is golden and filling is set, about 40 to 45 minutes. Transfer to a wire rack and cool a bit before cutting into squares.

For more recipes please visit: http://smittenkitchen.com/
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Your HR Department now has a Facebook page. Please take the time to visit our page, “like” it, share it with your friends and visit often. Here is the link:

VISIT US ON PINTEREST AND TWITTER TOO!

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Fax: 574-520-5559
https://www.iusb.edu/human-resources/

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Office of Human Resources
Mission

The Mission of the Human Resources Department is to treat each person as a valued customer while administering consistency in upholding University policies and benefit administration and in turn contributing positively to the success of Indiana University South Bend.