INDIANA UNIVERSITY SOUTH BEND
HUMAN RESOURCES NEWS

TRIVIA

1. Before the introduction of the hair dryer in 1920, what common household appliance was promoted for its hair drying ability?
2. How many windows are there in the 102-story Empire State Building?
3. What are roller coasters classified as by the U.S. Patent Office?
4. Between 1835 and 1837 a now perennial feature of American life was blissfully absent. What was it?
5. John Jay, John Marshall, Roger B Taney, and Salmon P. Chase were all chief justices of the U.S. Supreme Court. What other distinction did they share?

Answers on page 4

Personal Health Records (PHR)

IU has partnered with NoMoreClipboard to provide a voluntary Personal Health Record, or PHR, for employees and adult family members age 18 and older who are covered by an IU-sponsored medical plan.

The PHR is an online, portable tool that allows employees and eligible dependents to create an account to compile, manage, and share personal health information with physicians, providers, and family members in a secure, protected location. Employees are also able to use the PHR to store information for minor dependents.

The PHR allows users to:

- Securely access medical information via the web 24x7x365.
- Document medical history, medications, immunizations, medical provider list, family medical history, plan information, etc.
- Send medical history and other “paperwork” to the doctor’s office ahead of scheduled visits.
- Receive electronic information from a doctor’s office, like lab results.
- Store scanned documents such as living wills and power of attorney.
- Store medical history, information, and documentation for minor dependents.
- Authorize accounts for family members to help organize medical information, immunizations for a child’s school, etc.

Because the PHR is designed to interface with other healthcare applications, such as physician electronic medical record systems, it can increase the legibility, accuracy, and completeness of medical information. This improves communication and coordination of care, and reduces medical errors and unnecessary costs.

The PHR is also important in helping employees manage medical services and care over the course of a lifetime and to connect medical records between family members and providers.

Review sample screen shots of the PHR.

HR NOW ON FACEBOOK, PINTEREST AND TWITTER

Make sure to follow us on social media for all the latest news and happenings from your HR Department.

Facebook and Pinterest will cover everything from events to job openings to general announcements for employees.

Twitter will be another resource for seeing job openings on the campus.

Make sure to follow us on all three sites to have the most up to date information.

Here are the links for our sites:

Facebook
Pinterest
Twitter
## JUNE ANNIVERSARIES

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For more pictures please visit us on Pinterest or Facebook.

Kelly Eberhart
Alumni Relations

Masters in Social Work
10 TIPS FOR STAYING HEALTHY IN SUMMER

By: Elson M. Haas, M.D.

1. Stay cool and hydrated. Drink water, at least two to four cups (16-32 ounces) upon rising, and similar amounts if you are going out for activities and exercise. Carry water with you in a hard plastic container (more stable polycarbonate rather than polyethylene that leaches plastic into the water). You may also use a traveling water filter. Most people need two to three quarts of liquid per day, and more in hot weather or with sweating and exercise.

2. While enjoying the sun and outdoors, protect yourself from overexposure to sunlight by wearing a hat and using natural sunscreens without excessive chemicals. Carry Aloe Vera gel for overexposure and have an aloe plant growing in your home for any kind of burn. The cooling and healing gel inside the leaves will soothe any sunburn. It works great.

3. Keep up or begin an exercise program. Aerobic activity is important for keeping the heart strong and healthy. If you only work out in a health club, take some time to do outdoor refreshing activities -- hiking, biking, swimming, or tennis. Reconnecting with these activities will help keep your body and mind aligned.

4. Enjoy Nature's bounty – fresh seasonal fruits and vegetables at their organic best. Consuming foods that are cooling and light -- fresh fruits, vegetable juices, raw vital salads, and lots of water -- will nourish your body for summertime activities. Include some protein with one or two meals. There are a number of light, nourishing proteins that don't require cooking. Most of these complement fruits and vegetables nicely-- nuts, seeds, sprouted beans, soy products, yogurt, kefir, and cottage cheese. Fish and poultry can also be eaten.

5. Use the summer months to deepen the spiritual awakening begun in the spring. Begin by checking your local bookstore or the web for ideas that interest you. Plan a vacation that incorporates these new interests and provides you time to read, relax, contemplate, and breathe.

6. Take some special summer time with your family, kids, and friends who share the enjoyment of outdoors. Plan a fun trip if you're able and motivated for a day or longer -- hiking in the wild, camping, playing at the river, or a few days resting at the ocean. Rekindling our Earth connection has benefits that last beyond this season, continuing to enrich the whole of your life.

7. Relax and breathe. You've been working hard. This is the season to slow the pace a bit and absorb the light that stimulates your hormonal message center. Leave your cell phone at home or take a week off from TV. In many European countries, most of the population has a month off during the summer.

8. Sun teas are wonderful. Use flowers and leaves (or tea bags) in a clear half- or one-gallon glass jar filled with spring water. Hibiscus or red clover flowers, peppermint, chamomile, or lemon grass are all good choices, or use your local herbs and flowers that you learn are safe, flavorful, and even medicinal. Leave in the sun for two hours or up to a whole day. Moon teas can also be made to enhance your lunar, dreamy side by letting your herbs steep in the cooling, mystical moonlight. Add a little orange or lemon peel, or a sprig of rosemary and a few jasmine flowers.

9. Nutritional supplements can support you with a greater amount of physical energy, enhancing your summer activities. The B-complex vitamins are calming to the nervous system and helpful for cellular energy production, while vitamin C and the other antioxidants protect your body from stress, chemical pollutants, and the biochemical by-products of exercise. Helpful summer herbs are Siberian ginseng as an energy tonic and stress protector, Hawthorn berry is good for the heart, and licorice root will help energy balance and digestion.

10. Above all, give yourself the time to truly experience Nature. This can happen, even in a city park, if you relax and let in your surroundings. When traveling, take activities for the family and your first aid kit for bites, bee stings, and injuries. Check for ticks after your hikes. Watch for overexposure, take time in the shade, and drink your water.
IU South Bend Human Resources Website

Have you visited the IU South Bend Human Resources website lately? If not, here is a link to the site so you can explore:
https://www.iusb.edu/human-resources/index.php

While on the web page you can take an online tour of the campus, read previous HR newsletters, explore job opportunities, check the holiday schedule and the paycheck dates. Links to this information can be found on the left hand side of the page.

Many of the forms you need are also available there. These are the most up to date forms so please do not save them, always come back to this page to be certain you have the most recent form.

TRIVIA ANSWERS
1. The vacuum cleaner – which could be converted by attaching a hose to the exhaust.
2. 6,000
3. Scenic railways. The classification was first used for roller coasters in 1886.
4. The national debt.
5. They never went to law school.

Annie’s Fruit Salsa and Cinnamon Chips

Makes 10 servings
2 kiwis, peeled and diced
2 Golden Delicious apples, peeled, cored and diced
8 oz. raspberries
1 pound strawberries
2 T. white sugar
1 T. brown sugar
3 T. fruit preserves, any flavor
10 10 inch flour tortillas
Butter flavored cooking spray
2 T. cinnamon sugar

DIRECTIONS:
In a large bowl, thoroughly mix kiwis, Golden Delicious apples, raspberries, strawberries, white sugar, brown sugar and fruit preserves. Cover and chill in the refrigerator at least 15 minutes.

Preheat oven to 350 degrees F (175 degrees C).

Coat one side of each flour tortilla with butter flavored cooking spray. Cut into wedges and arrange in a single layer on a large baking sheet. Sprinkle wedges with desired amount of cinnamon sugar. Spray again with cooking spray.

Bake in the preheated oven 8 to 10 minutes. Repeat with any remaining tortilla wedges. Allow to cool approximately 15 minutes. Serve with chilled fruit mixture.

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Office of Human Resources
South Bend Campus
Job Line Phone: 574-520-4182
Fax: 574-520-5559
1700 Mishawaka Avenue
South Bend, IN 46615

https://www.iusb.edu/human-resources/

Sara Ermeti - Director, Human Resources
574-520-4398
sermeti@iusb.edu

Judi Poelvoorde - HR Representative/Recruiter
574-520-4850
japoelvo@iusb.edu

Jill Keller – Benefits Counselor
574-520-4358
jikeller@iusb.edu

Jamie Klingerman – HR Assistant Intern
jkklinge@iusb.edu

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.