Welcome to IU South Bend

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

Nicole Micolichke Housing
Anne Richmond Academic Affairs
Miguel Echeverria Facilities Management
Ryan Maure UA-VPIT
Mark Charles Facilities Management
Christine Cummings ARC
Adam Ference Facilities Management

TRIVIA

Name the term for these animals as babies:

1. Camel
2. Coyote
3. Kangaroo
4. Llama
5. Sheep
6. Skunk
7. Deer
8. Goat
9. Gorilla
10. Platypus

Answers on page 4

Your Health Your Way Wellness Book Club

What is 66 Square Feet About?

It's about gardening in tight spaces. It's about how to live with a man and a cat in a tiny apartment with a tiny terrace. It's about photos, and friends, and inspiration and blackspot on the roses. It's about food and cooking over an open flame. It's about wine. And water. And watering...And picnics. It's about seasons without and within. It's about New York, and about South Africa. It's about where I go, and what I come back to: a terrace twelve-and-three-quarters by five-and-a-quarter feet wide.


If interested in learning more about joining the Your Health Your Way Book Club please email Sara Ermeti, [sermeti@iusb.edu](mailto:sermeti@iusb.edu)
Walking Membership to the SAC.

For the 2013 Fall semester Your Health Your Way will cover all FT employees interested in a walking only membership (this means using the track only) at the SAC. You will need two items in order to take advantage of this membership sponsored by our wellness initiatives:

- Your employee ID that will need to be presented at the SAC desk;
- A Your Health Your Way red bracelet that can be picked up either in the HR office (Admin. 223) or at the SAC desk.

Each time you walk you will need to present both items to the staff at the SAC desk so that they know which membership that you have. Please note this is just for the walking track, not the weight room or fitness classes. In December we will assess the usage of the track to determine continuation.

Winter Walker’s Special at the SAC

For the second year in a row the SAC is offering a special walking program to get us through the winter months! Come join your coworkers in a warm, snow and ice free environment!

When: Monday, October 14, 2013- Friday, March 14, 2014 all part time employees and their walking partners (IU or non-IU) can utilize the SAC track for the price of $40 for this timeframe only.

How: Each time that you walk you will need to present your employee ID to the staff at the SAC desk. Please note this is just for the walking track, not the weight room or fitness classes. Your walking partner, if a non-IU employee, would also pay the same fee and would have access to the track only when you are present.

For SAC hours please always confirm with the SAC website in case any changes have occurred due to events and/or maintenance needs:
http://www.iusbtitans.com/f/Student_Activities_Center/www.iusbtitans.com/f/Student_Activities_Center/Calendar_and_Hours.php
Did You Know? Useful Tips on Walking and Fitness

By: JoAnn Taylor | The Walking Connection  http://beta.active.com/walking/articles/did-you-know-useful-tips-on-walking-and-fitness

**Side walk!** Walking sideways burns 78% more calories than walking forward. Lateral motion takes extra effort by putting your body to work in unfamiliar ways.

**Walk away from trouble.** A study done at the University of Pittsburgh found that postmenopausal women who had walked regularly for more than a decade, avoided heart disease, falls, hospitalization and surgeries far more successfully than their inactive peers.

**A walker's motto:** "Always be prepared." Keep a pair of your old walking shoes in your car. You never know when you'll have the opportunity to squeeze in a 10-minute walk.

**Why weight?:** A weight gain of 11 - 18 pounds increases your risk of heart disease by 25%. More than 25 pounds and your risk goes up 200% - 300%.

**New soles!** Your walking shoes should be replaced about every 500 miles. Special tip: buy two pairs of shoes to walk in. Wear one pair to walk regularly in and wear the other pair just on Sundays. When you begin to feel the difference between the two pairs of shoes, it’s time to buy a new pair of shoes. Now use your previous Sunday pair for your regular walks and your new shoes as your Sunday pair.

**Head for the hills!** To increase body toning, cardiovascular fitness and calorie burn, walk uphill.

Keep on walking. About 80% of hospital admissions are the result of bad health habits such as leading a sedentary lifestyle. Don’t let you or some one you love become a statistic. Get them up, out and walking!

**A good idea.** Freeze water in your water bottle. It will melt slowly while you walk so you'll have a constant supply of cold, refreshing water.

**Roughing it!** Walking on a rough but level track requires 50% more energy than walking on a paved road.

**In the fast lane!** Do you know how fast you are walking? To get a close estimate, count the number of steps you take in a minute and divide by 30. For an example, if you take 120 steps you would be walking about 4 mph.

**Fight the fat!** Blend equal portions of nonfat yogurt with your favorite salsa for a fat-free, low-calorie dressing for salads, chicken and fish.

**A little bit goes a long way.** The risk of heart disease, high blood pressure, cancer and diabetes can be reduced just by taking the dog for a walk, climbing the stairs or sweeping the driveway.

**Coming Soon!!! Open enrollment meetings.**

Meeting time and place to be announced. Watch your email and the Bulletin Board for more information. Please plan on attending one of the sessions to learn about any plan changes for 2014.

Remember, changes take effect on January 1, 2014.
IU South Bend Human Resources Website

Did you know you can find the most commonly needed forms for human resources located on our web page?

- Accident/Injury forms
  - Occupational Injury/Illness Report
  - Authorization for Medical Records
  - Emergency Room Treatment Authorization Form
- Corrective Action Forms
  - Bargaining
  - Non-Bargaining
- Family and Medical Leave Act Forms (FMLA)
  - Certification of Qualifying Exigency for Military Family Leave
  - Certification for Serious Illness or Injury of Covered Service Member
  - Definition of Serious Health Conditions
  - Form 1 Leave Notice of Designation, Request and Approval
  - Essential and Marginal Job Functions Worksheet
  - Medical Certification for Employee
  - Medical Certification for Family
  - Intent to Return and Fitness for Duty/Medical Release
  - Medical Recertification Request
  - FMLA Tracking Sheet
- Personal Data Change Form
- Personnel Appointment Request (PAR)

TRIVIA ANSWERS
1. Camel – Calf
2. Coyote – Whelp
3. Kangaroo – Joey
4. Llama – Cria
5. Sheep – Lamb
6. Skunk – Kit
7. Deer – Fawn
8. Goat – Kid
9. Gorilla – Infant
10. Platypus - Puggle

SAVORY BAKED APPLES
2/3 c. fat-free, lower sodium chicken broth
1/3 c. uncooked brown rice
1/3 c. dried cranberries
1/3 c. apple cider
4 large Rome apples, cored
1 1/2 T. butter, melted and divided
4 oz. sweet Italian sausage
1/3 c. finely chopped yellow onion
1/3 c. finely chopped carrot
1/4 t. ground cinnamon
1/8 t. ground red pepper
3 garlic cloves, minced
1/4 c. chopped walnuts, toasted
3 T. minced green onions
1/4 t. kosher salt
1/2 t. dried rubbed sage
1/2 c. shredded Swiss cheese


Combine cranberries and cider in a microwave-safe bowl; microwave at HIGH 1 minute. Let stand for 10 minutes. Add mixture to rice.

Using a small spoon, carefully scoop out centers of apples, leaving a 1/2-inch-thick shell, and chop apple flesh. Brush the inside of apples with 1 tablespoon butter. Place apples on a baking sheet, and bake at 350° for 25 minutes or until just tender.

Preheat broiler to high.

Heat a large skillet over medium-high heat. Add sausage, and sauté 5 minutes, stirring to crumble. Remove from pan; drain. Wipe skillet, and melt remaining butter in pan. Add chopped apple, yellow onion, and next 3 ingredients (through pepper); sauté 4 minutes. Add garlic; sauté for 1 minute, stirring constantly. Add sausage, onion mixture, walnuts, and next 3 ingredients (through sage) to rice; toss. Divide rice mixture evenly among apples; top with cheese. Broil for 5 minutes or until golden.
http://www.myrecipes.com/recipe/savory-baked-apples-50400000116798/
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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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https://www.iusb.edu/human-resources/

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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.