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Human Resources Advisor

April 2019



Milissa's Minute

We're excited to be able to provide more information about two additional benefits for employees:

- The goal of the Staff Professional Development Grant is to provide staff members with financial assistance for scholarship and professional development activities that lead to a new, deeper, or broader understanding of one's discipline. The process requires nomination by a direct supervisor who believes the grant will assist the employee in gaining knowledge that may be shared with others at the University for continued growth. Supervisors of employees who may benefit from the grant are encouraged to check out the guidelines and nominate a member of their team for consideration. The application may be found on the HR website.
- The Tuition Exchange Program is now available for application. Similar to the benefits offered by the Council for Independent Colleges, the Tuition Exchange Program offers benefits for dependents of employees to attend more than 660 private and public not-for-profit colleges and universities including Bethel, St. Ben's, Gustavus Adolphus, Mitchell Hamline School of Law, St. Thomas and St. John's/St. Kate's all here in Minnesota! For more information about participating schools, or to complete an application, please visit the [Transfer Exchange Program](#) site.



In addition to these enhanced benefits, we're happy to continue supporting our students through graduation and are in need of **MAY COMMENCEMENT VOLUNTEERS!**

The university is seeking nearly 100 volunteers to support three Commencement Ceremonies taking place May 10 at 7:30 p.m. and May 11 at 10 a.m. and 2 p.m.

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ceremonies on Saturday are also invited to a complimentary “Thank You” lunch from 11:30 a.m. - 12:45 p.m.

Hourly employees may coordinate a schedule modification with their supervisor so that you can volunteer. If supporting commencement is part of your current job expectation, schedule modifications are not necessary. As you determine your volunteer shifts, please ensure that your time commitment doesn't require overtime.

If you are interested in assisting, please complete an [online form](#) no later than April 26. It takes an army to successfully execute these ceremonies and our goal is to provide each graduate and their family with a positive experience as they leave their alma mater; that goal begins with you! Thank you for sharing your time, skills and passion for our students.

April HR Trainings

- **FERPA (Required Training)**
 - April 24, 1:00 p.m. | April 25, 10:00 a.m. (webinar)
- **Managing Student Employees (Required Training)**
 - April 18, 11:00 a.m. (webinar) | April 23, 2:00 p.m.
- **HR Manager's Series: Hiring**
 - April 10, 2:00 p.m.
- **HR Manager's Series: Talent Management**
 - April 17, 2:00 p.m.

For more information or to request a training topic contact:

Bethany at bchan@csp.edu | (651) 641-8224

Golden Bear of the Month

A Golden Bear exemplifies quality customer service, noteworthy extra efforts or has demonstrated trust and respect in the workplace. Three nominees are selected monthly to recognized exceptional efforts in making the university an extraordinary place to come to every day. Employees that are eligible are the Executive Team, Faculty, Adjunct Faculty, Full, and Part-Time Staff. An eligible employee being nominated must be employed with the institution 90 days or more.



**Please congratulate our February Golden Bear Winners!
Bekah Sommerfeld, Lana Huberty, Jackie Garcia**

Nominate a Golden Bear

We are currently accepting nominations for the Golden Bear of the Month award for April! Peer recognition is defined as the genuine expression of appreciation exchanged between co-workers. Nominate a colleague for recognition of service above the call of duty and in the spirit of the Concordia mission and promise statement. To do so, simply [click here](#) and submit a short description of why your colleague deserves to be named Golden Bear of the Month.

WELLNESS

In April we see signs that winter is coming to an end. Plants are budding, birds are chirping, and the end of the semester is drawing near. Along with the seasons, your gut health may also be due for a change. Your gut can affect every aspect of your health from your mood to your weight. Modern medicine is only beginning to scratch the surface when it comes to researching how microbiota in your gut influence your overall health and wellbeing. When your gut is happy, you're happy!

5 Top Tips to Show Your Gut Some Love

1 – Eat more plant-based foods: To keep helpful bacteria thriving, feed them well. People who eat 30 or more different plant foods each week are more likely to have a more varied gut microbiota.

2 – Eat prebiotics: Gut bacteria feed on prebiotics and digest them for us benefitting us in several ways including reducing inflammation, having an anti-cancer effect and aiding the absorption of nutrients.

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cocoa and drinks such as red wine and tea. They have a general antioxidant function and may encourage the growth of “good,” and inhibiting the growth of “bad,” bacteria.

4 – Manage stress: Stress triggers an increased production of cortisol, which can cause dysregulation of the communication pathways between the gut and the brain, enabling bad bacteria to grow. It can also affect the processing of food resulting in either constipation or diarrhea.

5 – Avoid unnecessary antibiotics: Antibiotics kill infection-causing bacteria but they also kill positive bacteria in your body which can lead to changes in metabolism. Be cautious about using antibiotics and ensure you complete the regimen when necessary.

The Points Challenge is coming to the Synod!

The Challenge:

It's simple...

April 8-22: Register as a team of 2-6 participants

April 23-30: Teams compete to earn the most points (average per person)

The Winner:

The team with the highest average number of points accrued during the challenge period wins!

Note: If more than one team finishes as team #1-10, all points will be awarded as if they were the only team to achieve such status. (i.e., there may be multiple teams that are first place and receive the first place reward.)

The Reward:

All participants will receive 100 bonus Vitality points.

Each member of the first-place team will receive 200 bonus Vitality points.

Each member of teams #2-10 will receive 100 bonus Vitality points.

Low-carb chocolate peanut bliss bars

Ingredients:

3½ oz. dark chocolate with a minimum of 70% cacao solids

4 tbsp butter or coconut oil

1 pinch salt

¼ cup peanut butter

½ tsp vanilla extract

1 tsp licorice powder or ground cinnamon or ground cardamom (green)

¼ cup chopped salted peanuts, for decoration

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- 1: Melt chocolate and butter or coconut oil in the microwave oven or in a double boiler.
- 2: Add all remaining ingredients except the nuts and blend until incorporated.
- 3: Pour the batter into a small greased baking dish lined with parchment paper (no bigger than 4 x 6 inches).
- 4: Top with finely chopped peanuts or other creative toppings. Place in the refrigerator to chill.
- 5: When the batter is set, cut into small squares with a sharp knife. Remember, keep these and all treats small—no more than a 1 x 1-inch square. Store in the refrigerator or freezer.

Concordia Wellness Facebook group!

This new page provides an outlet to share health and wellness tips and initiatives together. If you'd like to be added to the group, email Bethany at bchan@csp.edu

Office Hours

HR Hours of Operation

8:30 a.m – 4:30 p.m.

AD 111

Questions or comments regarding the Human Resources Advisor can be directed to Bethany Chan: bchan@csp.edu or 651-641-8224



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