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Human Resources Advisor October 2020



Alex's Advice

Communication in the age of Covid-19 is more challenging due to the obvious reason of wearing a mask. No matter what position you are in on campus, nonverbal communication in the workplace is extremely important. We need to rely on our non-verbal communication more than ever while keeping Comet's Commitment. Here are some tips on how to communicate effectively and build rapport while wearing a mask.

1. Practice your "Mask Voice" – masks cause a muffling effect, it is important to speak up and accentuate key phrases, our voice makes a big difference in how people respond to what we say, also consider pausing more frequently and using a more expressive tone
2. Practice Active Listening – this includes nodding, ask open-ended questions, paraphrasing what you heard, and using sounds of understanding like "Mm-hmm"
3. Use Gestures and Body Language – now is a time to talk with your hands and make full use of gestures while speaking, gestures of greeting can be a wave instead of a handshake
4. Mirror Your Counterpart – imitate your counterpart's body language, just don't overdo it where it becomes unnatural
5. Smile with your Eyes – smiling is an extremely important form of nonverbal communication at work and in social settings. There is a natural wrinkling at the eyes when you smile, and it is more noticeable for some than others. You could also practice your "smize" as Tyra Banks would say.
6. Know When to Zoom – there are still restrictions to the size of groups that can gather in certain spaces, also have a plan to hold a virtual call if the

Dustin York, Associate Professor and Director of Undergraduate and Graduate Communications at Maryville University)

Voting During a Pandemic

While some people may choose to vote in person on November 3rd, many are choosing to mail in their ballots this election year due to the global pandemic. There is no right or wrong answer, you must assess your needs and determine the best method for you. [Vote.org](#) has many resources for voting in the upcoming election. Here is a list of resources you can find on the website:

- Locate your polling place
- Find early voting locations
- Locate a dropbox
- Get your ballot information
- Check your registration
- Register to vote
- Vote by mail
- Get election reminders
- Pledge to register
- Become a poll worker

The habits that the CSP campus community of adhered have worked:

- We have had no Minnesota Department of Health (MDH) confirmed campus spread of COVID-19 as of October 20, 2020
- The active COVID-19 positive case count has remained in single digits throughout the semester
- No classes have been cancelled or moved online as a result of COVID-19

Additional Reminders

- Please communicate potential close contact interactions to hrrorchard@csp.edu. Reminder that Close Contact is when someone who was within 6 feet of an infected person for at least 15 minutes starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to specimen collection) until the time the patient is isolated. Factors to consider when defining close contact include proximity, the duration of

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exposure risk).

- Open Enrollment for benefits is from November 2nd through the 20th, you should have received an email from Brian Marek with the new Benefit Summary, and text highlighting the changes. If you have questions regarding benefits or open enrollment, please reach out to Brian at marek@csp.edu.

Wellness

Financial wellness is as important as our physical, mental, emotional, and spiritual wellness. Did you know that Concordia Plans offers financial resources to help with financial and retirement planning? While we will be hosting sessions in early December, if you would like more information at any time, you can use the following resources. Bonus, you can earn Vitality points for utilizing these resources!

- Retirement Savings: [Attend a live or recorded Financial Webinar presented by a Concordia Plan Services Financial Educator](#)
- Run a Retirement Projection with either Retirement Connection or Vision www.concordiaplans.org/myaccount > Financial Wellness

Recipe

Anyone cooking more meals at home versus going out to eat because of COVID? I enjoy discovering new recipes that are relatively easy to make, low-carb and flavorful. The Spinach Stuffed Chicken Breast recipe is a new favorite option that pairs well with any healthy side of your choice.

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Spinach Stuffed Chicken

Breasts



These spinach stuffed chicken breasts are loaded with cream cheese, fresh spinach, and Parmesan cheese.

PREP TIME	COOK TIME	TOTAL TIME
10 minutes	25 minutes	35 minutes

Ingredients

- 4 chicken breasts
- 1 tablespoon olive oil or avocado oil
- 1 teaspoon paprika
- 1 teaspoon salt, divided
- ¼ teaspoon garlic powder
- ¼ teaspoon onion powder
- 4 ounces cream cheese, softened
- ¼ cup grated Parmesan
- 2 tablespoons mayonnaise
- 1 ½ cups chopped fresh spinach
- 1 teaspoon garlic, minced
- ½ teaspoon red pepper flakes

Instructions

Preheat oven to 375 degrees.

Place the chicken breasts on a cutting board and drizzle with oil.

Add the paprika, 1/2 teaspoon salt, garlic powder, and onion powder to a small bowl and stir to combine. Sprinkle evenly over both sides of the chicken.

Use a sharp knife to cut a pocket into the side of each chicken breast. Set chicken aside.

Add cream cheese, Parmesan, mayonnaise, spinach, garlic, red pepper and remaining ½ teaspoon of salt to a small mixing bowl and stir well to combine.

Spoon the spinach mixture into each chicken breast evenly.

<https://thatlowcarb.life.com/wp-json/mv-create/v1/creations/67/print>

10/8/2020

Spinach Stuffed Chicken Breasts - That Low Carb Life

Place the chicken breasts in a 9x13 baking dish. Bake, uncovered, for 25-30 minutes or until chicken is cooked through.

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Information

Yield 4

Serving Size 1 chicken breast

Amount Per Serving

Calories 407

Total Fat 24g

Saturated Fat 9g

Trans Fat 0g

Unsaturated Fat 13g

Cholesterol 139mg

Sodium 873mg

Carbohydrates 3g

Fiber 1g

Sugar 1g

Protein 41g

Golden Bear of the Semester Award

Golden Bear

The Golden Bear Award is awarded to three people each semester for recognition of service above the call of duty and in the All Are Welcome spirit.

Please congratulate our Spring/Summer semester Golden Bear Winners!

Steve Ross, Liz Goodman, Kristine Erickson

Nominate a Golden Bear

We are now accepting nominations for Golden Bear of the Fall Semester award! The deadline for Fall nominations will be January 15. 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 Semester. Nominate a

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short description of why your colleague deserves to be named Golden Bear of the Semester.

SHOUT OUT!

Want to give immediate, positive feedback to your peers? Don't forget about our newer initiative for peer recognition, SHOUT OUTS! Give someone a SHOUT OUT! to let them know they are appreciated.

Office Hours

HR Hours of Operation

8:30 a.m – 4:30 p.m.

RT 900

Questions or comments regarding the Human Resources Advisor can be directed to Alex Miller: amiller1@csp.edu or 651-641-8224



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