Feel free to share.

December 2009

Quote of the Month

Vision without action is merely a dream. Action without vision just passes the time. Vision with action can change the world.

Joel Barker, author

HRA Work/Life Events/Programs/Activities

Low-Cost Healthy Eating

Attend the FREE December 3rd, 12:05-12:55 Work/Life-sponsored workshop in University Library 1116 and learn how to cut food costs, make healthier food choices, avoid grocery store enticements and make delicious low-cost dishes. Staff, faculty and students are invited. You are welcome to bring your lunch and eat during the session. Register at https://www.cln.iupui.edu/apps/catalog/index.asp?site=HR – scroll down to Work/Life in left menu, then click on "Low-Cost Healthy Eating" in right menu that pops up and follow the prompts from there.

Save Money: Van Pool to Work

Are you tired of driving 15 miles or more to work every day? Do you want to save money by cutting your commuting expenses? Central Indiana Commuter Services (CICS) has the perfect solution – vanpool to work! Vanpooling (basically a carpool with enough persons to use a van) can save you money, reduce stress and help you be more productive in the morning. Join CICS for a FREE HRA Work/Life-sponsored vanpool information meeting for IUPUI employees on Wednesday, December 9 at University Library, room 2115E from 12:05-12:55 p.m. The following topics will be discussed: what is a vanpool, benefits of vanpooling, free emergency ride home service, passenger cost, and IUPUI pre-tax commuter benefit. Learn more about vanpooling and CICS at www.327ride.net or call (317) 327-RIDE (7433). You are welcome to bring your lunch and eat during the session. Register at

https://www.cln.iupui.edu/apps/catalog/index.asp?site=HR – scroll down to Work/Life in left menu, then click on "Save Money: Van Pool to Work" in right menu that pops up and follow the prompts from there.

Reduce Stress: Register for Yoga

HRA Work/Life, Intramural & Recreational Sports and the Student Wellness Coalition offer ongoing yoga classes. Spring classes start Monday, January 11th and end Thursday, May 6th. Registrants pay the semester recreation fee (\$83 -staff/faculty; \$30 - students) and may then attend the 12:05-12:45 classes in the Campus Center (with a few exceptions) on Mondays (Level I) and Wednesdays (Level II) and the Union Building Room 130 on Tuesdays (Level II) and Thursdays (Level I). There is no yoga

class on January 18. FMI and the registration form, visit http://www.hra.iupui.edu/HRA/WorkLife/default.asp under News & Upcoming Events.

Free Tang Soo Do Classes at IUPUI: Spring 2010

Tang Soo Do (pronounced tahng sue doe), a self-defense martial art related to Tae Kwon Do, will be offered again on Fridays, 12:05-12:45, this spring semester. The <u>free</u> series, open to both women and men staff, students and faculty, is a collaboration between IUPUI HRA Work/Life and the Student Wellness Coalition. Mike Foddrill, a 5th degree black belt and certified instructor, will teach the class. Each session builds on the previous session, so a commitment to attend all sessions is needed, but an occasional miss is not critical. FMI and the registration form, visit http://www.hra.iupui.edu/HRA/WorkLife under News & Upcoming Events.

Tang Soo Do is a Korean martial art with roots over 2000 years old. The ultimate goal of all Tang Soo Do practitioners is to become the best persons they can be. Tang Soo Do is comprised of traditional Korean kicking techniques as well as punches, joint locks and throws. People of all experience/fitness levels are encouraged to attend (check with your doctor beforehand). This training offers benefits for everyone including building confidence, concentration, discipline, conditioning, strength and general physical fitness.

As a form of self-defense training, it teaches you to survive common situations, as it focuses on real world application of Tang Soo Do techniques. It will not teach you to be the next martial arts movie star, but it will give you the tools you need to be confident in life and be the best you can be.

21st Century Management/Leadership Cues

The Brain at Work

An article with the above title, by Adrienne Fox in the March 2008 *HR Magazine*, talks about how new research on how the brain works sheds light on how people behave and ways HR professionals [and others] can use this awareness to be better people managers. It was found that "if a manager shows interest in employees, supports them and praises them genuinely, he [she] 'squirts' a chemical called serotonin into their brains." Serotonin opens employees' minds to ideas.

The research also shows that social pain – being rejected or berated – lights up the same regions of the brain as physical pain and can prove just as harmful. So, just as you would want to avoid causing physical pain to a person, you need to be cautious about causing social pain. The research also indicates that social fairness and respect actually help employees learn. When people judge a scenario to be fair, reward centers of the brain light up just as when they see a loved one or taste good food. On the other hand, unfair situations generate significant amygdala arousals – the brain's fear circuitry – and light up a region of the brain activated when we experience disgust.

Arousing those fear circuits – during layoffs, for instance – can decrease the ability to make decisions because the prefrontal cortex becomes overloaded and reduces functioning. To minimize uncertainty [and fear], share as much information as you can with your employees.

Another discovery, mentioned in the article, is that the brain of a 71-year old is the same as the brain of a 17-year old when it comes to its ability to make new connections. Neuroscientists have found that the brain doesn't build connections when told what to do; it only changes patterns by being involved in the process.

Another area of concern related to the brain is stress. Prolonged stress on the brain can cause a person to think unclearly. Ellen Weber, Ph.D., who is quoted in the article, says leaders should look at stress the way neuroscientists do and warns that "stress shrinks the brain mass and knocks off at least 10 years of your life and lowers your [immunity]." Promotion of stress-reducing activities like yoga or other fitness activities in the workplace is a way some workplaces address this concern.

The complete article is at

<u>http://www.leadershiphabitude.com/resources/thebrainatwork.pdf</u> . A related article can be found at http://www.entrepreneurialadvocate.com/your-brain-at-work-and-why-less-is-more .

Work/Life Partner Activities & Information of Interest

Work/Life programming is about wellness, career/personal enrichment, dependent care, education on things that affect your personal life (finances, home maintenance, legal issues, etc.), information for families/singles, ideas for better balancing your work and life and more. In a nutshell, it's about providing information that you, as a whole person need/want. Since HRA's Work/Life office cannot meet all these needs, we are happy to let you know of work/life-related opportunities that other organizations on and off campus are offering, along with other general information.

Health, Wellness & Safety

Energy Drinks: The Risks

According to an article at the Mayo Clinic Web site, the caffeine in energy drinks may pose risks including: restlessness, irritability, increased blood pressure, dehydration and rapid heartbeat (in some cases it can actually cause dangerous changes in heart rhythm). Mixing energy drinks and alcohol compounds the effects, since alcohol also makes your heart beat faster. In excess, caffeine can also cause headaches, nausea and insomnia. The sugar in energy drinks may contribute to weight gain, too.

Excessive amounts of energy drinks have been associated with manic episodes, seizures, chest pain, heart attacks and sudden cardiac death. Another study - http://www.sciencedaily.com/releases/2008/07/080724150438.htm - also found that energy drink users were more likely to participate in other risky behaviors, so use by your adolescents and teens could serve as a red flag.

Free Trial at Intramural & Recreational Sports

Try out the classes and facilities at IUPUI Intramural & Recreational Sports for free January 11-22. Check their Web site http://www.iupui.edu/~iupuirec for details.

Holiday Stress Relief

During the holidays, some may feel guilt and anxiety over a variety of things – gift giving, planning and preparation of holiday meals, interactions with relatives, shopping, etc. One way to handle some of these anxiety-causing things is to relax our expectations.

Each item at those holiday meals doesn't have to be homemade, so buy an item or two instead of making it yourself, cut back on the number of dishes at the meal or ask others to bring the side dishes to make it easier on yourself. In regard to gifts, just do your best and don't worry about whether you gave the absolute best item. Shop at off hours when crowds are smaller to reduce stress and take a list so you can use your time well. It's YOUR holiday, too; give yourself a break and ignore those who ignore your good efforts and try to make you feel guilty for not meeting THEIR expectations.

Stocking Stuffers with a Plus

Proper tooth brushing is important for effective plaque removal and general hygiene, so why not put a new toothbrush in the holiday stockings? Or consider a jump rope, exercise band, certificate for dance lessons, gym membership or exercise tape to encourage fitness. Nuts and fruit can encourage nutritious eating.

Prepare for that Doctor's Visit

To get the most out of a visit to your doctor, make a list of your concerns and symptoms. Some patients have "white coat anxiety" and forget once the doctor appears. Ask if there are lifestyle changes that you can make to improve your health. If you are prescribed a medicine, ask about side effects or potential interactions with other drugs or foods (if you keep a list of your prescriptions, you can share that with the doctor, especially if you see more than one doctor). For more questions you might ask, visit http://www.medicinenet.com/script/main/art.asp?articlekey=13683, http://nihseniorhealth.gov/talkingwithyourdoctor/faq/faqlist.html or http://www.americanheart.org/presenter.jhtml?identifier=4678.

Communicating well with your doctor can affect your long-term health, so you have the right to ask questions to gain knowledge or to clarify what the doctor has said. If you think it will help, you can even ask the doctor to write out his/her instructions for you or if he/she has any printed publications that might be of help.

2010 Mini Marathon Training Program: Having Fun Going Thirteen Point One

The 14-week National Institute for Fitness and Sport (NIFS) Mini Marathon Training Program is for runners and walkers (older than 16 years of age), beginners and seasoned racers, in training for the OneAmerica 500 Festival Mini Marathon on May 8, 2010 (Geist Half Marathon participants also welcome!). Weekly meetings, Wednesdays at 6:00 p.m., January 27 through May 12 at NIFS (downtown) and Cherry Tree

Elementary School (Carmel), consist of group runs/walks, stretching and refreshments. Participants receive a daily 14-week training schedule, the NIFS MMTP program shirt, 50% off the *Absolute Beginner's Guide to Half-Marathon Training*, discount at Runners Forum (downtown and Carmel locations) for shoes/apparel and the NIFS celebration pasta dinner. Fee: \$60 NIFS members (\$70 non-members), \$70 NIFS members with the *Absolute Beginner's Guide* book (\$80 non-members). To register over the phone, contact Cassie at 274-3432, ext. 222 or visit NIFS website at www.nifs.org.

Personal/Home/Family/Financial Life

Thinking About Adoption? Be Careful in Choosing an Agency

If you are thinking about adoption, consider using a licensed agency that is a member of Indiana Adoption Agencies United (IAAU) such as Adoption Center for Family Building; Adoption Resource Services, Inc.; Adoption Support Center; Baptist Children's Home; Children's Bureau, Inc.; Families Thru International Adoption, Inc.; LDS Family Services; Shepherd's Gate (Lutheran Social Services of IN); Miriam Project; State of Indiana, Department of Child Services; St. Elizabeth-Coleman; Sunny Ridge Family Center (located in Illinois) or White's Residential & Family Services. Be sure to do your homework on the agency that you plan to work with. Find good information about adoption at www.DaveThomasFoundationforAdoption.org. HRA Work/Life has tentatively planned a panel of adoptive families for Wednesday, March 10th, so put it on your calendar, if interested.

Get a New Computer? Recycle the Old One Responsibly

If a new computer was part of your holiday bounty, call Workforce, Inc. at 532-1367 to pick up your old one (along with printer, etc.). They are a registered electronic recycler with the Indiana Department of Environmental Management. Electronic waste can contain things such as lead, cadmium and mercury which are serious toxins that should not go into the landfill/environment.

Vanpool from Greenwood

Central Indiana Commuter Services (CICS) will be having a vanpool meeting at the Greenwood Public Library in Room C on Wednesday, December 2 at 6:00 p.m. to discuss starting a vanpool from Greenwood to downtown Indianapolis. The library is located at 310 S. Meridian St, Greenwood. The IndyGo Greenwood Express (ICE) will end on December 1st and CICS would like to assist employees from Johnson County with affordable and dependable commuting options to work.

Free and Fun/Interesting

<u>Holiday Hullabaloo</u>, December 3, 6-9:00, Indianapolis Museum of Art. FMI – 923-1331. <u>L.S. Ayres at Christmastime</u>, December 3, Noon and 5:30, Indiana State Library. FMI – 232-3675.

<u>Free Family Night at Children's Museum</u>, December 3, 4-8:00 p.m. FMI – 332-3322 <u>Marian College Jazz Band</u>, December 4, Noon, Circle Centre Mall Artsgarden. FMI – 631-3301.

Black and White and Read All Over (artist reception and open studio night), December 4, 6-10:00, Harrison Center for the Arts, 1505 N. Delaware. FMI -

http://www.harrisoncenter.org/shows.php

Clay 101 with Don Edwards (ages 6-17), December 6, 2-4:00 Central Library, Learning Curve room. Call 275-4119 to register. *

Christmas Concert, December 6, 4:30-6:30, Christ Church Cathedral (on the Circle). FMI – 636-4577

Holiday Music with Strings, December 8, 7-8:00, Central Library, Simon Reading Room. *

Deb Cooney Gallery Walk/Talk (photography exhibit), December 11 and 12, 6:00, Clowes Hall at Butler University.

Rejoice! (music of the season), December 11 & 12, 7:30 p.m., Clowes Hall at Butler University; free but ticket required. FMI -

http://www.cloweshall.org/calendar/event.lasso?-KeyValue=176&-Token.Action= Black Santa, December 12, 10-2:00, Madame Walker Theatre. FMI – 236-2099. Kwanzaa Community Choir Concert, December 12, 8:00, Indiana Historical society. FMI – 232-1882.

America and the World: A View from the Senate, presentation by Sen. Richard G. Lugar (R.-Ind.). December 13, 7 p.m. Civic Theatre, Marian University, Indianapolis. Las Posadas, December 13, 4-8:00, Indiana Historical Society. FMI – 232-1882. African-American Newspapers in Indiana, December 14, Noon, Indiana State Library. FMI – 232-3675.

Christmas at Lilly House and Greenhouse Open House, December 17, 5:30-8:30, grounds of Indianapolis Museum of Art.

Winter Solstice at the IMA (ice carvers, wintery animals, bonfires and art making), December 17, 6-8:30, Indianapolis Museum of Art grounds near Lilly House and Greenhouse.

12 Days of Christmas in Indy, December 18, 10-5:00, NCAA Hall of Fame. FMI – 917-6084.

Meet Me in St. Louis (movie), December 20, 2:00, Central Library, Clowes Auditorium. * 12 FREE Days of Christmas, December 20, Noon-3:00 President Benjamin Harrison Home. FMI – 631-1888.

Christmas Eve Lessons & Carols, December 24, 5-6:30 p.m., Christ Church Cathedral (on the Circle). FMI – 636-4577.

Christmas Eve Choral Festival, December 24, 11:00 p.m., Christ Church Cathedral (on the Circle). FMI – 636-4577.

*For branch library events, visit http://www.imcpl.org/events/index.php?action=search.

Discounts/Perks

JagPerks

Cell phone discounts, amusement park discounts (during the season), gift cards, IndyGo passes (even the free student S-pass) and more – that's what the JagTag card services office has to offer. You can even pay for your JagTag purchases using payroll deduction. FMI, visit http://www.jagtag.iupui.edu/discounts/index.aspx.

Becoming More World/Culture Wise

~ December is Universal Human Rights Month ~

Selected Holidays of Note (Source: University of Kansas Medical Center Web site)

December 6 – St. Nicholas Day (Christian)

December 7 – Pearl Harbor Day (U.S.)

December 8 – Bodhi Day or Buddha's Enlightenment (Buddhist)

December 12 – Hanukkah (Jewish)

December 12 – Virgin of Guadalupe (Mexico)

December 13 – Santa Lucia Day (Sweden)

December 16-25 – Las Posadas (Mexico)

December 18 – Al Hijra or Muslim New Year (Muslim)

December 25 – Christmas (Christian)

December 26 – Boxing Day (Canada, United Kingdom)

December 26 to January 1 – Kwanzaa (African-American)

Ethnic/Cultural Festivals/Events/Classes

Local

(German-style) Christkindl Market. December 4-6, Athenaeum/Das Deutsche Haus, 401 East Michigan St. FMI - Jim Gould, 655-2755 ext. 1.

<u>(German-style) Sankt Nikolaus Fest.</u> December 6, 1-5 p.m. \$5-7. Athenaeum/Das Deutsche Haus, 401 East Michigan St. FMI - <u>Jim Gould</u>, 655-2755, ext. 1. This intergenerational festival celebrates the arrival of Sankt Nikolaus with gingerbread-house-making, Adzook's Puppet Show and Christmas tree lighting ceremony.

<u>An Evening with the Moscow Ballet.</u> December 6, 7 p.m. Murat Center, Indianapolis, FMI and tickets - <u>Aliya Chaplin</u>, 955-5150.

<u>Christmas service in German</u>. December 13, 3 p.m. <u>Zion Evangelical Church of Christ,</u> Indianapolis. FMI - 257-0493 or 639-5411.

<u>New Year's Eve Dance</u>. December 31, 8 p.m. <u>German-American Klub</u>, 8602 South Meridian Street. FMI http://www.indianapolisgak.com/new_year.html or 888-6940.

Regional

<u>"Kelin (Daughter-in-Law)" (part of Kazakh Film Series).</u> December 3, 7 p.m. Room 005, Wylie Hall, Indiana University Bloomington. Sponsored by <u>Inner Asian and Uralic</u> National Resource Center. FMI - http://www.iub.edu/~iaunrc/news/index.shtml.

Notes of a Railway Worker (part of Kazakh Film Series). December 10, 7 p.m. Room 005, Wylie Hall, Indiana University Bloomington. Sponsored by Inner Asian and Uralic National Resource Center. FMI - http://www.iub.edu/~iaunrc/news/index.shtml.

Career/Professional/Personal Enrichment/Recognition

IUPUI Innovation Workshop Set for December 17th

The IUPUI Innovation Workshop will take place December 17, 9-Noon in the Campus Center Multi-Purpose Room. This workshop is designed as a kick-off to a campus-wide initiative supportive of researchers interested in turning research and discovery into commercially viable technologies and products. The IUPUI Innovation Workshop is cosponsored by the IUPUI Office of the Vice Chancellor for Research (OVCR), the IUPUI Solution Center, and the IU Research and Technology Corporation. Registration information will be available soon through the events sections of the OVCR Web page and the Solution Center Web page. For more information, contact: Teresa A. Bennett, Director, IUPUI Solution Center, at 278-9170.

Etiquette Cues: Thank You Notes

This is the gift-giving season, so it's time to get a brush-up on thank you notes. This is also a good opportunity to teach your children the importance of thank you notes by having them write notes if, at their age, they are able to do so. Here's a site with all the details - http://entertaining.about.com/cs/etiquette/a/thankyou.htm.

IUPUI Mediation Training

According to *U.S. News and World Report*, the job of "mediator" is one of the 30 Best Careers for 2009. The article goes on to say that while finding full-time work as a mediator may not be possible without years of prior experience, there is clearly a need for individuals who possess the skills, passion and temperament to assist others to resolve basic communication challenges and conflicts in the work and learning environment.

Come learn some of these skills at an intensive 40-hour program Tuesday-Thursday, December 15-17 and Tuesday-Wednesday January 5 & 6, (8:30 to 5:00 each day), Campus Center 306, 307, 309, 310. While the program is open to anyone, this program is especially valuable for HR professionals, managers, administrators, team leaders, student leaders and others who are in positions to constructively influence the resolution of conflict among individuals with whom they work and learn. Registration deadline: Monday, December 7th. Register at

https://www.cln.iupui.edu/apps/catalog/index.asp?site=HR —click on "Alphabetical Listing" in left menu, then click on "IUPUI Mediation Training" in right menu that pops up and follow the prompts from there.

Julian Center Support Groups

Embarking on a New Way of Living: Women's Coping Skills Group, Thriving and Surviving: An Art Therapy Group for Women Survivors of Trauma, 12-Week Domestic Violence Psycho-educational Group, Teens Impacted by Domestic Violence Support Group and Women's Therapy Group are some of the groups you can join at the Julian Center, 2011 N. Meridian St. All group fees are on a sliding scale. FMI - http://www.juliancenter.org/group_therapy.html or 941-2200.

Student Supervisors 301

If you have extensive experience supervising students but want to kick it up a notch and learn how to optimize the student's experience by being part of SkillsBridge, plan to attend the December 10, 9-Noon workshop in UL 0106. FMI, contact Judy Carley at 274-7381.

Total Career Makeover Series: Communication Styles at Work

Professor Kristina Sheeler will present at this Wednesday, December 2, 1:30 p.m. session in University Library Lilly Auditorium. She will demonstrate how to develop a variety of communication styles and how to apply them effectively. Register at http://ofw.iupui.edu. Questions? Call 278-3600. Sponsored by the Office for Women.

Miscellaneous

Central Indiana Commuter Services (CICS) Prizes Awarded

CICS was a vendor at the IUPUI HRA Health and Benefits Fair. After the fair, they drew names for door prizes. The winners were Tamy Detgen (\$25 gas card), Sherry Coleman (\$10 Starbucks card) and Jeff Huffman (coffee mug and umbrella).

IndyGo News

<u>Fishers ICE Service</u> - Effective Tuesday, December 1, additional stops for the Fishers ICE route will be added on Illinois at 10th St. (outbound) and on Pennsylvania St. at 10th St. (inbound) to provide IndyGo riders walking-distance access to the Clarian People Mover. With that change, the 8:30 a.m. trip departing the Park and Ride at the Eastern Star Church in Fishers (8850 E. 106th St) and traveling downtown will be eliminated along with the 7:40 a.m., 8:10 a.m. and 3:30 p.m. trips departing downtown for Fishers.

<u>Carmel ICE Service</u> - Effective December 1, additional stops for the outbound Carmel ICE route will be added on Illinois at 10th and 16th streets. Inbound stops are being added on Capitol at 11th and 16th streets. These stops will provide walking-distance access to the Clarian People Mover and Methodist Hospital. The 8:25 a.m. trip departing downtown and traveling to the Carmel Park and Ride location (Meijer store located at the corner of N. Pennsylvania St and W. Carmel Dr) will be eliminated. Similarly, two evening downtown departure trips (6:05 p.m. and 6:35 p.m.) will be combined into an evening downtown departure at 6:15 p.m.

<u>Greenwood ICE Service</u> - As previously announced, ICE route service from Greenwood will end on December 1, due to low ridership. The last day of service is November 30. Individuals who used this ICE route are encouraged to utilize IndyGo's Route 31 Greenwood.

Volunteer Opportunities/Civic Engagement

Comment: You might wonder why I include a section on volunteerism in this newsletter. I believe that partnering with the community we work and live in is a win/win. The organization you work with gets the value of your services. It potentially allows you, the volunteer, to network and build relationships with other people, explore one of your passions, learn a new skill, experience a leadership role, get the great feeling that you get for making a contribution and have fun. Is that reason enough to include this section? J

Volunteer Opportunities

The Indiana German Heritage Society and Athenaeum Foundation are sponsoring the inaugural Sankt Nikolaus 5K Lauf on December 5th, as part of the Sankt Nikolaus weekend celebration. The 5K needs volunteers the night before (12/4) from 4 - 8:30 to help with package pick-up and registration. They also need volunteers for package pick-up on race day from 7- 9:30 a.m. and during the race (block low traffic intersections, pick-up, etc.). All proceeds go to Lutherwood - treatment for abused and/or neglected Indianapolis children. If you would like to volunteer, e-mail Jim Gould @ JimGould@athenaeumfoundation.com , Brian Griesemer at brian.griesemer@stniklauf.com or visit http://www.stniklauf.com.

The Indiana Chapter of the Arthritis Foundation needs volunteers to help with everything from registration and water stations to set-up and tear down for its *Jingle Bell Run/Walk*. The 5K will take place Saturday, December 12th at the Indiana State Museum. Most volunteer opportunities will be outside so dress in layers. To volunteer, call 879-0321 ext. 207 or email indyjbrvolunteer@yahoo.com.

<u>The Little Red Door</u> needs volunteers to deliver medical supplies to patients, help in the office, work at health fairs/other events and more are needed. Visit http://www.littlereddoor.org/VolunteerOpportunities.aspx or call 925-5595.

Notes

If someone forwarded this Work/Life e-newsletter to you, you picked it up via the Web or link or received a paper copy and want to subscribe to receive online, just send a note to mstimmin@iupui.edu.

Note: In order to provide as many good resources as possible to participants, we will often acquire speakers and informational pieces from a variety of sources and will list Web sites of various companies/organizations. We do not necessarily endorse the

persons/companies/organizations whose information we use or whose Web sites we list (though we have done some basic research to try to ferret out reputable organizations, of course). The information we provide is not intended to be advice, simply information. Be a wise consumer and do the appropriate research before using the goods/services/information of any of these companies/organizations/sites.

Maggie Stimming, M.A., CWPM Work/Life Effectiveness IUPUI Human Resources Administration 620 Union Dr., Room UN 340 Indianapolis, IN 46202-5168

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