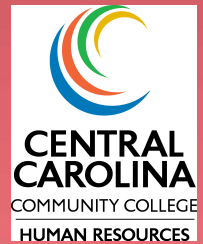


Live Well, Work Well

May 2019

Health and Wellness Tips for Your Work and Life

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5 Things You Can Do to Improve Your Daily Mental Health

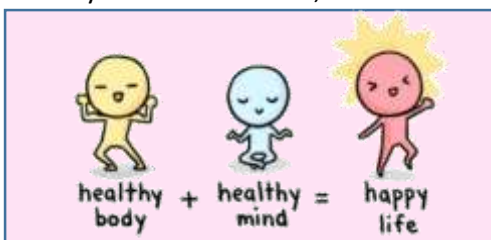
Mental health plays a huge role in your overall health and well-being. It affects everything, including how we think, feel and act, and helps determine how we make healthy choices and cope with stress.

Because it's such a crucial component of your health, it's important to focus on maintaining or improving your mental health. Here are five simple ways to do so every day:

1. **Express gratitude.** Taking five minutes a day to write down the things that you are grateful for has been proven to lower stress levels and can help you change your mindset from negative to positive.
2. **Get exercise.** You probably hear all the time how beneficial exercise is to your overall health, but it's true. Exercising regularly can benefit your brain function, reduce anxiety and

improve your self-image.

3. **Spend time outdoors.** Getting outside, especially when it's sunny, can greatly improve your mood, which in turn, benefits your mental health.
4. **Be kind.** Helping others and being kind not only helps the receiver of the act, but can also help you. It doesn't have to be anything crazy—holding the door or giving a compliment can go a long way.
5. **Get a good night's sleep.** Fatigued individuals typically experience drowsiness, mood changes, loss of energy and appetite, headaches, and a lack of motivation, concentration and alertness. Strive for seven to eight hours of sleep a night to improve your mental health.



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New Scholarship for Children of Employees

CCCC Human Resources Department is proud to announce that as recipients of the Award for CUPA-HR's Southern Region HR Excellence Award *and* the National HR Excellence Award, we have received \$4000.00 to donate to a scholarship of our choice.

We have decided to start the Human Resources Department Scholarship to assist a child of an employee each semester. Interested students must apply using the Foundation Scholarship process.

If you are interested in donating to the Human Resources Department Scholarship, go online to <http://www.cccc.edu/foundation/give-now/>.

To read more about the award, go to CUPA-HR at <https://www.cupahr.org/blog/award-winning-work-in-higher-ed-hr-2/>.



EMPLOYEE INFORMATION CONTACTS

Carla Parrish, Payroll Accountant

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- Payroll administration
- Health, Dental, Life & Vision Insurance Benefits
- Retirement/401k/457
- SECU / State Employee Association Benefits
- Disability & Retirement Eligibility and Filing
- Garnishments
- Full-Time Employment Verifications
- Leave

Denise Johnson, HR Coordinator

***7476, dljohnson@cccc.edu**

- Applicant Contact
- Background Checks & References
- College Catalog
- E-Verify Administrator
- Foreign Nationals
- Hiring Process for Full-time
- Job Announcements
- Selection Process/Interviews/Search Committees
- Shared Leave
- Worker's Compensation

Nicole Malott, Payroll Specialist

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- Travel Authorizations & Travel Reimbursements
- Part Time Employment Verifications
- Timesheet process

Trinity Faucett, Director of HR

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- Affordable Care Act
- Board of Trustees Reports
- Contracts
- Disciplinary Process/Employee Relations
- Employee Assistance Program
- Employee Recognition
- Family Medical Leave
- Grievance & Appeals
- NEOGov Administrator
- OSHA Reports
- Policy Interpretation
- Recruitment Administration & Compliance
- Salary Administration/FLSA
- Title IX for Faculty & Staff
- Wellness programs

Jessica Fink, HR Technician

***7493 jfink@cccc.edu**

- Name OR Address Changes
- College organizational chart
- Department Receptionist
- Employee Directory
- Employee forms
- General Inquiries
- Hiring Process for Part-time
- Personnel Files
- Staff announcements
- Transcripts on File

*Welcome
Jessica Fink,
HR Tech,
to the
HR Team!*



Cheesy Broccoli and Rice Squares

- 1 cup low-fat cheddar cheese (shredded)
- 1 cup broccoli (chopped)
- 3 cups brown rice (cooked)
- ½ cup fresh parsley (chopped)
- ¼ cup onion (chopped)
- ½ tsp. salt
- 3 eggs (beaten)
- 1 ½ cups evaporated milk
- 1 tsp. Worcestershire sauce
- Nonstick cooking spray



Preparations

1. Heat oven to 350 F and coat a 9-by-9-inch baking pan with nonstick cooking spray.
2. In a bowl, combine the brown rice, cheese, onion, broccoli, parsley and salt.
3. In a separate bowl, combine the eggs, Worcestershire sauce and evaporated milk. Pour over rice mixture. Mix well.
4. Pour into the baking dish.
5. Bake until just firm, about 35 to 40 minutes. Cut into squares to serve.

Makes: 8 servings

Nutritional Information (per serving)

Total Calories	183
Total Fat	4 g
Protein	12 g
Carbohydrates	24 g
Dietary Fiber	2 g
Saturated Fat	2 g
Sodium	328 mg
Total Sugars	6 g

Source: USDA

Eye Health 101

Keeping your eyes healthy is a very important task. Fortunately, it's also an easy thing to do. Here are five simple ways you can keep your eyes healthy:

1. Get a regular exam. Complete eye exams consist of a series of tests designed to evaluate your vision and check for eye diseases.
2. Wear protective eyewear. When you're playing sports or doing a task that requires eyewear to be worn, heed the advice and wear glasses or goggles to prevent injury to your eyes.
3. Don't smoke. Smoking can contribute to a host of irreversible eye diseases, so quit or refrain from smoking to protect your eyes.
4. Put your shades on. Wearing sunglasses protects your eyes from the sun's harmful rays. Don't forget to put them on when you're outside!
5. Give your eyes a break. Staring at a computer screen for too long can cause a painful strain on your eyes. Whenever possible, try giving yourself a short break from looking at the screen.

Coping Skill Spotlight: 5, 4, 3, 2, 1 Grounding Technique



How to do it:

This technique will take you through your five senses to help remind you of the present. This is a calming technique that can help you get through tough or stressful situations. Take a deep belly breath to begin.

5 - LOOK: Look around for five things that you can see, and say them aloud...

4 - FEEL: Pay

attention to your body and think of 4 things that you can feel, and say them aloud.

3 - LISTEN: Listen for 3 sounds. Say the three things aloud.

2 - SMELL: Say 2 things you can smell. If you are allowed to, it is okay to move to another spot and sniff something. If you cannot smell anything at the moment or you cannot move, then name your 2 favorite smells. **1**

- TASTE: Say one thing you can taste. It may be the toothpaste from brushing your teeth, or a mint from after lunch. If you can't taste anything, then say your favorite thing to taste.

Take another deep belly breath to end.



Healthy Mind Toolkit



May 2019 Webinar

Visit your home page starting
May 21st:

TOLL-FREE:
800-633-3353

WEBSITE:
www.mygroup.com > My Portal
Login > Work-Life

USERNAME:
cccc2014

PASSWORD:
guest

**WHATEVER YOU NEED,
WE ARE HERE TO HELP.**

Just call or log on to get started.

ONLINE SEMINAR

Having a healthy lifestyle leads the way to having more energy, being more productive, and being empowered to do more, and do it better. Scheduling time to improve your wellbeing with small and simple steps can have a large positive impact on your life.

This session will help participants learn practices for restful sleep, balanced nutrition, healthy relationships, regular mindfulness practice, and more, as practical tools in their “healthy mind toolkit.”

Your Employee Assistance Program can work with you to collaboratively create goals, discuss wellbeing strategies that fit your life, and more.

HEALTHY PREP *for* FAMILY TRAVEL



TAKEAWAY



HERE ARE SOME TIPS TO KEEP YOUR HOLIDAY ENJOYABLE FOR EVERYONE:



ENGAGE MANY INTERESTS

Choose a destination with different sights, activities, and dining options, including each traveler's top attraction in your itinerary. If the group has divided interests, split up for part of the day, then share your adventures over dinner.

This summer, take a trip that will bond your entire family.

Family Member	Interests



HAVE SOME HEALTHY FUN

Pack for activity — resistance bands, a jump rope, athletic shoes — or stay at hotels with a fitness center or pool. Plan walking or biking tours. And don't let healthy eating take a back seat when you travel. Have healthy snacks in your carry-on or a small cooler for your car. At restaurants, order grilled entrees and lighter sides. And watch your portions — take the leftovers back to your room.

Destinations	What to Bring



SCHEDULE A DAILY BREAK

Everyone needs some downtime. Incorporate rest periods into your plans — even including a nap — to avoid weariness and keep everyone raring to go.

Downtime Activities

